



Category Explanation Report application form

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Use this form to apply for a Native Vegetation Regulatory (NVR) Map Category Explanation Report (CER) for your nominated property. A CER provides a detailed map and definition of all NVR Map layers that apply to areas of land nominated in this application. It is recommended that you obtain a CER for your landholding before applying for a map review.

Section A – Are you already registered?

1. Have you previously applied for a NVR Map extract or NVR Map Review?

No **Yes** – Case number:

*If yes, please complete Section A & E (you do not need to provide information you have previously submitted in Section B, C, D & F **unless this information has changed**).*

2. Do you want a Category Explanation Report covering the same area defined in your map extract request?

Yes **No** – If no, please specify Lot/DP details for new area in Section C.

Section B – Landholder contact details

Note: If you are applying on behalf of a company, corporation, partnership, trust or other business entity, please add the name, contact details and ID for the nominated representative acting on behalf of the business.

Surname:

Mr/Mrs/Ms/Other:

First name(s):

Name of company/corporation/partnership/trust if applicable:

ABN:

Postal address:

Postcode:

Email address:

Phone number – Work:

Home:

Mobile:

Preferred contact:

Are you using an agent to act on your behalf during this process?

Yes

No

If yes, complete the Agent's Authority to Act below.

Section C – Landholder Proof of identification

Driver licence number:

Expiry date:

(If you do not have a driver licence, please contact the map review team on 6360 9000 or map.review@environment.nsw.gov.au.)

Section D – Landholding information

Please state if you are the owner, lessee, manager or other:

Other:

Note: You must provide evidence to verify your legitimate and direct association with the landholding. Provide a description of your direct association with the land below and attach supporting documents (e.g. rates notice, title deed, lease agreement).

List all lot and deposited plan (DP) numbers applicable to the land to be included in the CER (attach a separate list if required) **or** you may provide a map clearly identifying the lot/DP numbers of the land to be included.

Property name	
Property address	
Suburb/State/Postcode	

Lot number	Section number	DP number		Lot number	Section number	DP number

I have attached a map clearly identifying the lot/DP numbers of the land to be included in the CER.

Yes

No

Note: It is recommended that you request an extract for all land enclosed by your property boundary; however, we can provide an extract for nominated lots only if desired. If the application covers only part of a lot or lots, only these areas need to be identified. If the application covers the whole of the landholding, only the property boundary needs to be identified.

Section E – Signature

It is an offence to provide information in connection with a matter under Part 5A Local Land Services Act 2013 that you know, or ought reasonably to know, is false and misleading in a material particular (see s13.10 Biodiversity Conservation Act 2016).

I,

enter full name of applicant

state that the information provided as part of this request is true and correct to the best of my knowledge.

Signature of applicant:

Date:

Section F – Agent’s Authority to Act

If you wish to authorise an Agent to act on your behalf, please complete and sign the ‘Landholder’ section below and ensure your agent has completed and signed the Agent section below.

Agent to complete:

Agent name:

Agent company name:(if applicable)

Agent address:

Email:

Phone number: – Work:

Mobile:

Preferred contact:

Driver licence number:

Expiry date:

Agent’s signature:

Date:

(Typing your name here constitutes a signature for the purposes of this form)

Landholder to complete:

I authorise the person whose name and signature appears above to act on my behalf to complete all relevant application forms and to do any of the following things on my behalf in relation to an application for a Native Vegetation Regulatory Map extract, a CER and/or a NVR Map review:

Receive a NVR Map extract

Receive any communications from Office of Environment and Heritage (OEH)

Receive a CER

Provide any required information to the OEH to determine a map review

Receive notification of the outcome of a map review

Landholder name *(as shown on the attached application form)*:

Landholder’s signature:

Date:

(Typing your name here constitutes a signature for the purposes of this form)

I wish to receive a copy of any information provided to my agent, or

I do not wish to receive any information from OEH, please send all communications direct to my agent.

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Checklist for submitting your application

Complete all fields in this form if this is your first application.

Complete Section A & E only if information from previous requests or applications remains unchanged.

Important: Complete the Agent's Authority to Act if you are using a third party to manage your application.

You may wish to attach a map clearly identifying the boundary of the area/s applicable to this application. *The OEH online map viewer can be used to identify the land to be reviewed.*

Submit your application:

- by completing and saving the form and emailing it to map.review@environment.nsw.gov.au
- in person at selected *Local Land Services and OEH Offices (Phone: 02 6360 9000)*, or
- by printing and filling in the form and mailing it to:

NSW Office of Environment and Heritage
Map Review Team
Locked Bag 6010, Orange NSW 2800

Information provided in this application form is collected for the purposes of providing OEH NVR Map extracts and Category Explanation Reports and/or for carrying out Map Reviews and administering the Native Vegetation Regulatory Map generally. The information may be shared with other government agencies if directly relevant to the administration of Part 5A LLS Act or the LLS Regulation. The supply of information is voluntary, but is necessary for the purposes of obtaining a NVR Map extract, CER or Map Review. To access or update your information please contact the OEH Map Review team on (02) 6360 9000, or for more details OEH privacy obligations, please contact an OEH Senior Governance Officer on (02) 9995 6080 or visit www.environment.nsw.gov.au/help/privacy.htm.