



FLORA TAKING (SANDALWOOD) LICENCE WILD STANDS APPLICATION KIT 2024/25 SEASON

**APPLICATIONS MUST BE RECEIVED BY DBCA BY 1600HRS ON 31 MARCH 2024
(APPLICATION CUT-OFF TIME).**

This application kit is designed for use for applicants applying to take sandalwood in the **2024/25 season** (or for Crown land 3-year applications, where 2024/25 is first season of take).

Who can apply?

The following persons can apply for a flora taking (sandalwood) licence:

- For **private property**, the applicant must be the individual property owner or where the property is owned by a company, the applicant must be an office holder for the company.
- For **Crown land where native title has been determined**, the applicant must have approval from the relevant native title Prescribed Body Corporate.
- For **Crown land where native title has not been determined and the area is under native title claim**, the applicant must have approval from the native title claimants.
- For **lands vested in the Aboriginal Lands Trust (ALT)**, the applicant must have approval from the ALT.

Application contents

An application **must** contain the following three completed and signed forms.

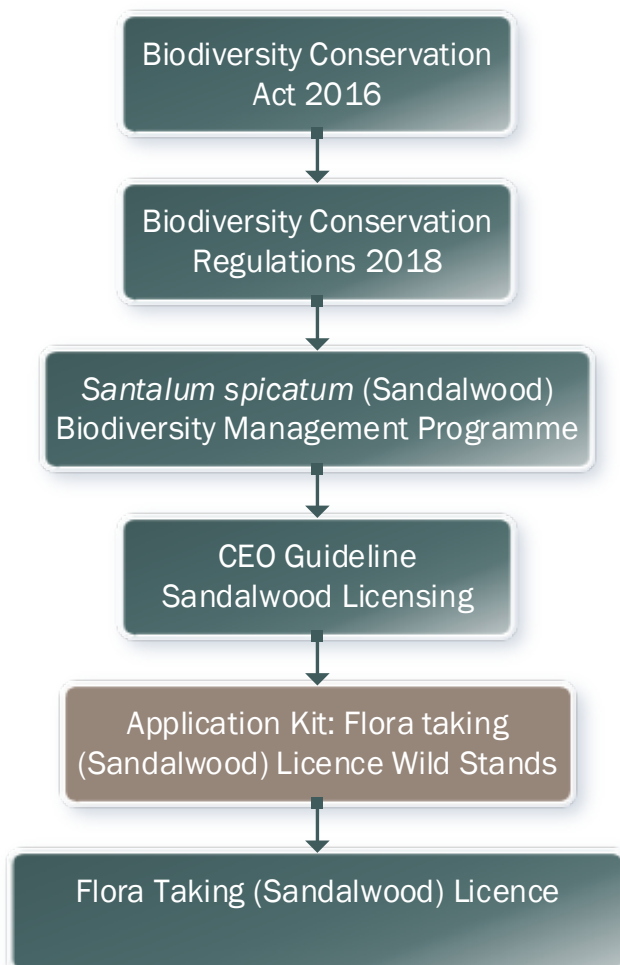
- Form 1: Application form
- Form 2: Sandalwood establishment and sustainability plan
- Form 3: Access to land for flora taking (sandalwood) (Crown land only)

Submitting an application

By email	wildlifelicencing@dbca.wa.gov.au
By mail	DBCA Wildlife Licensing Section Locked Bag 30 Bentley Delivery Centre WA 6983
In person	Wildlife Licensing Section (DBCA Head Office) 17 Dick Perry Avenue Technology Park, Western Precinct, Kensington Any DBCA regional or district office

Introduction

This application kit is subject to Western Australian biodiversity legislation and the sandalwood sustainability and licensing documents listed in Figure 1 (below). The *Santalum spicatum* (Sandalwood) Biodiversity Management Programme can be found [here](#) and the CEO Guideline Sandalwood Licensing [here](#).



Sandalwood information

Wild sandalwood harvesting and licensing administration.	Wildlife Licensing Section (08) 9219 9832 wildlifelicensing@dbca.wa.gov.au
Issues regarding illegal activities or non-compliance with sandalwood licences.	Wildlife Protection Branch wildlife.protection@dbca.wa.gov.au (08) 9219 9840
Sandalwood conservation and ecologically sustainable use.	sandalwood@dbca.wa.gov.au

Inspections

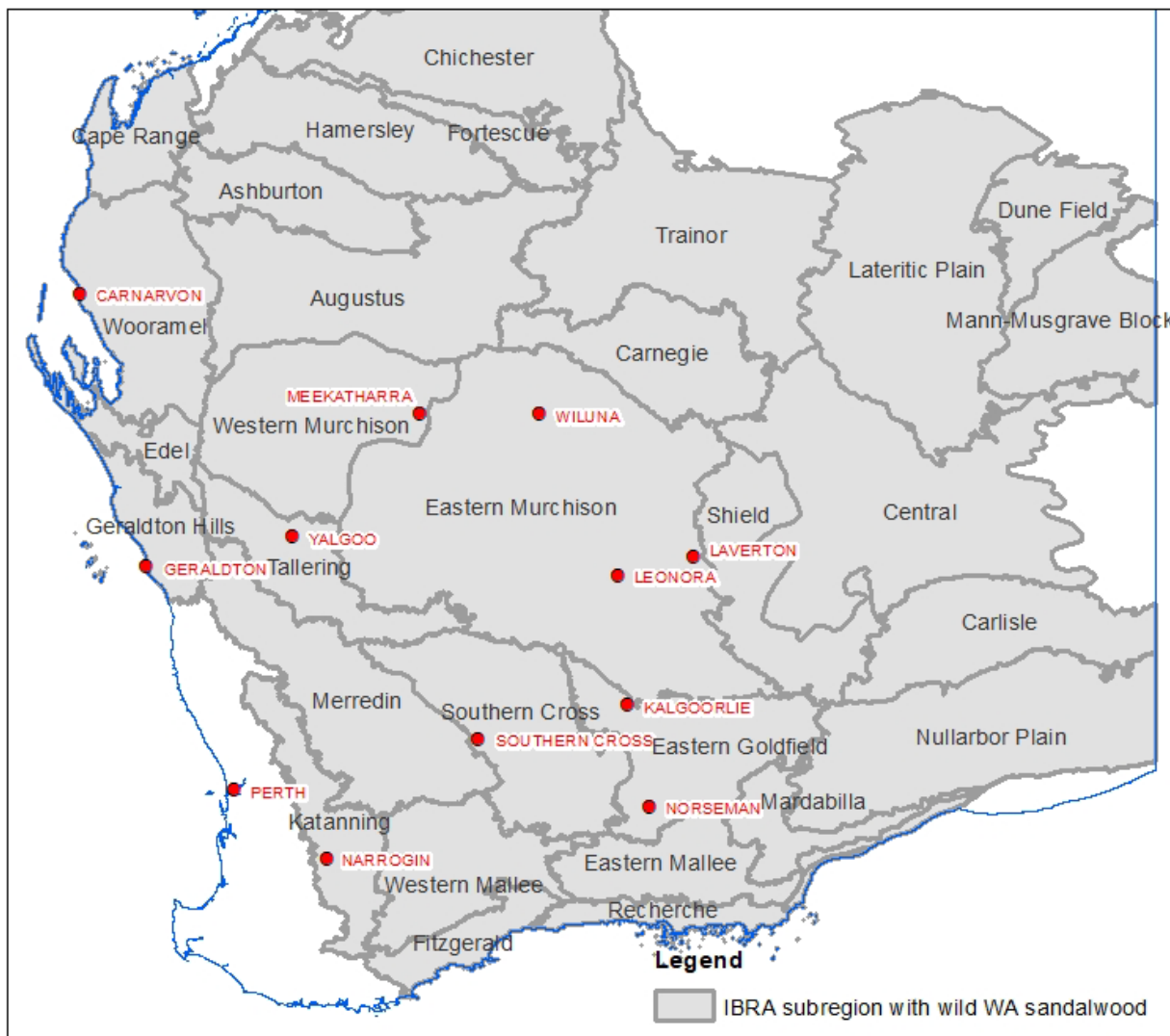
For applications that satisfy the mandatory criteria of sections 15 - 16 of the CEO Guideline – Sandalwood Licensing (CEO Guidelines), a DBCA authorised officer will contact the applicant after 31 March 2024 to arrange an inspection of the proposed harvest and seeding areas.

- Following the inspection, a sandalwood inspection report will be prepared by the authorised officer to inform the qualitative criteria assessment process set out in section 17 of the CEO Guidelines. This includes confirming the location and quantity of sandalwood, and suitability of sites for establishment.
- The inspection fees are:
 - not more than 1 hour - \$65
 - more than 1 hour but not more than 3 hours - \$130
 - more than 3 hours but not more than 5 hours - \$260
 - more than 5 hours - \$520.
- An inspection fee will apply to each property inspected. Inspection fees should be discussed with the inspecting officer prior to inspection. The fee will be invoiced following the inspection.
- Inspections will be scheduled for a time between April and May 2024.
- The applicant must know where the sandalwood occurs and the proposed establishment areas on the inspection location/s. DBCA officers will not spend time searching for sandalwood. DBCA officers may cancel an inspection where this requirement is not met.

Regional protocols for sandalwood conservation, protection and management.

The sandalwood sustainability and establishment plan sets actions to manage sandalwood as a sustainable resource. Actions for sandalwood sustainability may include seeding programs and fencing remnant vegetation containing sandalwood to exclude stock and feral pest control. These actions are likely to vary between sandalwood regions (Figure 2).

Figure 2: Sandalwood Regions



Seeding

- Sandalwood seeding is a condition of all flora taking (sandalwood) licences. With reference to Figure 2:
 - licences issued for the sandalwood biogeographical sub-regions of Eastern Mallee, Fitzgerald, Geraldton Hills, Katanning, Merredin, Recherche and Western Mallee require 2 kilograms of sandalwood seeds to be planted for each tonne taken.
 - licences for all other sandalwood biogeographical sub-regions require 5 kilograms of sandalwood seeds to be planted for each tonne taken.
- Sandalwood seed should preferably be sourced from within the same sandalwood region. DBCA requires demonstration of seed acquisition to be supplied with harvest returns. Demonstration may include receipts for seed purchased or photographic evidence of seed collected.

- The sandalwood establishment and sustainability plan must demonstrate where the seed is to be planted. As a guide, fresh seeds should be planted in 10-40mm of soil on the south side of *Acacia species* (wattle), *Casuarina sp.*, *Senna sp.*, or *Eremophila sp.* host plants.

Living sandalwood

Wheatbelt

Licences to take living sandalwood from Eastern Mallee, Fitzgerald, Geraldton Hills, Katanning, Merredin, Recherche, Western Mallee will only be issued in circumstances that the CEO considers exceptional.

Arid rangelands

First time applications to take living sandalwood from the Augustus, Ashburton, Cape Range, Carlisle, Carnegie, Central, Chichester, Dune Field, Fortescue, Hamersley, Lateritic Plain, Mann-Musgrave Block, Nullarbor Plain, Shield, Trainor, Wooramel will only be issued licences in circumstances where the CEO has confidence in proposed sustainability actions.

Applications for a licence to take living sandalwood from these regions require the sandalwood establishment and sustainability plan to include the results of five (5) years of seedling establishment monitoring data.

Semi-arid rangelands

Licences may be issued to take living sandalwood in the Eastern Goldfields, Edel, Mardabilla and Southern Cross Regions.

GPS records

Wheatbelt

All living sandalwood trees proposed to be taken in Eastern Mallee, Fitzgerald, Geraldton Hills, Katanning, Merredin, Recherche, Western Mallee are required to be marked by a global positioning system (GPS) and supplied with the sandalwood establishment and sustainability plan. The GPS data may be supplied by being:

- emailed with the application; or
- downloaded from your GPS unit at the nearest DBCA office listed above (with prior arrangement).

Wildlife Licensing or the inspecting Authorised Officer will advise you the applicant about suitable GPS units and acceptable data formats where requested.

All other sandalwood

It is recommended that all living sandalwood trees proposed to be taken are marked by GPS and supplied with the sandalwood establishment and sustainability plan.

Licences

Licences may be issued for approved applications. Available quotas:

	Living (green) Tonnes	Dead Tonnes
2024/25 Sandalwood quantity available	150	170
Indicative 2025/26 sandalwood quantity available	150	170
Indicative 2026/27 sandalwood quantity available	250	250



FORM 1 APPLICATION FOR FLORA TAKING (SANDALWOOD) LICENCE

WILD STANDS

(Pursuant to Regulation 67 of the *Biodiversity Conservation Regulations 2018*)

IMPORTANT

All details must be completed, including signing section 8. *Declaration by applicant* and selecting the payment method. Please ensure you have read the information above before commencing this application.

It is recommended that applicants familiarise themselves with the CEO Guideline – Sandalwood Licensing that is available by contacting Wildlife Licensing.

1. Applicant details

Mr / Mrs / Ms / Dr	First Name			
	Other names (middle)			
	Surname			
Residential Address				
Suburb		Postcode		State
Postal Address				
Suburb		Postcode		State
Phone Contact No.		Date of Birth	____ / ____ / ____	
Email:				

2. Prior Convictions

Have you been convicted of any wildlife related offence in the past 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details (offence, date)		

3. Location Details

- A separate **'Form 2'** must be completed for each location.
- Each location must be given an alphabetical reference, starting at 'A' ('B', 'C', 'D'...etc).

What locations are you proposing to harvest sandalwood from for this application?

- To be stated as per land title details (eg. 'Location 1234 on Plan 765, Land District').

- A.
- B.
- C.
- D.

4. Storage Locations

- List the potential locations where you may store sandalwood (taken under this licence) for the purpose of supply.
- To be stated as per land title details (eg. 'Location 1234 on Plan 765, Land District').
- The locations that take is occurring will be listed as Storage Locations automatically (there is no need to list these in this section)

5. Duration of licence and fees

Payment details at bottom of this form.

<input type="checkbox"/>	1-year application	Application fee = \$415 (\$130 refund if licence not issued)
<input type="checkbox"/>	3-year application (Crown land only)	Application fee = \$675 (\$390 refund if licence not issued)

6. Other information

Please attach any other documentation or comments relevant to your application.

Have you attached a completed <i>Form 2</i> and the required supporting information?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Have you attached a completed <i>Form 3</i> ? (Only required for applications for Crown lands)	<input type="checkbox"/>	Not applicable	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

7. Collection, use and disclosure of person information

The Department of Biodiversity, Conservation and Attractions (DBCA) is committed to protecting information provided by you in accordance with state privacy laws. Information that you provide will be used for licence monitoring and compliance purposes, to inform you of any licence or legislative requirements or changes and may be used to seek your feedback on wildlife related licensing and legislation.

A licence may not be issued if the required information is not provided.

The information provided may also be made available to any authorised law enforcement agency if required.

8. Declaration by applicant

<input type="checkbox"/>	Yes	I understand that there are penalties for making a false declaration or providing false information and that any licence issued as a result of false information will be cancelled or revoked, and it may affect my ability to hold biodiversity conservation licences in the future. All details provided by me to DBCA in relation to this application are true and correct, and I consent to the use and disclosure of information for the purposes described in the 'Collection, use and disclosure of person information' section above.
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Signed:		Date:	____/____/____
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PAYMENT METHODS

<input type="checkbox"/> CASH (enclosed)		
<input type="checkbox"/> CHEQUE / MONEY ORDER (enclosed)	Payable to Department of Biodiversity, Conservation and Attractions ("DBCA") to be attached to completed application form.	
<input type="checkbox"/> EFT TRANSFER	Acct Name: DBCA BSB: 066-040 Account No.: 11300006	Ref: "67, Surname, Initial" (max 18 characters)
<input type="checkbox"/> CREDIT CARD (details below)		

***Any details below will be detached and destroyed once payment is processed. Please print clearly.**

VISA / MASTERCARD (Please circle)

Name of Cardholder: _____ Signature: _____ Amount: \$ _____

Card No: _____ Expiry Date: ____/____

FORM 2

SANDALWOOD SUSTAINABILITY AND ESTABLISHMENT PLAN

IMPORTANT

- Commitments included in this plan may become a condition of any licence issued.
- A sandalwood sustainability and establishment plan using this form must be submitted for each applied location.
- The plan and maps do not need to be produced with a computer, but must be clear and legible. Additional lines and space may be inserted into the text and map boxes and additional supporting information may be attached.
- Information provided in this plan may be used by DBCA to inform broader sandalwood conservation management.

	Name	Signature	Date
Who prepared this plan?			
Who was this plan prepared for?			

Location	
Sandalwood region (refer Figure 2).	
Location reference from Form 1. <i>(i.e. 'A', 'B', 'C' etc)</i>	
Location Address <i>To be stated as per land title details (eg. 'Location 1234 on Plan 765, Land District')</i>	
Vested purpose of land (evidence required)	
Local government authority	

Land Category (Tick which is relevant)			
<input type="checkbox"/>	Private property owned by the applicant (provide a copy of the title).		
<input type="checkbox"/>	Private property owned by a company to which the applicant is an officeholder (provide a copy of the title).	Name of company	
		Applicant's office in the company (evidence required)	
<input type="checkbox"/>	Aboriginal Lands Trust (ALT) vested land.	ALT contact details	
<input type="checkbox"/>	Crown land where native title has been determined.	Native title name	
		Registered body corporate / claimant group name	
		Representative's name	
		Is the native title consistent with commercial sandalwood harvest (evidence required)	

Land area	
Total land area (Hectares)	
Land area proposed to be harvested (Hectares)	
Land area proposed to be seeded (Hectares)	

Sandalwood population			
Total sandalwood on property	Seedlings (0 – 25 mm diameter)	Small (26 - 126 mm diameter)	Harvest size (greater than 127 mm diameter)
Counted number of living sandalwood trees			
Estimated total number of living sandalwood trees			
Counted number of dead sandalwood trees			
Estimated total number of dead sandalwood trees			

Past establishment								
Has sandalwood been established on this location in the past?			<input type="checkbox"/>	Yes (complete below)	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure
Year	Location		Seed quantity sown	Number of sandalwood established	Is this number estimated or counted?			

Past take								
Has sandalwood been harvested from this location in the past?			<input type="checkbox"/>	Yes (complete below)	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure
Year	Location		Harvester's details i.e. name and licence number		Living tonnes	Dead tonnes		

Establishment licence conditions	
Where will the seed be collected?	
How many kilograms of sandalwood seed will be sown each year?	
Where will the seed be sown? (may refer to a map)	
How will the seed be sown?	
What other measures are proposed to support sandalwood establishment?	

Sandalwood conservation and protection licence conditions	
Is the location proposed to be harvested and/ or seeded subject to a commercial sheep or goat enterprise?	
How many kilometers of fencing will be constructed?	
Is stock excluded from the seeding location?	
Are pests controlled in the seeding location? (may attach a pest control plan)	
Will mature sandalwood be retained in the landscape?	
Where will mature sandalwood be retained in the landscape? (may refer to an attached map)	
What other measures are proposed to protect and conserve sandalwood at the location?	

Threatened and priority flora; and threatened and priority ecological communities			
Are the threatened and priority flora database search results for the application area attached?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Are the threatened and priority ecological communities database search results for the application area attached?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
How will threatened and priority flora; and threaten and priority ecological communities be protected from approved sandalwood operations?			

Protecting heritage and culture			
Will the operation comply with the <i>Aboriginal Heritage Act 1972</i> ?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Has a cultural heritage survey been completed for each location?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Does the application area have culturally sensitive areas or locations? Provide details if culturally appropriate to do so.			
How will these locations be protected from sandalwood operations?			

Proposed take			
Is the GPS data of trees proposed to be taken included with this plan?		<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No
Quantity of sandalwood proposed to be harvested			
Year	Type	Maximum number of trees	
1	Living sandalwood		
	Dead sandalwood		
2	Living sandalwood		
	Dead sandalwood		
3	Living sandalwood		
	Dead sandalwood		

Directions to the property from the nearest town
<p><i>Example: 'Directions to Northampton Location 7777 from Northampton Town:</i></p> <ul style="list-style-type: none"> <i>o Take Hampton Road north from Northampton Town</i> <i>o Turn left onto Horrocks Road and follow it east for 5kms.</i> <i>o Turn right onto Wood Road, continue for 500m and you will see a truck stop on the left. The driveway to Location 7777 is 50m after the truck stop on the left hand side.'</i>

Site map

Provide a map or maps that includes the following:

- The location of the property in relation to the bordering roads
- The location of all of the sandalwood on the property (including any past regeneration)
- The location of the sandalwood on the property which is proposed to be harvested.
- The location of remnant bushland to be seeded.

Multiple maps may be provided.

Insert or attach map/s.

Sandalwood operation map/s

Provide a map or maps that includes the following locations and information:

- Sandalwood on the property
- Trees proposed to be harvested (GPS way points)
- Past sandalwood establishment
- Past harvesting
- Establishment locations
- Existing fencing
- Fencing to be constructed
- Stock exclusion areas
- Pest control locations.
- Sandalwood protected (permanent no harvest) areas
- Sensitive areas as appropriate

Multiple maps may be provided to demonstrate different details.

Insert or attach map/s.

FORM 3
ACCESS TO LAND FOR FLORA TAKING (SANDALWOOD)

(Pursuant to Regulation 101 of the *Biodiversity Conservation Regulations 2018*)

A person who is authorised to carry out a designated activity under a licence must not, for the purposes of the designated activity, enter land that is not in the possession or under the control of the holder of the licence without written authorisation of an owner or occupier of the land to enter the land and to carry out the designated activity.

Written approval from the land owner or occupier must be attached to the licence during licensed activities.

1. Designated Activity	Taking flora in accordance with a Biodiversity Conservation Regulations 2018 Reg 67 Flora taking (sandalwood) licence.		
2. Land Owner / Occupier Information			
<input type="checkbox"/> Land Owner / Land Owner representative	<input type="checkbox"/> Land Occupier (including native title holders and native title claimant/s)		
Organisation name			
Name of the organisation's authorised representative			
Position of the representative within the organisation			
Phone contact No.			
Location details			
3. Person authorised to take flora (sandalwood)			
First name			
Surname			
Residential address			
Phone contact No.			
4. Approval			
Approval is valid	<input type="checkbox"/>	Until r. 67 licence expiry of listed person	
	<input type="checkbox"/>	From	to
<input type="checkbox"/>	I give approval for the person listed on this authorisation to take flora (sandalwood) according to their BC Reg 67 licence, on the above-mentioned property.		
Signature		Date signed	____ / ____ / ____
5. Additional Information (information relevant to access to the specified land for this designated purpose)			

NOTE

This is not a prescribed form. Written authorisation to access land for this designated activity may be provided by a land owner/occupier in any format providing it details location (including lot or location number, street/road, suburb and local government authority where relevant), land owner or occupier name and contact phone number, the time period that the authorisation is valid for, and is signed and dated.

A land owner/occupier may revoke an access to land permission if the person licensed to undertake the designated activity is not acting in accordance with any information as indicated for access to the specified land.