# Native Vegetation Offset Register

Notification to allocate native vegetation offsets





[deeca.vic.gov.au](https://delwpvicgovau.sharepoint.com/Users/fionadurante/Downloads/deeca.vic.gov.au)

This form is to advise the Native Vegetation Offset Register of the allocation of native vegetation offset to an offset requirement.

This form is used to allocate **first party** native vegetation offsets to satisfy a native vegetation offset requirement for the removal of native vegetation when the offset site is on the same land and under the same ownership as the native vegetation to be removed. The ownership of the land must be the same as the holder of the planning permit to remove native vegetation.

To complete this form, you will need:

* The planning approval document that sets out the native vegetation offset requirement (e.g. a planning permit).
* The most recent native vegetation offset register statement that indicates the remaining units of gain available to allocate from the offset site.

### Steps to complete this form:

1. Check the offset requirement on the planning approval document (e.g. planning permit) against the most recent *native vegetation offset register statement* to ensure there are sufficient units of gain available to allocate from the offset site.
2. Complete all details in Tables 1, 2, and 3 on page 2.
3. Complete the details of the native vegetation offset type to allocate to the planning approval (tables on page 3) and ***delete*** tables which are not relevant.
4. This form must be submitted by the offset owner. If submitted by a person or entity acting on behalf of the offset owner, written permission from the offset owner must be sent with this “*Notification to Allocate*” form.
5. *Note:* there is a cost recovery fee associated with allocating offsets to an Allocated Offset Extract (AOE). If this form is not submitted by a broker, the cost recovery fee must be paid prior to the Native Vegetation Offset Register (NVOR) processing this form. Please fill out the payment section of this form. The Department will issue an invoice as soon as possible upon receiving this form. The cost per transaction can be found on the Department’s website ([native vegetation (environment.vic.gov.au)](https://www.environment.vic.gov.au/native-vegetation/native-vegetation)).

Table 1: Details of the offset site ownership from which you want to allocate native vegetation offsets

|  |
| --- |
| Offset site owner details |
| **Property identifier and security agreement number:** |  |
| **Offset site owner:** |  |
| **Contact person:** |  |
| **Contact address:** |  |
| **Email address:** |  | **Mobile number:** |  |

Table 2: Details of the person/entity paying for the cost recovery fee

|  |
| --- |
| **Invoicing details** |
| Purchase order number: |  |
| Company name: |  |
| Contact name: |  |
| ABN/ACN: |  |
| Address: |  |
| Email: |  |
| Mobile number: |  | **Phone number:** |  |

Table 3: Details of the planning approval and clearing site to which you want to allocate the native vegetation offsets

|  |
| --- |
| Planning approval details and locality of the clearing site |
| **Planning approval type:** |  |
| **Planning approval reference number:** |  |
| **Native vegetation removal report ID:** |  |
| **Project name:** |  |
| **Address of clearing site:** |  |
| **Responsible authority:** |  |

Check your planning approval document and complete the tables below to allocate the native vegetation offset requirement.

### TO ALLOCATE OFFSETS UNDER THE GUIDELINES 2017

Amount of General Habitat Units (GHUs) to be allocated on the Native Vegetation Offset Register.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Property identifier and security agreement number | Site-Zone | Strategic Biodiversity Value Score (SBV)\* | General Habitat Units (GHU)\* | Large Trees (LT) | Catchment Management Authority (CMA) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total to be allocated** | na | na |  |  | na |

\* To three decimal places

Amount of Species Habitat Units (SHUs) to be allocated on the Native Vegetation Offset Register.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Property identifier and security agreement number | Site-Zone | Species Habitat Units (SHU)\* | Large Trees (LT) | Species common name | Species scientific name |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total to be allocated** | na |  |  | na | na |

\* To three decimal places

### TO ALLOCATE OFFSETS UNDER THE GUIDELINES 2013

Amount of General Biodiversity Equivalence Units (GBEUs) to be allocated on the Native Vegetation Offset Register.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Property identifier and security agreement number | BCA number | Strategic Biodiversity Score (SBS)\* | General Biodiversity Equivalent Units (GBEU)\* | Catchment Management Authority (CMA) |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total to be allocated** | na | na |  | na |

\* To three decimal places

Amount of Specific Biodiversity Equivalence Units (SBEUs) to be allocated on the Native Vegetation Offset Register.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Property identifier and security agreement number | BCA number | Specific Biodiversity Equivalent Units (SBEU)\* | Species common name | Species scientific name |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total to be allocated** | na |  | na | na |

\* To three decimal places

### TO ALLOCATE OFFSETS UNDER THE NATIVE VEGETATION FRAMEWORK

Amount of offsets for habitat hectares, very large old trees, large old trees, recruits to be allocated on the Native Vegetation Offset Register.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Property identifier and security agreement number | Site-Zone | Habitat Hectares \*  | Very Large Old Trees | Large Old Trees | New Recruits |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total to be allocated** | na |  |  |  |  |

\* To two decimal places

I acknowledge I/we are the owners of the Native Vegetation Offsets and that the Native Vegetation Offsets described in this form will have their status changed to be “allocated” on the Native Vegetation Offsets Register.

Offset owner (print) ………………………………………………………………………………………………….………….………………….

Job title (print) ……………………………………………………………………………………………….……….……………………….

Offset owner signature ……………….…………………………………………. Date: …..…/……/ 202….….

Please complete, sign and email the form to: nativevegetation.offsetregister@deeca.vic.gov.au.

Please ensure that all information is correct before submitting this form to the Native Vegetation Offset Register.

*When the Native Vegetation Offset Register is satisfied that the required information has been provided; an Allocated Offset Extract (AOE) will be produced showing the details of the allocated offsets.*

*Please note that once an offset has been allocated it cannot be used again. Also note that there is limited ability to un-allocate offsets. Therefore, it is important that offset owners are confident that all details provided are correct and that only the necessary amount and type of offsets are allocated.*

If you have any questions about this form you can contact the register at nativevegetation.offsetregister@deeca.vic.gov.au



We acknowledge Victorian Traditional Owners and their Elders past and present as the original custodians of Victoria’s land and waters and commit to genuinely partnering with them and Victoria’s Aboriginal community to progress their aspirations.

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