

Guideline

Infrastructure and equipment

Producing an Authority Plan for a lease, agreement, licence, permit or other authority on Queensland Parks and Wildlife Service managed areas

Guidelines provide guidance, information and interpretation on how to complete a specific process or meet a requirement of the Department of Environment and Science.

Purpose

The purpose of this document is to provide guidance on preparing and lodging an Authority Plan as part of an application for a lease, agreement, licence, permit or other authority under of the *Nature Conservation Act 1992* (NCA), the *Forestry Act 1959* (FA) or the Nature Conservation (Protected Areas Management) Regulation 2017 (NC (PAM) Regulation).

Background

Authority Plans are plans that define boundaries or areas of land where a more detailed cadastral survey is not required. Authority Plans are usually compiled from a range of non-survey specific information sources, and define administrative boundaries and tenure, landmarks, reference points, spatial location, and describe physical or natural features. Authority Plans may also define the extent of an impact area in relation to a proposed activity or use.

The submission of an Authority Plan to the Queensland Parks and Wildlife Service & Partnerships (QPWS&P), within the Department of Environment and Science (DES), is required as part of an application for the following:

- authorities granted for structures or infrastructure on a national park, conservation park or resources reserve, under sections 34, 35, 38, 42AD, 42AE, 42AN and 42AO of the NCA;
- occupation permits for structures on State forests or timber reserves, granted under section 35 of the FA;
- authorities granted for the continued operation of existing structures or uses in newly dedicated national parks under section 35A, 42AEA and 42AOA of the NCA; or
- permits to take, use, keep or interfere with natural or cultural resources issued under the NC (PAM) Regulation for commercial purposes, such as for taking permitted parts of plants.

Applying for other QPWS&P leases, agreements, licences, or permit types may also require an Authority Plan.

The person preparing an Authority Plan is responsible for the accuracy of the data shown on the plan. Appendix 1 provides an example of an Authority Plan that applicants should use as a guide.

Specifications

As a minimum, Authority Plans submitted as part of a QPWS&P application must comply with the following specifications:

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Plan Form

All Authority Plans are to have the following physical characteristics:

- The plan must be A4 size, show all the text and line work in black, and be single-sided. Multiple single-sided sheets are allowed.
- A North Point must be shown.
- The plan must be drafted at a metric scale, which must be shown in the title block. A graphical scale bar must be shown.
- Each sheet must show the plan number, as well as the sheet number and total number of sheets in the plan (e.g. 'Sheet x of y sheets').
- The plan must have clear margins of at least 10mm on all sides. The space for the plan number must not be smaller than 25mm x 50mm in the lower right corner of the plan.
- Colouring, aerial photography or topographic or any other line maps must not be used on the plan. However, this can be supplied as additional plans or supporting information.

Title Block

A title block is required on all pages. The title block area must include the following elements:

- A lot description of the parcel of land (e.g. 'Authority Area in Lot 1 on NPW456').
- A description of the site boundary that is clear, precise and unambiguous (e.g. 'Authority Area A').
- The following administrative information:
 - Locality;
 - Local Government Area;
 - Departmental file reference (leave blank as a file reference will be provided by QPWS&P);
 - Spatial Reference with name of the coordinate reference system used and the name of the datum applied;
 - Author/prepared by (including the company or department details); and
 - The date the Authority Plan was produced.
- Identify the source of the information used in preparing the plan (e.g. compiled from Google Maps, QSpatial, etc).

Main Plan Content

The main content of the plan must contain the following elements:

- The site must have a parcel identifier for the underlying parcel (i.e. Lot on Plan).
- The site must be clearly delineated by a boundary line so it is clearly differentiated from other lots, areas or boundaries on the plan.
- A calculated area showing the total area and the site area.
- A locality map or inset showing the specific site within the QPWS&P managed area (with descriptions or landmarks included, such as nearby towns or bodies of water).
- If the site is a World Heritage Area, this must be indicated.

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- Adjoining lot information must be shown.
- The site must be unambiguously described, such as by dimensions, physical features or natural features and the display of the digital cadastral database (DCDB) boundaries with the parcels labelled by LOTPLAN. While area dimensions are not mandatory, they are useful for QPWS&P when provided or shown.
- Where they are used, dimensions can be:
 - Surveyed, or unsurveyed, or a combination of both (if surveyed show the reference plan details); or
 - Made by way of bearings and distance, or by map grid coordinates, but not a combination of both. Where map grid coordinates are used to dimension a parcel, a qualifying notation with regard to accuracy and datum is required.
- Where the plan contains dimensions, the following statement in the plan needs to be shown in the bottom corner:

Boundaries on this plan may not have been fully surveyed and any further actions pertaining to the subject land may require a plan of survey to be lodged in the Title Registry.

Additional spatial information requirements

An Authority Plan is required in the initial stages of an application, however as an application progresses, QPWS&P will require more detailed spatial information:

- Digitalised spatial information (in ESRI Shapefile .shp or Geodatabase .gdb format) should be submitted as part of the application, to enable incorporation into a GIS database and for QPWS&P to assess the authority area comprehensively.
- An Administration Plan may also be requested. These are plans that define boundaries or areas of land to enable the area to be clearly identified, and are compiled from a range of non-survey specific information sources.
- A Cadastral Survey Plan may also be requested. These provide similar geographical details to an Authority Plan but is a technical and legal document prepared by a registered cadastral surveyor.

QPWS&P naming and numbering conventions

If QPWS&P draft an authority plan, then the Spatial Services Unit in QPWS&P will be responsible for allocating a name and number to any Authority Plans over QPWS managed areas.

References

Department of Resources Administrative Plans – Specifications – SIG/2013/571 Version 2.02

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Human Rights Act 2019 compatibility

The department is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), the department has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When acting or making a decision under this Guideline, officers must comply with that obligation (refer to [Comply with Human Rights Act](#)).

Disclaimer

While this document has been prepared with care it contains general information and does not profess to offer legal, professional or commercial advice. The Queensland Government accepts no liability for any external decisions or actions taken on the basis of this document. Persons external to the Department of Environment and Science should satisfy themselves independently and by consulting their own professional advisors before embarking on any proposed course of action.

Approved By

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Signature

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Date

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