

Form 7 – Application for Permit

Swan and Canning Rivers Management Regulations 2007

Important information for applicants

This application is for a permit to carry out works, acts and activities that are **not for a commercial purpose** in the Swan Canning Development Control Area (DCA). If you are proposing to conduct a commercial activity in the DCA, you will need to complete and submit a Form 8 – Application for Commercial Activities Permit. Form 8 is available to download from the Department of Biodiversity, Conservation and Attractions (DBCA) website.

1. DBCA may issue, or refuse to issue, a permit to carry out an activity for which an authorisation is required under the Swan and Canning Rivers Management Regulations 2007 (SCRM Regulations).
2. DBCA may impose conditions or restrictions on a permit (regulation 31(2)).
3. The holder of a permit who contravenes a condition or restriction of the permit commits an offence (regulation 31(3)). A penalty of \$5,000 applies.
4. If a permit holder supplies false or misleading information in the application for a permit or contravenes a condition or restriction of the permit, DBCA may revoke or suspend the permit (regulation 33(1)). DBCA may immediately suspend a permit if it considers it necessary because there is an immediate and serious risk of harm to the ecological and community benefits of the Riverpark or Development Control Area (regulation 35 (1)).
5. The application is not considered valid without adequate plans and sufficient supporting information required for assessment.
6. DBCA may require the submission of additional information before determining an application.
7. All owner(s) of the subject land must consent to this application being made. This application form must be signed by the owner(s) of the subject land. In relation to Crown land, the *Swan and Canning Rivers Management Act 2006* (SCRM Act) defines the owner as the management body responsible for the administration of that land.
8. The application is not considered valid without all landowner(s) signatures.
9. Where a permit application relates to works, acts or activities in the River reserve, the signature of the Swan River Trust will be required as the owner of the River reserve. DBCA will arrange for the form to be signed.
10. It is the responsibility of the applicant to obtain any approvals or licences required by other authorities to carry out the proposed activity.
11. DBCA officers will assess the application with reference to the SCRM Act, SCRM Regulations, DBCA policies and any other documents considered relevant. These documents and maps of the Development Control Area can be found on DBCA's website.
12. Applications made under regulation 27 for emergency works may be made orally (telephone, radio or video conference) or in writing (e-mail). An approved permit may be issued orally or in writing. DBCA will issue a written copy as soon as practicable, having given a permit orally.
13. DBCA is responsible for granting permits under regulation 29 of the SCRM Regulations.
14. Works, acts or activities which require a permit to be granted are prescribed under Part 2 and Part 3 of the SCRM Regulations.

Landowner consent

All owner(s) of the subject land must consent to this application being made. In relation to Crown land, the SCRM Act defines the owner as the management body responsible for the administration of that land. The public land around the Swan and Canning rivers is typically vested with the relevant local government.

The application is not considered valid without all landowner signatures. Space is provided in Section 2 of this form for two landowner signatures. If the works, acts, or activities are across multiple locations, with more than one landowner, please provide an additional copy Section 2 of this form.

Where an application is related to activities within the River reserve, the consent of the Swan River Trust will be required as the landowner of the River reserve. In the event that landowner consent is required from the Swan River Trust, DBCA will arrange for the form to be signed once the application has been submitted.

It should be noted that landowner consent is solely to give permission for the application to be submitted for assessment, it does not equate to support of the proposal.

Submission of your application

By email to (preferred):

rivers.planning@dbca.wa.gov.au

Telephone enquiries: 08 9219 9000

By post:

Statutory Assessments Unit – Swan Canning Waterways Branch
Department of Biodiversity, Conservation and Attractions
Locked Bag 104
BENTLEY DC WA 6983

Checklist to ensure your application is complete

When submitting a permit application, include all detail on the proposal – including *how* you intend to carry out the works or activity. This will assist in the assessment process.

Checklist for proposed works, acts or activities	*required information	☒	N/A
Completed application form, including consent of the landowner(s) (Section 2 of this form) *		☐	
Detailed written description of the proposal (Section 3 of this form) *		☐	
Location details (i.e. address, reserve, local government, etc.) (Section 1 of this form) *		☐	
Map of the subject area clearly indicating the location and nature of the proposal *		☐	
Details on any discussions had with other government agencies regarding the proposal		☐	☐
Proposals involving structures, construction, excavation, infill or retaining should also include the following details: - Scaled plans and proposal specifications (including materials, colours, etc.) - Method of construction - Details on how environmental risks associated with the works will be managed - Cost of the proposed works		☐	☐
Proposals involving vegetation removal should also include the following details: - Number of trees proposed to be removed - Specific location of trees to be removed (circled on an aerial photo, map or detailed plan) - The species of the trees proposed to be removed - Written justification for the removal/trimming of the vegetation - Proposed replacement plants		☐	☐
Proposals involving temporary structures should also include the following details: Proposed installation time period (noting 6-month maximum for a permit for temporary structures)		☐	

Personal information

The Department of Biodiversity, Conservation and Attractions (DBCA) collects personal information in order to progress this application.

We may share this information with other organisations as required, in order to seek advice about the application in relation to the organisation's legislative responsibilities.

This information is required as part of an application under the Swan and Canning Rivers Management Regulations 2007.

Without this information we will be unable to progress this application.

For further details on how DBCA manage your personal information, you can read our Privacy Policy. If you have any questions about how your personal information will be handled, or if you would like to access your personal information, please contact DBCA by emailing privacy@dbca.wa.gov.au.

Section 1: Application information

1. Applicant details (required)

Name of applicant		
Contact person		
Organisation (or N/A)		
Address		
Town / suburb		Postcode
Contact number		
Email address		

I give authority for an agent (as identified in item 2) act on my behalf during the assessment of the application

YES ☐ NO ☐ N/A ☐

Signature of applicant

Date

2. Agent details (if applicable)

Name		
Company / agency		
Company / agency address		
Town / suburb		Postcode
Contact number		
Email address		

Signature of agent

Date

3. Duration and cost of proposed works, acts or activities (required)

Proposed commencement date	
Duration of permit requested	
Approximate cost	
Riverbank project number (if applicable)	

4. Location of proposed works, acts or activities (required)

Location	
Lot number	
Reserve number	
Address	
Town / suburb	

Section 2: Landowner consent to apply

Space is provided for the vesting authority of the River reserve (Swan River Trust) and two landowners. Please leave the landowner consent section for the River reserve blank. If more landowner signatures are required, please provide an additional copy this page with your application.

5. Landowner of the River reserve (internal DBCA use only)

Name

The landowner consents to the submission of this application.

Signature

Date

Position

Manager, Swan Canning Waterways Branch (on behalf of the Swan River Trust)

6. Landowner or body responsible for management (required, unless solely within the River reserve)

Name

Organisation (or N/A)

Address

Town / suburb

Postcode

Contact number

Email address

The landowner consents to the submission of this application.

Signature

Date

Position (as delegate of the landowner/management body)

If a government agency, would you like the application to be referred to your department for recommended conditions and advice?

YES ☐

NO* ☐

*If 'NO', DBCA will proceed on the assumption that the landowner supports the proposal and has no recommended conditions or advice should the proposal be approved. The landowner will be referred the application in the event of any major changes to the proposal.

Additional landowner (if required)

Name

Organisation (or N/A)

Address

Town / suburb

Postcode

Contact number

Email address

The landowner consents to the submission of this application.

Signature

Date

Position (as delegate of the landowner/management body)

If a government agency, would you like the application to be referred to your department for recommended conditions and advice?

YES ☐

NO* ☐

*If 'NO', DBCA will proceed on the assumption that the landowner supports the proposal and has no recommended conditions or advice should the proposal be approved. The landowner will be referred the application in the event of any major changes to the proposal.

Section 3: Description of works, acts or activities

7. Description of proposed works, acts or activities (required)

Please note: This section is for a summary only. Please provide more detailed description, maps, and plans as attachments.

This image shows a full page of blank handwriting practice paper. It features multiple sets of horizontal lines spaced evenly down the page. Each set typically consists of three lines: a top blue line, a middle green line, and a bottom red line, providing a guide for letter height and placement. The paper is otherwise completely blank, with no text or markings.

----- **End of Form** -----