

Submit Online Permit Returns (Damage Mitigation Permits)

How to User Guide

13 April 2021



**Queensland
Government**

Contents

1. Introduction to Online Permit Returns	3
2. How to Access Online Services	3
3. How to Access Online Permit Returns	3
4. How to Complete a Permit Return.....	5
4.1. Nil Return	6
4.2. Adding Return Activity	6
5. Uploading Documents	10
6. Save or Submit Return	11
7. Further Information	12

1. Introduction to Online Permit Returns

If you hold a Damage Mitigation Permit (DMP) a return of operations is required to be sent to the Department of Environment and Science (the department), either on the approved form or entered directly into the department's Online Services.

As activities are undertaken, they can be recorded and entered through Online Services during the return period and saved. Once each return period is completed it can be then submitted. The species and number limits can be found on the permit.

2. How to Access Online Services

If you have previously set up a customer record, sign in to [Online Services](#).

If you have not set up your customer record or do not know how to select a customer record, refer to the [Getting Started](#) user guide for information and links to registering, signing in and navigating Online Services.

3. How to Access Online Permit Returns

Once you have signed into Online Services:

- click the **blue text** of the appropriate customer record.

The screenshot shows the 'Select Customer Record' page. On the left, there is a heading 'Select Customer Record' followed by instructions: 'Select the customer record to proceed to the customer dashboard. From the customer dashboard, you will be able to view and manage your permits and transact with the department online.' Below this, a button labeled 'John Smith' is highlighted with a red box. Underneath, there is a section 'Add Customer Record' with instructions: 'If you wish to transact on behalf of an additional customer, you will need to link to, or create, an additional customer record.' Two buttons are provided: 'Link to existing customer record' and 'Create new customer record'. On the right side of the page, there is a 'My Incomplete Actions' section with a table header containing 'Name' and 'Created' (with a dropdown arrow). The table body contains the text 'No actions to be completed'.

- select the related permit type (DMPs are a Wildlife Authority).
- click **Wildlife Authorities**.

The screenshot shows the customer dashboard for 'John Smith' (Customer Reference Number: DHP0097658). At the top left, there is a 'Change Customer Record' button. The main content area features a list of permit types: 'Wildlife Authorities' (highlighted with a red box), 'Environmental Authorities', 'Allocation of Quarry Material', 'Waste Tracking', and 'Macropods'. Each item includes a brief description of what it applies for. On the right side, there is a 'My Incomplete Actions' section with a note: 'Please note, this list may contain actions relating to all of your customer records.' Below the note is a table header with 'Name' and 'Created' (with a dropdown arrow), and the table body contains 'No actions to be completed'.

If you hold or have previously held other wildlife related permits, they will be reflected under **Wildlife Permits**. You may have multiple permits to select from.

- click on the blue text under **permit reference** to select the applicable permit. This will take you to the summary page for the selected permit.

Wildlife Permits Hide Filters

Search: Status: Permit Type: SEARCH CLEAR

Click the Permit Reference to view the authority details and related actions.

Permit Reference	Permit Type	Version	Status	Granted Date	Effective Date	Expiry Date
WA0027087	Rehabilitation Permit	1	Granted	26/03/2021	26/03/2021	25/03/2024
WA0027086	Damage Mitigation Permit	1	Granted	19/03/2021	19/03/2021	18/03/2024
WA0027085	Damage Mitigation Permit	1	Granted	16/03/2021	16/03/2021	15/03/2024

The permit summary page contains all relevant information regarding the permit, including general permit information, your permit and other supporting information.

- click on **Permit Returns** in the top left corner.



Permit Reference: WA0027085 | Version: 1 MODIFY PERMIT AGENT PERMIT MANAGEMENT

Summary **Permit Returns** Financial Summary Related Actions

General Information

Permit Number: WA0027085 Authority type: WA
 Industry sector: Expiry date: 15/03/2024
 Effective Date: 16/03/2021 Permit Type: Damage Mitigation Permit
 Status: Granted Version: 1

Holder Information

Permit Holder	RSO Status
John Smith	

Contact Information

Contact Name	Contact Phone Number	Party Contact Email
John Smith	0412345690	john.smith@mailinator.com

Person In Charge
Activity/Location
Permit Version History

Action	Granted Date	Created Date	Effective Date	Reason	Version	Status	Related Application
Grant	16/03/2021	16/03/2021	16/03/2021	Granted Application	1	Granted	APP0061023

Documents

4. How to Complete a Permit Return

Return of operations are required to be submitted for each period of 3 months after the permit is granted or the period stated in the permit conditions. The 3-month permit return periods are based on date the permit was granted. These dates may differ each time you are granted a new permit.

The permit return page lists the reporting period start and end dates. It also lists the due date, which is 10 days after the reporting period end date. The status reflects if the permit return has been issued, in progress or completed.

A reminder may be sent from Connect Helpdesk at the end of the return period.

To complete activities for a return period:

- Click on the blue text under the **Return ref** number for the applicable return period.

Permit Reference: WA0011793 | Version: 1

Summary **Permit Returns** Financial Summary Related Actions

Return ref	Due Date	Reporting Period Start	Reporting Period End	Status	Status Date	Return sent
RET044133	24 Dec 2020	11 Sep 2020	10 Dec 2020	Issued	11 Sep 2020	✓
RET041939	24 Sep 2020	11 Jun 2020	10 Sep 2020	Completed	11 Jun 2020	✓
RET040316	24 Jun 2020	11 Mar 2020	10 Jun 2020	Completed	11 Mar 2020	✓
RET037547	24 Mar 2020	11 Dec 2019	10 Mar 2020	Completed	11 Dec 2019	✓
RET031910	24 Dec 2019	11 Sep 2019	10 Dec 2019	Completed	11 Sep 2019	✓
RET028057	24 Sep 2019	11 Jun 2019	10 Sep 2019	Completed	11 Jun 2019	✓
RET024273	24 Jun 2019	11 Mar 2019	10 Jun 2019	Completed	11 Mar 2019	✓
RET020694	25 Mar 2019	11 Dec 2018	10 Mar 2019	Completed	11 Dec 2018	✓

8 items

Before completing the return, double check that the return period dates are correct.

- click **COMPLETE WILDLIFE RETURN**.

Permit Return: RET044133

Summary **Financial Summary** Related Actions

COMPLETE WILDLIFE RETURN

General information

Reference: RET044133 Reporting Start Date: 11 Sep 2020
 Permit: WA0011793 Reporting End Date: 10 Dec 2020
 Permit Type: Damage Mitigation Permit Due date: 24 Dec 2020
 Issued To: STANWELL CORPORATION LIMITED Status: Issued

Holder Information

Permit Holder	Holder SO number	RSO Status
STANWELL CORPORATION LIMITED	349610	Registered

Species name	Date of activity	Animals in - (purchased or taken from the wild)	Taken from the wild (suburb)	Animals Out - (sold or released to the wild)	Released to the wild (suburb)	Deaths (either purchased or died during activity)	Tag/mark number	Number kept at licensed premises
No items available								

Documents

Download	Name	Reference	Type	Subtype	Date created
No documents are available					

4.1. Nil Return

If no activities have occurred for the period:

- select the **NIL return** box and then click **NEXT**.
- skip section 4.2 *Adding Return Activity* and continue to section 5 *Uploading Documents*.

Permit Return: RET044627

Summary Financial Summary **Related Actions**

Wildlife return information submission

Information submission Document Upload Confirmation

Return summary

Reference: RET044627 Due date: 12 Apr 2021
 Permit: WA0027086 Status: In Progress
 Reporting Start Date: 27 Dec 2020 Issued To: John Smith
 Reporting End Date: 26 Mar 2021

Nil return
 Select Nil return if no activity has occurred for this reporting period.

CANCEL NEXT

4.2. Adding Return Activity

The ADD button is used to add an entry into the return for each individual activity undertaken during the return period.

Individual activities are to be entered separately for each date and/or species. For example:

- if the same species are taken over multiple days a separate entry is required to be added for each day;
- if multiple species were taken on the same day then each species is required to be added separately.

- Click **ADD** to enter activity details.

Permit Return: RET044625

Summary Financial Summary **Related Actions**

Wildlife return information submission

Information submission Document Upload Confirmation

Return summary

Reference: RET044625 Due date: 2 Jul 2021
 Permit: WA0027085 Status: In Progress
 Reporting Start Date: 19 Mar 2021 Issued To: John Smith
 Reporting End Date: 18 Jun 2021

Nil return
 Select Nil return if no activity has occurred for this reporting period.

Species name	Date of activity	Animals in - (purchased or taken from the wild)	Taken from the wild (suburb)	Animals Out - (sold or released to the wild)	Released to the wild (suburb)	Deaths (either purchased or died during activity)	Tag/mark number	Number kept at licensed premises
No items available								

CANCEL ADD NEXT

Submit Online Permit Returns (Damage Mitigation Permits)

- Complete the activity details (requirements are shown in *Table 1* below).
- Click **SAVE** after each entry.

Wildlife return information submission

Return summary

Reference: RET04425
 Permit: WA0027085
 Reporting Start Date: 19 Jul 2021
 Reporting End Date: 18 Jun 2021

No return
 Select 'No return' if no activity has occurred for this reporting period.

Document Upload

Due date: 2 Jul 2021
 Status: In Progress
 Issued To: John Smith

Confirmation

Species name	Date of activity	Animals in - (purchased or taken from the wild)	Taken from the wild (suburb)	Animals Out - (sold or released to the wild)	Released to the wild (suburb)	Deaths (either purchased or died during activity)	Tagmark number	Number kept at licensed premises
No items available								

Return details

Species name* Date of activity

Tagmark number

Animals In

Animals in - (purchased or taken from the wild) Taken from the wild (suburb)

Animals Out

Animals Out - (sold or released to the wild) Released to the wild (suburb)

Deaths (either purchased or died during activity)

Number kept at licensed premises

If you have further entries keep adding and saving until all the activities for the return period are complete.

Permit Return: RET044193

Summary Financial Summary **Printed Activity**

Wildlife return information submission

Return summary

Reference: RET044193
 Permit: WA0027076
 Reporting Start Date: 19 Sep 2020
 Reporting End Date: 12 Dec 2020

No return
 Select 'No return' if no activity has occurred for this reporting period.

Document Upload

Due date: 01 Dec 2020
 Status: In Progress
 Issued To: STANBELL CORPORATION LIMITED
JOHN SMITH

Confirmation

Species name	Date of activity	Animals in - (purchased or taken from the wild)	Taken from the wild (suburb)	Animals Out - (sold or released to the wild)	Released to the wild (suburb)	Deaths (either purchased or died during activity)	Tagmark number	Number kept at licensed premises
common wallaroo - Macropus robustus	13/09/2020	14	ROMA QLD 4405	0		14		0
red kangaroo - Macropus rufus	20/09/2020	21	ROMA QLD 4405	0		21		0
eastern grey kangaroo - Macropus giganteus	20/09/2020	34	ROMA QLD 4405	0		34		0
common brushtail possum - Trichurus vulpecula	05/10/2020	1	CARBOOLT,IRE QLD 4700	1	CARBOOLT,IRE QLD 4700	0		0
eastern pygmy possum - Microlopsis species of subspecies	13/10/2020	1	ROCKHAMPTON QLD 4700	0	ROCKHAMPTON QLD 4700	1		0
eastern grey shrike - Serriornis magnirostris	29/10/2020	1	WANDAL QLD 4700	0	WANDAL QLD 4700	1		0

1 - 8 of 8

Table 1 - Return Details Field Requirements

Field	Requirements	Restrictions
Return Details		
Species name	Type either the common or scientific name and select the appropriate species.	Name can only be selected from the species listed within the system.
Date of activity	The date animal was taken from the wild. Either type or use calendar to select the date.	Use the format dd/mm/yyyy
Tag/mark number	Record microchip or tag number if applicable.	Leave blank if not applicable
Animals In		
Animals in (purchased or taken from the wild)	Total number of animals taken whether live or dead.	Numeric value
Taken from the wild (suburb)	The location from where animal was taken.	Name can only be selected from the listed locations within the system.
Animals Out		
Animals out	Total number of live animals released. Enter 0 if not applicable.	Numeric value
Deaths	Total number of dead animals. Animals that have died during the activity (e.g. lethal DMP or response to an injured animal that is dead on arrival). Enter 0 if not applicable.	Numeric value
Number kept at licenced premises	Total number of animals remaining on the premises. This field is not applicable for DMPs. Enter 0 if not applicable.	Numeric value
Released to the wild (suburb)	The location where the animal was released. Not applicable for deaths. This field is only applicable to removal and relocation DMPs.	Name can only be selected from the listed locations within the system.

Submit Online Permit Returns (Damage Mitigation Permits)

- If required; edit or delete a saved entry by clicking **EDIT** or **DELETE**.

Wildlife return information submission

Information submission | Document Upload | Confirmation

Return summary

Reference: RET044625 | Due date: 2 Jul 2021
 Permit: WAO027085 | Status: In Progress
 Reporting Start Date: 19 Mar 2021 | Issued To: John Smith
 Reporting End Date: 18 Jun 2021

Nil return
 Select Nil return if no activity has occurred for this reporting period.

Species name	Date of activity	Animals In - (purchased or taken from the wild)	Taken from the wild (suburb)	Animals Out - (sold or released to the wild)	Released to the wild (suburb)	Deaths (either purchased or died during activity)	Tag/mark number	Number kept at licensed premises		
common wallaroo - <i>Macropus robustus</i>	20/03/2021	12	ROMA QLD 4455	0		12		0	edit	remove
red kangaroo - <i>Macropus rufus</i>	27/03/2021	15	ROMA QLD 4455	0		15		0	edit	remove
eastern grey kangaroo - <i>Macropus giganteus</i>	19/04/2021	20	ROMA QLD 4455	0		20		0	edit	remove
common brushtail possum - <i>Trichosurus vulpecula</i>	25/04/2021	1	CABOOLTURE QLD 4510	1	CABOOLTURE QLD 4510	0		0	edit	remove
carpet python - <i>Morelia spilota</i> all subspecies	27/04/2021	1	ROCKHAMPTON QLD 4700	1	ROCKHAMPTON QLD 4700	0		0	edit	remove
common tree snake - <i>Dendrelaphis punctulatus</i>	30/04/2021	1	WANDAL QLD 4700	1	WANDAL QLD 4700	0		0	edit	remove
red-bellied black snake - <i>Pseudechis porphyriacus</i>	03/05/2021	2	PORT CURTIS QLD 4700	2	PORT CURTIS QLD 4700	0		0	edit	remove

1 - 7 of 7

- Click **NEXT** when all entries have been completed

Wildlife return information submission

Information submission | Document Upload | Confirmation

Return summary

Reference: RET044625 | Due date: 2 Jul 2021
 Permit: WAO027085 | Status: In Progress
 Reporting Start Date: 19 Mar 2021 | Issued To: John Smith
 Reporting End Date: 18 Jun 2021

Nil return
 Select Nil return if no activity has occurred for this reporting period.

Species name	Date of activity	Animals In - (purchased or taken from the wild)	Taken from the wild (suburb)	Animals Out - (sold or released to the wild)	Released to the wild (suburb)	Deaths (either purchased or died during activity)	Tag/mark number	Number kept at licensed premises		
common wallaroo - <i>Macropus robustus</i>	20/03/2021	12	ROMA QLD 4455	0		12		0	edit	remove
red kangaroo - <i>Macropus rufus</i>	27/03/2021	15	ROMA QLD 4455	0		15		0	edit	remove
eastern grey kangaroo - <i>Macropus giganteus</i>	19/04/2021	20	ROMA QLD 4455	0		20		0	edit	remove
common brushtail possum - <i>Trichosurus vulpecula</i>	25/04/2021	1	CABOOLTURE QLD 4510	1	CABOOLTURE QLD 4510	0		0	edit	remove
carpet python - <i>Morelia spilota</i> all subspecies	27/04/2021	1	ROCKHAMPTON QLD 4700	1	ROCKHAMPTON QLD 4700	0		0	edit	remove
common tree snake - <i>Dendrelaphis punctulatus</i>	30/04/2021	1	WANDAL QLD 4700	1	WANDAL QLD 4700	0		0	edit	remove
red-bellied black snake - <i>Pseudechis porphyriacus</i>	03/05/2021	2	PORT CURTIS QLD 4700	2	PORT CURTIS QLD 4700	0		0	edit	remove

1 - 7 of 7

5. Uploading Documents

The return period can be saved or submitted without a document attachment. If required, supporting documentation, scanned hard copy return forms or any further information regarding the return period can be uploaded by steps below. If not applicable continue to next step:

- click **UPLOAD** and select relevant file or drag and drop a file where indicated.
- name the document, then click **UPLOAD DOCUMENT**.

Permit Return: RET044625

Summary Financial Summary **Related Actions**

Upload documents :APP0044600

Information submission Document Upload Confirmation

Documents

Document Name	Classification
Return of Operations	Lodged Return

Upload

Document Type: Return of Operations

Document Sub Type: Lodged Return

Document Name:

Select Document: Drop file here

The uploaded document is reflected under document name. Multiple documents can be uploaded.

- Click **NEXT** to continue to save or submit the return.

Permit Return: RET044625

Summary Financial Summary **Related Actions**

Upload documents :APP0044600

Information submission Document Upload Confirmation

Documents

Document Name	Classification
Return of Operations	Lodged Return

Upload

Document Type: Return of Operations

Document Sub Type: Lodged Return

Document Name:

Select Document: Drop file here

6. Save or Submit Return

The confirmation page is the last step before the return is saved or submitted. Review the return entries to ensure they are correct prior to submitting.

If activities are entered prior to the reporting period end date, only the SAVE button will show. After the reporting period end date both the SAVE and SUBMIT buttons will be shown. Once the return has been submitted it can no longer be edited.

- Click **BACK** to return to previous steps.
- Click **SAVE** to add further entries throughout the return period.
- Click **SUBMIT** when you have finished adding entries for the return period.

Permit Return: RET044193

Summary Financial Summary **Related Actions**

Wildlife return information submission

Information submission Document Upload Confirmation

Return summary

Reference: RET044193
 Permit: W40019796
 Reporting Start Date: 13 Sep 2020
 Reporting End Date: 12 Dec 2020

Due date: 30 Dec 2020
 Status: In Progress
 Issued To: JOHN SMITH

Species name	Date of activity	Animals in - (purchased or taken from the wild)	Taken from the wild (suburb)	Animals Out - (sold or released to the wild)	Released to the wild (suburb)	Deaths (either purchased or died during activity)	Tag/mark number	Number kept at licensed premises
common wallaroo - Macropus robustus	15/09/2020	14	ROMA QLD 4455	0		14		0
red kangaroo - Macropus rufus	20/09/2020	21	ROMA QLD 4455	0		21		0
eastern grey kangaroo - Macropus giganteus	26/09/2020	54	ROMA QLD 4455	0		54		0
common brushtail possum - Trichosurus vulpecula	01/10/2020	1	CABOOLTURE QLD 4510	1	CABOOLTURE QLD 4510	0		0
carpet python - Morelia spilota all subspecies	11/10/2020	1	ROCKHAMPTON QLD 4700	0	ROCKHAMPTON QLD 4700	1		0
common tree snake - Dendrelaphis punctulatus	23/10/2020	1	WANDAL QLD 4700	0	WANDAL QLD 4700	1		0

1 - 6 of 6

Documents

Document Name	Classification
Return of Operations	Lodged Return

BACK SAVE SUBMIT

Once submitted the status will be reflected as completed.

Permit Return: RET044193

Summary Financial Summary Related Actions

General information

Reference: RET044193
 Permit: W40019796
 Permit Type: Damage Mitigation Permit
 Issued To: JOHN SMITH

Reporting Start Date: 13 Sep 2020
 Reporting End Date: 12 Dec 2020
 Due date: 30 Dec 2020
 Status: **Completed**

Holder information

Permit Holder	Holder SO number	RSO Status
STANWELL CORPORATION LIMITED	349610	Registered

Species name	Date of activity	Animals in - (purchased or taken from the wild)	Taken from the wild (suburb)	Animals Out - (sold or released to the wild)	Released to the wild (suburb)	Deaths (either purchased or died during activity)	Tag/mark number	Number kept at licensed premises
common wallaroo - Macropus robustus	15/09/2020	14	ROMA QLD 4455	0		14		0
red kangaroo - Macropus rufus	20/09/2020	21	ROMA QLD 4455	0		21		0
eastern grey kangaroo - Macropus giganteus	26/09/2020	54	ROMA QLD 4455	0		54		0
common brushtail possum - Trichosurus vulpecula	01/10/2020	1	CABOOLTURE QLD 4510	1	CABOOLTURE QLD 4510	0		0
carpet python - Morelia spilota all subspecies	11/10/2020	1	ROCKHAMPTON QLD 4700	0	ROCKHAMPTON QLD 4700	1		0
common tree snake - Dendrelaphis punctulatus	23/10/2020	1	WANDAL QLD 4700	0	WANDAL QLD 4700	1		0

1 - 6 of 6

Documents

Download	Name	Reference	Type	Subtype	Date created
	Return of Operations	DOC00541777	Return of Operations	Lodged Return	08/04/2021 09:49

7. Further Information

For further information or support regarding return of operations.

- **Permits and Licencing:**
1300 130 372 (option 4)
palm@des.qld.gov.com

- **General Wildlife Related Enquiries:**
1300 130 372 (option1)
wildlife.operations@des.qld.gov.au

- **Online Services Technical Support:**
1300 130 372 (option 6)
digital@des.qld.gov.au