

Application for Forest Produce

Commercial harvesting of forest produce in State forests in Victoria

Important

The harvesting of forest produce is not authorised until a valid Forest Produce Licence (FPL) or Timber Sales Agreement (TSA) has been issued by VicForests.

VicForests will use the information submitted on this form to assess the application. You must ensure that the application is complete and provides full detail for each part. If space is insufficient for you to provide full details, please attach separate sheets which refer to the part number. Each attachment must be signed by you.

VicForests will consider past performance (3 years) in assessing applications made by current FPL or TSA holders.

No FPL or TSA is guaranteed in response to an application and applicants are advised not to make any commitments – financial or otherwise – until in receipt of a valid FPL or TSA.

FPLs & TSAs are subject to conditions imposed by VicForests.

Royalties and other charges may be payable for forest produce harvested under the authority of a FPL or TSA. Please allow six (6) weeks, after the closing date, for assessing the application and issuing a FPL or TSA when planning your business.

**On completion, please submit this form (and attachments) to
Melva Thomas, Licensing Administrator, VicForests, GPO Box 191, Melbourne Vic 3001.
Ph: (03) 9608 9531 Email: Melva.Thomas@vicforests.com.au**

Part 1 – Applicants details

Do you currently have a FPL or TSA? No Yes Current Number:

Name of applicant (Person or Company Pty Ltd only):

If applicant is a company please provide the Australian Company Number (ACN):

Registered office of
company:

All applicants **MUST** provide an Australian Business Number (ABN):

Trading / Business name:

Postal address
of applicant:

Name of contact: Email:

Phone: Mobile: Fax:

Privacy Statement:

The information in this application form and any licence that is issued following processing of this application will be stored by VicForests for the purposes of administering the *Forests Act 1958* (the Act). You have the right to access and correct information about you that is held by VicForests. In most cases requests for access will be administered through the Freedom of Information process, particularly requests that in some way affect the privacy of another individual or relate to commercial activity. This information may be disclosed to another Government organisation for the purpose of administering or enforcing the Act or any other relevant Act.

Part 2 – Forest Produce Licence (or Timber Sales Agreement)

Forest produce required (type):

Volume (per year) of forest produce required:

The **period** required: From:

To:

The **area of supply**:

If additional types of forest produce are required please use the space below:

A. The **forest produce** that is required is (type):

Volume (per year) of forest produce required: Holders of multi-year licences may make adjustments to their yearly volume over the period of the licence.

B. The **forest produce** that is required is (type):

Volume (per year) of forest produce required: Holders of multi-year licences may make adjustments to their yearly volume over the period of the licence.

C. The **forest produce** that is required is (type):

Volume (per year) of forest produce required: Holders of multi-year licences may make adjustments to their yearly volume over the period of the licence.

Part 3 – Contractors

Do you intend to engage a contractor to harvest forest produce? No Yes

If Yes, name and address of contractor:

Note: If your application is successful, you will be required to sign a statement confirming that a written binding contract has been entered into with the contractor.

Part 4 – Licenced Forest Operators

Do **all persons** that will be employed or otherwise engaged (including the applicant and contractors) to harvest forest produce under the authority of the FPL or TSA hold a current Timber Harvesting Operators Licence (THOL) issued by DEPI or hold a Forest Operators Licence (FOL) issued by ForestWorks in the appropriate operations category? No Yes

Please provide the name, address and THOL or FOL number and expiry date, of **all persons** that will employed or otherwise engaged to harvest forest produce under the authority of the FPL or TSA. (This also includes family members or friends (including the applicant and contractors)).

****Please provide a photocopy of each THOL or FOL holders cards to confirm accreditations & currency*

Person 1:

THOL or FOL No:		Expiry date:	

Person 2:

THOL or FOL No:		Expiry date:	

Note: Please attach additional pages if required.

Part 5 – Processing site

Where do you intend to **process** the forest produce you require?

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Part 6 – Equipment and machinery

Please provide details of all **machinery and equipment** to be used in harvesting the forest produce required.

Machine / Equipment 1:

Type:	<input type="text"/>	Make / Model:	<input type="text"/>
Year:	<input type="text"/>	Registration number:	<input type="text"/>

Machine / Equipment 2:

Type:	<input type="text"/>	Make / Model:	<input type="text"/>
Year:	<input type="text"/>	Registration number:	<input type="text"/>

Note: Please attach additional pages if required.

Note: Your THOL or FOL must include accreditation for the machines you will be using or you will not be permitted to take machinery on site.

Part 7 – Experience

*****(New Applicants only)

Please provide a summary of your **experience in harvesting, processing and marketing** the forest produce you require.

Note: Please attach additional pages if required.

Part 8 – Financial capacity

Please provide information to demonstrate your financial capacity to pay monthly accounts for forest produce required.

- A copy of my credit reference is attached to this application.
- I do not require a credit reference as I intend to make up front payments.

*Note: Credit references can be obtained from Dunn & Bradstreet on 13 23 33. This information will be used by VicForests to assess your **financial capacity** to pay monthly accounts for forest produce required.*

Note: Please attach additional pages if required.

Part 9 – Insurance

WORK COVER INSURANCE

Please attach copies of a **current Workcover Insurance policy** held in the name of the applicant, as required under the Workplace Injury Rehabilitation and Compensation Act 2013.

- A copy of a current Workcover Insurance policy is attached to this application.
- I do not require a Work Cover Insurance Policy under the Workplace Injury Rehabilitation and Compensation Act 2013

*****Workcover Insurance will be required:**

If the applicant engages workers or contractors deemed to be workers and they pay, or expect to pay, more than \$7,500 a year in rateable remuneration or if they engage apprentices or trainees, they must hold a current Workcover Insurance Policy.

If a Work Cover Insurance Policy is required under the Act but a copy is not attached, please state the reason why:

Note: Please attach additional pages if required.

PUBLIC LIABILITY INSURANCE (\$10 Million – minimum)

Please attach copy of a **current Public Liability Insurance policy** held in the name of the applicant

- A copy of a current Public Liability Insurance policy is attached to this application.
- I do not require a Public Liability Insurance Policy

*****Public Liability Insurance will be required:**

If the applicant requests a licence for more than 1 year duration.

If the applicant requests a licence volume of more than 200 cubic metres of timber per year.

If the applicant uses heavy machinery in the harvesting operations.

If a Public Liability Insurance Policy is required under the above requirements but a copy is not attached, please state the reason why:

Note: Please attach additional pages if required.

Part 10– Performance history

VicForests will assess the **performance** of current licensees with regards to the submission of docket, payment of accounts and production levels, and in accordance with the requirements of the Code of Forest Practices for Timber Production, Utilisation Procedures and Forest Coupe Plan during the term of the current FPL or TSA.

*****(New Applicants only)*

Please provide information on your performance history.

Note: Please attach additional pages if required.

Part 11– Safety Management System

Harvesting operations will not be allowed to commence until it can be demonstrated that an appropriate safety management plan (compliant with Work Safe) is in place and all harvesting machinery is compliant with industry and regulatory standards.

- A copy of my safety management plan is attached to this application.

I will supply a copy of my safety management plan before the commencement of harvesting.

Note: If you trigger the threshold for public liability insurance, your safety management system may be audited during the term of your licence.

Part 12 – Declarations

I hereby apply for a Forest Produce Licence or Timber Sales Agreement as described in Part 2, and I certify that:

- To the best of my knowledge, the information provided within this application is true and correct in every detail.
- I understand that the information provided on this application form will be used to assess my application for a FPL or TSA.
- I understand that VicForests will consider performance history in assessing applications made by current FPL or TSA holders.
- I understand that, at VicForests' sole discretion, a FPL or TSA may not be granted, or if granted, the FPL or TSA I am granted may be for a different volume, area of supply and/or term than that described in Part 2.
- I understand that I may be required to lodge security as determined by VicForests.
- I understand that the FPL or TSA if granted, will be subject to conditions imposed by VicForests.
- I understand that royalties and other charges may be payable for forest produce taken under the authority of a FPL or TSA.

Signed:

Date:

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