Visitor Management

Fee exemptions for vehicle access permits on QPWS managed recreation areas

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OFFICIAL USE ONLY**DATE RECEIVED

|  |  |  |
| --- | --- | --- |
|  |  |  |

FILE REF

|  |
| --- |
|  |

COMPLETE FORMENTERED BY [SIGNATURE]

|  |
| --- |
|  |

DATE

|  |  |  |
| --- | --- | --- |
|  |  |  |

**RECEIPTING DETAILS ONLY(if applicable)**DATE RECEIPTED

|  |  |  |
| --- | --- | --- |
|  |  |  |

RECEIPT NUMBER

|  |
| --- |
|  |

AMOUNT RECEIVED

|  |
| --- |
| $ |

PROCESSED BY (INITIALS AND NAME)

|  |
| --- |
|  |

 |

*This form must be completed and signed by a person who is seeking a fee exempt vehicle access permit and who is eligible under one of the following five categories.*Fee exemption categories* **Resident within a recreation area** means a person whose only reasonable vehicular access to and from the person’s principal place of residence requires travel through the recreation area.
* **Land within a recreation area** means a person whose only reasonable vehicular access to and from land to which the person holds title/has a registered interest requires travel through the recreation area (timeshare ownership does not qualify). Under this category, ‘person’ can mean a corporate entity such as a company, incorporated association or trust.
* **Close relative of resident within a recreation area** means a resident’s spouse, parent, grandparent, brother, sister, child or grandchild or of the resident’s spouse (such as grandparent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law), including step and/or adopted child. This category applies where the only reasonable vehicular access to the principal place of residence of a close relative of the person is through the recreation area.
* **Worker access** means a person whose only reasonable vehicular access to a place where the person needs to carry out work (a trade, business or profession) is through the recreation area. (Soliciting for employment, trade or business, or work that could readily be done elsewhere does not qualify).
* **Rainbow Beach resident** means a person whose principal place of residence is in Rainbow Beach or Inskip. This category applies to a fee exemption for the Cooloola Recreation Area only.
 |

# Recreation area and applicant details

**Recreation area – please tick**

[ ]  Bribie Island [ ]  Cooloola [ ]  K’gari (Fraser Island)

|  |
| --- |
| Applicant Name       |
| Address       |
| Suburb/Town       | State       | P/Code       |
| Postal Address (if different from above)       |
| Telephone (daytime)       | Mobile       |
| Email (optional – for notification of decision)       |
| Residential address in recreation area (if different from above address)       |

# Previous permit/s

1. Have you previously been issued with a fee exempt vehicle access permit for the vehicle/s listed below?

[ ]  No

[ ]  Yes – Provide details

|  |  |
| --- | --- |
| Booking/permit number      | End/Expiry date on the permit      |

# Vehicle details

|  |  |  |  |
| --- | --- | --- | --- |
| Registration number      | Make      | Model      | Colour      |
| Registration number      | Make      | Model      | Colour      |
| Registration number      | Make      | Model      | Colour      |

Tick if any of the above vehicles are:

[ ]  Conditionally registered [ ]  Business vehicle [ ]  Rental vehicle

(Eligibility restrictions may apply)

**Mandatory vehicle supporting documents:**

* The following **mandatory vehicle supporting documents** must be submitted with this application:
* Current Queensland vehicle registration certificate (all applicants)
* Current police permit for LO6(A) conditionally registered vehicles (Worker category only if the vehicle meets Queensland Parks and Wildlife Service (QPWS) requirements for use in the area)
* Current business vehicle registration certificate (workers only)
* Statement supporting need for conditionally registered vehicles (workers only)
* Rental vehicle documents (must be valid for time of vehicle permit).

# Fee exemption category (refer page one) – Please tick one category only

**[ ]  Resident (permanent) within a recreation area**

* Evidence is required of the applicant’s principal place of residence, i.e. where the person lives for most of the time (e.g. for more than half of the days of each year), and the residence must have no other reasonable access except through the recreation area.
* A person eligible under this category may be issued with a vehicle access permit free of charge for a maximum term of **one (1) year**.

**Supporting documents:** The person’s current Queensland photo driver licence showing the relevant property address **AND one (1) of the following official documents** addressed to the person at the relevant property address:

* Electoral enrolment card
* Property lease agreement
* Department of Natural Resources and Mines (DNRM) notice of valuation certificate
* Queensland local government rates notice for island property (current)
* Utility invoice e.g. electricity, phone, gas (issued within the past three months)
* Other official document, e.g. insurance notice, bank statement, Australian Tax Office document, Centrelink letter.

[ ]  **Land within a recreation area**

* Evidence is required that the person holds registered interest/title in the relevant land. Fee exemptions are only available to an individual or a corporate entity (such as a company, club or trust) listed on the property land title, and the relevant land must have no other reasonable means of access except through the recreation area.
* Individuals who are not registered on the land title do not qualify e.g. club members or shareholders of a corporate entity.
* If the registered landholder is a corporate entity, up to two (2) fee exemptions may be granted for vehicles registered to, or nominated by, the corporate entity.
* A person eligible under this category may be issued with a vehicle access permit free of charge for a maximum term of **one (1) year**.

**Supporting documents:** The person’s current Queensland photo driver licence.

**AND one (1) of the following** documents showing the relevant property details to demonstrate evidence of ownership (in addition to the mandatory requirements outlined below), and showing the person’s name – if applying as an individual:

* Current photo driver licence (**mandatory** if applying as an individual)
* A document providing the corporate details (e.g. copy of ASIC register extract showing company details) (**mandatory** if applying as, or on behalf of a corporation)
* Department of Natural Resources, Mines and Energy notice of valuation certificate
* Queensland local government rates notice for island property (current)
* Property title deeds/search

[ ]  **Close relative of resident**

* Resident’s confirmation of the relationship is required. Applicants must demonstrate they have a ‘close relative’ whose principal place of residence is accessed through the recreation area [i.e. where the relative lives for most of the time], and that there is no other reasonable means of access except through the recreation area.
* Evidence of residency is also required (see above) if the resident does not hold a current fee exempt vehicle access permit.
* Fee exemptions are not available to close relatives of non-resident landholders.
* A person eligible under this category may be issued with a vehicle access permit free of charge for a maximum term of **one (1) year**.

**Supporting documents:** The person’s photo driver licence.

**AND a statutory declaration** from the person’s close relative at the relevant address stating:

* their name and residential address
* that the address is their principal place of residence (i.e. where they live most of the time, e.g. most days of the year)
* the full name of the person who is applying for the fee exemption
* their relationship to that person.

[ ]  **Worker**

* Evidence is required that work/profession/trade will be undertaken in a place that has no other reasonable means of access except through the recreation area, and that it is necessary for the particular work to be undertaken in that place.
* Unrelated work that the person elects to do at the places does not qualify for a fee exemption, e.g. dealing with work emails unrelated to the place, nor does the soliciting for employment, trade or business e.g. doorknocking or letterboxing).
* Each vehicle access permit will be limited to the period for which it is needed to access the area, with further application required to extend, to a maximum of **three months**.

**Supporting documents –** The person’s photo driver licence.

**AND either a statutory declaration from the employer/client (if the work is to be done for an employer/client), OR a statement from the applicant (if work is not for an employer or client)** including the following details:

* employer/client name and address (including business name and address if applicable)
* worker’s name (and business name if applicable)
* type/nature of work to be carried out
* the approximate duration of work requiring access through the recreation area
* address or other location of the work (i.e. the specific place of work that requires access through the recreation area).

If vehicles are conditionally registered a statement is required why this type of vehicle is necessary.

**AND one (1) of the following for each worker:**

* Australian driver’s licence (current)
* Queensland 18+ card (issued after 1 January 1992)
* Medicare card (may be used by any person listed on the card)
* Department of Veteran’s Affairs/Centrelink pensioner concession card (including health care card)
* Utility invoice e.g. electricity, phone, gas (issued within the past three months).

[ ]  **Rainbow Beach Resident**

* Evidence is required that the person’s principal place of residence is in Rainbow Beach/Inskip, i.e. the person lives for most of the time (e.g. more than half of the days of the year) at an address that is in Rainbow Beach/Inskip, for example, the person is a live-in owner, or long-term tenant. In addition, the relevant vehicle is normally garaged (kept) at Rainbow Beach/Inskip with the resident, e.g. the vehicle registration certificate/renewal notice shows the relevant Rainbow Beach/Inskip address. A vehicle that is normally kept somewhere else is not eligible.
* A person eligible under this category may be issued with a vehicle access permit free of charge for a maximum term of **one (1) year**.

**Supporting documents** – The person’s photo driver licence showing the relevant Rainbow Beach/Inskip address.

**AND one (1) of the following addressed to the person at the relevant Rainbow Beach/Inskip address:**

* Electoral enrolment card
* Property lease agreement
* Property rates notice
* Utility account
* Other official document, e.g. insurance notice, bank statement, Australian Tax Office document, Centrelink letter.

# Permit delivery options – please tick preference

[ ]  Email

# Privacy statement – please complete

Information supplied may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*. Information may be disclosed to third parties for research and auditing purposes.

The Department of Environment and Science is collecting the information on this form to assess your application for a permit. This information is required under the *Nature Conservation Act 1992*, *Recreation Areas Management Act 2006*, *Forestry Act 1959* and *Marine Parks Act 2004*. This information will only be accessed by authorised employees within the Department.

The Department may have entered into an indigenous management agreement relating to this managed area/s. If so, your information may be disclosed to the relevant indigenous organisation/s for the purpose of the Department consulting with or seeking the consent of that organisation (on the basis that your information may only be used for that purpose and is not to be disclosed to any other person). Your information will not be disclosed to any other parties unless authorised or required by law.

Please contact the Privacy Team at: privacy@des.qld.gov.au for any further queries.

I, as the signatory, consent to the disclosure of personal information for the purposes of enabling the Department to consult with or seek the consent of any relevant indigenous organisation with which the Department has entered into an indigenous management agreement or indigenous land use agreement relating to the relevant area.

[ ]  YES [ ]  NO

I, as the contact person, consent to the disclosure of personal information for the purposes of enabling the Department to consult with or seek the consent of any relevant indigenous organisation with which the Department has entered into an indigenous management agreement or indigenous land use agreement relating to the relevant area.

[ ]  YES [ ]  NO

# Applicant’s certification

Note: If you have not told the truth or attempted to be misleading in this application, you may be liable for prosecution under the relevant Acts or Regulations.

I have read and understand the public liability, indemnity, release and discharge requirements of the Department and I agree to comply with and be bound by these conditions.

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

I understand that information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977*.

|  |
| --- |
| APPLICANT SIGNATURE |

|  |
| --- |
| DATE |

PLEASE NOTE THE FOLLOWING:

* Insurance Requirements – If this application is approved you may be required to hold public liability insurance and indemnify and release the Department of Environment and Science. Please refer to relevant departmental information available at [www.des.qld.gov.au](http://www.des.qld.gov.au/) concerning public liability insurance and indemnity requirements for QPWS authorities.
* Application Fees – Application fees are non-refundable. Please note that applications cannot be accepted without payment of the application fee; once paid application fees cannot be refunded.
* Processing Time – You must allow at least 40 business days’ processing time for this application. Should additional information be required a further 20 business days may apply.

Please complete the following checklist.

[ ]  Application form(s) signed and completed

[ ]  Application fees (if applicable) paid or enclosed

[ ]  Supporting information attached (e.g. maps)

[ ]  Provided additional information to support application.

For email lodgement, please send your completed application to QPWS@des.qld.gov.au