

Visitor Management

PERMIT FACT SHEET



OVERVIEW

HQPlantations (HQP) is the largest plantation forest grower in Queensland. We manage approximately 310,000 hectares of plantation forests from Stanthorpe near the NSW border to Kuranda in North Queensland. Plantation forests are working forests primarily managed for commercial timber production, which supplies timber for the construction of Queensland homes and a range of other uses.

Approximately 300,000 hectares of these plantation forests are in state forests leased to HQP by the Queensland Government. Over 90% of these are publicly accessible (with conditions) most of the time.

HQP's extensive network of plantation roads support forest operations and fire management, as well as providing opportunities for responsible recreation by walkers, cyclists, horse riders, and touring 4WDs and motor bikes.

Some activities in these plantation forests require a visitor management permit. We manage these permits for approved activities in accordance with the Queensland Government's requirements. We do not grant permits for activities on our private property as public access is not permitted.

This fact sheet contains important information for organised event permits, commercial activity permits and permits to traverse for competitive events.

ORGANISED EVENT PERMITS

You may need an organised event permit if you are planning to conduct a non-commercial organised activity in one of our plantation forests.

An organised event is any arranged activity where five or more motor vehicles (including motor bikes) or 15 or more walkers, horse riders, cyclists, volunteers, supporters, spectators or guests are likely to participate. This includes an event promoted on social media such as Facebook or Meetups or even just a social media post asking people to join you at a particular place and time.

It is your responsibility to control the size of your group and the behaviour of your group. If your group size exceeds five or more motor vehicles (including motorcycles) or 15 or more walkers, horse riders, bicycle riders, volunteers, supporters, spectators or guests you will require a permit, which is not possible to obtain on the day.

When people tag along, they become part of your group. To avoid the need for a permit, you shouldn't publicly invite people to join you on social media where you can't control the response.

Organised event permits are issued under Section 20 of the *Forestry Regulation 1998*. These permits can be issued for a on-off event or for a period of up to one year. A calendar of events can be listed on a single permit and more events can be added during the period the permit is valid for, however you must obtain our approval for new events at least three weeks before the event is conducted.

An organised event that requires people to pay to participate or involves fundraising activities may require a commercial activity permit. If an organised event involves competitive motor vehicle or equestrian activities, you may require a permit to traverse.



Visitor Management

PERMIT FACT SHEET



COMMERCIAL ACTIVITY PERMITS

You need to apply and be approved for a commercial activity permit to conduct activities designed to make a profit, or for gain or benefit in our plantation forests.

A commercial activity permit: filming and photography is required for filming and photography in our plantation forests if it involves structures or more than 10 people even if you will not receive any financial benefit. Structures include a vehicle, shelter, tower, platform, generator or an uncrewed aerial vehicle over two kilograms. Cameras, camera accessories or tripods used to support cameras are not structures.

A commercial activity permit: non-filming is required for any other activity where you or someone else benefits financially. Financial benefit includes payment, fees, donations, barter transactions, sponsorship, advertising, distribution rights, etc.

Common activities that require a commercial activity permit: non-filming include:

- advertising, promoting, displaying, hiring or selling a product or service, including mobile food vending
- guided tours or transport (other than public transport)
- events requiring entry or participation fees above cost recovery for conducting the activity
- fundraising and charitable events.

Commercial activity permits are issued under Section 27 of the *Forestry Regulation 1998* and are not transferable. They can be issued for periods from one day to three years.

Private groups and individuals involved in recreational or educational activities where there is no financial benefit do not require a commercial activity permit. Examples include bushwalking or nature study, group activities or research activities. However, an organised event permit may be required for these activities.

PERMIT TO TRAVERSE FOR COMPETITIVE EVENTS

Competitive motor vehicle and equestrian events may only be conducted in our plantation forests with a permit to traverse.

Your horse riding or motor vehicle event falls into this permit category if there are rules and regulations, participants compete for prizes or points, or participant performance is judged on one or more criteria. This includes rallies, races, time trials and exhibition riding.

Permits to traverse are issued under Section 5(c) of the *Forestry Regulation 1998*. This permit is only required for competitive horse riding and motor sport events. All other competitive events are managed under an organised event or commercial activity permit.

ASSOCIATED COMMERCIAL ACTIVITIES FOR ALL PERMIT TYPES

Associated commercial activities are activities such as catering, photography, merchandise sales, fundraising, etc. that are secondary to your organised event, commercial activity or permit to traverse for competitive event that you or someone else may benefit from. A separate commercial activity permit application must be lodged for these associated commercial activities when applying for your permit.

There are some exemptions when catering is considered to be necessary for and appropriate to the scale of your primary activity. Please discuss this with us when making your application.

MAKING A PERMIT APPLICATION

You can obtain an application form from our website or your local HQP office. We encourage you to discuss your permit application with us before you submit it. You can make your application in person or by post, email or through our website. When you do, you will need to include:

- the relevant completed permit application form
- a detailed map of the activity location or route (please note, we are unable to supply you with a map)
- evidence of at least \$20 million public liability coverage
- examples or copies of proposed promotional material for your activity
- the appropriate application fee.

You will need to apply for a permit at least three weeks before your proposed activity or event to allow adequate time for it to be reviewed, assessed, approved, invoiced and issued. You may not promote an activity or event before your permit application has been approved. Once approved, your permit will be posted to you.



Visitor Management

PERMIT FACT SHEET



PERMIT FEES

Permit fees are dependant on the type of permit required, the nature of the activity, the period of the permit and other commercial activities that may be associated with your activity. These fees are set by the Queensland Government and are subject to incremental annual price increases. Please refer to the permit fee schedule for current fees for all visitor management permits.

PERMIT AMENDMENTS AND CANCELLATIONS

You are subject to the terms and conditions of your permit, which will be discussed with you during the application process. If you do not comply with these conditions, your permit may be suspended or revoked and we may not accept any future applications from you.

We may also need to amend, suspend or cancel your permit if we determine it may be unsafe for your activity or event to proceed at the planned time or in the planned location. This may be due an unforeseen change in the location of forest operations that cannot be avoided, or as a result of fire, very high fire danger, or extremely windy or wet weather. We will do our best to give you as much notice as possible, however extreme weather events are often forecast only days in advance.

If we have instigated these changes, we will allow you to reschedule your event at no cost or offer you a full refund of all paid permit fees if you would prefer to cancel your event.

JOINT PERMITS AND PERMITS FOR STATE FORESTS WE DON'T MANAGE

Queensland Parks and Wildlife Service (QPWS) manages all other permits required for national parks, forest reserves, and state forests that do not overlap with our plantations forests. They also manage joint permits for activities the will occur in both state forest managed by HQP and state forest managed by QPWS.

Only one application to QPWS is required for a joint permit. After seeking approval from HQP, QPWS will issue and manage the joint permit for both areas. However, if your activity will only be conducted in state forest managed by HQP, you must apply directly to us.

For more information about applying for a permit through QPWS, please visit the Queensland Government website.

HAVE MORE QUESTIONS?

There are a number of answers to frequently asked questions on our website that may assist you, including a flow chart to determine if you need a permit at all. If you still have questions, please drop into your local HQP office, call us on 07 5438 6666 or email visitor.permits@hqplantations.com.au and we will be happy help.

Image courtesy of Max Adventure and Element Photo and Video Productions



Visitor Management

PERMIT FEE SCHEDULE (effective until 30 June 2026)



Visitor management permits are only issued for activities that take place in HQP plantations forests that overlap with state forests. We do not grant permits for activities on our private property as public access is not permitted.

These fees are set by the Queensland Government and are subject to incremental annual price increases. They are exempt from GST.

In this schedule, *per day* is a calendar day not a 24 hour period.

COMMERCIAL ACTIVITY PERMIT: FILMING AND PHOTOGRAPHY

A permit is not required for 1 to 10 people involved in filming or photography with no structures involved. However, the location where you wish to film must still be approved by HQP.

Contact us on 07 5438 6666 before conducting any filming or photography HQP's plantation forests.

Commercial activity permit for filming or photography that involves 11 or more people No structures involved	
Application fee	\$420.40
Permit fee per day	\$210.80
Extension or renewal of permit	\$420.40

Commercial activity for filming and photography (any number of people) Structures involved (vehicle, shelter, tower, platform, generator or a UAV over 2kg)	
1 to 5 people involved in the filming or photography	
Application fee	\$210.80
Permit fee per day	\$210.80
6 to 25 people involved in the filming or photography	
Application fee	\$1042.00
Permit fee per day	\$1042.00
26 to 50 people involved in the filming or photography	
Application fee	\$2100.00
Permit fee per day	\$2100.00
51 or more people involved in the filming or photography	
Application fee	\$4214.00
Permit fee per day	\$4214.00

ORGANISED EVENT PERMIT

Application Fee	\$39.60
Additional fee per day for special access, special supervision or an area reservation	
For a vehicle-based activity per vehicle	\$5.65
For a people-based activity per participant	\$2.80

COMMERCIAL ACTIVITY PERMIT: NON-FILMING

Commercial activity permit other than for filming or photography

Application Fee	\$400.40
Application fee if the permit is the same or substantially the same as a commercial activity permit held by the applicant within the previous 3 months	\$199.80
Permit Fee	
For a term of 3 months or less	\$80.10
For a term of more than 3 months but not more than 1 year	\$319.80
For a term of more than 1 year but not more than 2 years	\$640.00
For a term of more than 2 years but not more than 3 years	\$904.00
Additional daily fee for each client 5 years or older	
For an activity lasting less than 3 hours	\$2.60
For an activity lasting 3 hours or more	\$4.60

PERMIT TO TRAVERSE FOR COMPETITIVE EVENTS

Motor vehicle events	
Permit fee per kilometre per vehicle per day	\$1.51
Maximum fee per vehicle per day	\$55.25
Equestrian events	
Permit fee per competitor per day	\$5.10

APPLICATION FOR AMENDMENTS TO PERMIT (ALL TYPES)

At principal holder's request	\$20.75
-------------------------------	---------

FOR MORE INFORMATION

If you have questions, please drop into your local HQP office, call us on 07 5438 6645 or email visitor.permits@hqplantations.com.au and we will be happy help.