The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

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This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications Branch.
Kaya and Wandjoo, hello and welcome.

“Kaya and Wandjoo” are greetings in the language of the Traditional Owners, the Whadjuk Noongar people of the South West of Western Australia, meaning ‘hello and welcome’.

We use this greeting as this is relevant to the location of the Department of Planning, Lands and Heritage Head Office in the capital city of Perth, in the South West of Western Australia.

The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

Noongar language use and spelling provided with permission by Noongar Boodjar Language Cultural Aboriginal Corporation. 
See website for further information www.noongarboodjar.com.au

If you have any queries, please contact the Department of Planning, Lands and Heritage via telephone or email:
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+61 8 6551 8000
alps@dplh.wa.gov.au
About Western Australia

The State of Western Australia (WA) occupies the western third of Australia. It has a land mass of 2,529,875 square kilometres (976,790 sq mi) and a population of 2.5 million people. The majority of people live in the South West corner of the State, with remote communities dotted along the length of its diverse coastline and stretching into the remote interior.

Our flag has the black swan or maali* in and the capital city of Perth is established on the banks of the Swan River or Derbar Yamnigan*. WA has such a diverse and unique topography there is so much to see and do, but travellers must be well-prepared for rapidly-changing road and weather conditions.

See the HANDY HINTS and LINKS on this page for information on preparing for the conditions of our State, including road conditions, and other tools to help plan your trip.

Keep an eye out for HANDY HINTS and LINKS throughout this document.

* Noongar language use and spelling provided with permission by Noongar Boodjar Language Cultural Aboriginal Corporation.

See website for further information www.noongarboodjar.com.au
Western Australia’s regions

Western Australia is made up of the following regions:

- East Kimberley
- West Kimberley
- Pilbara
- Midwest (or Murchison/Gascoyne)
- Goldfields
- Southern (or South West)
- Metropolitan

Aboriginal people and communities

WA offers many opportunities to explore the rich culture of the State’s Aboriginal people. Connecting with the traditional owners provides an educational and rewarding experience for all visitors of all ages.

Take time to research the areas you wish to visit, remembering that if you are going into an Aboriginal community or on to Aboriginal lands, you are visiting the home of the Aboriginal people and should show respect for their country and understand any cultural protocols in place. Take guidance from the Aboriginal community members.

The Aboriginal people of Australia have their own flag.

It was designed by artist Harold Thomas, and the meanings of the three colours in the flag are:

- **Black** – represents the Aboriginal people of Australia
- **Yellow circle** – represents the sun, the giver of life and protector
- **Red** – represents the red earth, the red ochre used in ceremonies and Aboriginal peoples’ spiritual relation to the land.
The Aboriginal Lands Trust Estate

The Aboriginal Lands Trust (ALT) is established under Section 20 of the Aboriginal Affairs Planning Authority Act 1972 (AAPA Act) and comprises membership of Aboriginal people from across WA.

The ALT is responsible for providing advice to the Minister for Aboriginal Affairs on Aboriginal land issues, and works to ensure the proper management of the ALT Estate, including divestment of land, granting of leases and management of freehold property and pastoral leases.

The ALT Estate covers approximately 24 million hectares of land in WA, 312 parcels of land which includes Part III Reserves. This is more than 9 per cent of the State.

What is a Part III Reserve

A Part III Reserve is a parcel of land that has been proclaimed by the Governor under Part III of the AAPA Act. There are 80 reserves across WA on the ALT Estate. Read more about Part III Reserves in Permit Information.

Introducing ALPS

The Aboriginal Affairs Planning Authority Land Permit System (ALPS) is the online system that assists with the process of applying for an entry permit which is required for entry onto or through those ALT Estate reserves that are subject to Part III of the AAPA Act.
Why do I need a permit to travel across Part III Reserves?

Please read the Permit Information on the Department of Planning, Lands and Heritage website:


You will be asked to acknowledge that you have read the permit Information before you submit your application.

Do not use ALPS to apply for a mining entry permit.

This is a separate process – see [https://www.daa.wa.gov.au/land/entry-permits/permit-information/](https://www.daa.wa.gov.au/land/entry-permits/permit-information/)
Understanding this guide

**Term** | **Acronym** | **Definition**
--- | --- | ---
AAPA Land Permits System | ALPS | Online system to manage AAPA permit applications
Aboriginal Affairs Planning Authority Act 1972 | AAPA Act | Western Australian (WA) legislation
Aboriginal Lands Trust Estate | ALT | Land held in trust for the use and benefit of persons of Aboriginal descent
Applicant |  | Who is making the entry permit request
Application |  | The request submitted online for an AAPA entry permit
Assessment |  | A review of the application
Consultative body |  | A stakeholder from whom the ALT is required to seek comment
Department of Planning, Lands and Heritage | DPLH | The Western Australian Government Agency managing the AAPA Lands Permit System
Interactive tool |  | A tool that can be accessed online and used to create a product
Journey |  | The proposed travel path created via the mapping tool
Permit Officer |  | Departmental delegate responsible for permits
Permit type |  | The category of application submitted which can be classified as:
• Individual
• Organisation
• Government employee
• Contractor / sub-contractor
Purpose |  | The reason or intent of the applicant for transiting the Part III Reserve and why an entry permit is required
Referral |  | Passing on information to a consultative body or similar
Region |  | A specific geographic area of WA
Submission |  | A stage of the application process
Vehicle - air |  | Any vehicle transiting via air and utilising community air strips or landing pads / locations such as a helicopter
Vehicle - land: • Four-wheel-drive | 4WD | Type of land vehicle used for transit through rough terrain or on unsealed roads
Vehicle - sea |  | Any marine vessel travelling via sea such as a catamaran, cruise ship

AAPA LANDS PERMIT SYSTEM USER GUIDE

HANDY HINTS AND LINKS

DO YOU LOVE MAPS?

Do you want a Map of the Part III Reserves you might be travelling through?

YES? Well, keep reading - we want to introduce you to our fantastic new Interactive Mapping Tool!

STILL LOVE MAPS AND HAVE AN INTEREST IN ABORIGINAL LANGUAGE?

Follow this link for this Interactive Aboriginal Language Map created by AIATSIS – it may surprise you how many languages there are.

www.abc.net.au/indigenous/map/
Explaining the AAPA permit application process

1. SUBMISSION
   - Identify the need for an AAPA permit
   - Submission via ALPS, using user guide
   - Unique application reference no. is created

2. ASSESSMENT
   ALPS assesses the permit application and determines application status:
   - DEEMED APPROVAL - permit released
   - FOR REFERRAL - application referred to consultative body
   - FOR FURTHER ASSESSMENT - Permit Officer will review

3. REFERRAL
   - Consultative body or Permit Officer reviews and considers application

4. DECISION
   - Consultative body returns comments to Permit Officer
   - Permit Officer updates application record with comments

5. DELIVERY
   - Permit is released to applicants via preferred method of delivery - email, post or fax
   - If permit is NOT for release, Permit Officer will contact applicant to advise

NOTE: Record the application reference no. for future reference

NOTE: Applications requiring referral take longer to process

NOTE: Permit Officer may need to contact Applicant to discuss AAPA permit application

STAGES OF ONLINE PROCESS
1. Application details
2. Map and vehicle details
3. Journey details
4. Delivery method
5. Submission notification

INFORMATION REQUIRED

Individual Permit
- Main applicant name and contact details
- All names of travellers
- Best estimate of dates of travel
- Locations transiting/visiting
- Type of vehicle (e.g., land / sea / air / bicycle)
- Vehicle details (if known)
- Purpose of travel:
  - If Other – describe purpose of visit
- Additional travel details

Organisation Permit
- Purpose of visit:
  - If service delivery Government Agency / Name
- Name of organisation / commercial operator / 4WD club
- All details are per Individual permit type

Government Employee Permit
- Purpose of visit as per Organisation
- Government department name
- Main applicant name and contact details
- All details as per Individual Permit Type

Contractor/sub-contractor Permit
- Purpose of visit as per Organisation
- Contractor / sub-contractor name and contact details
- Government department name
- All details as per Individual Permit Type

Please note that you CAN NOT SAVE your application. Make sure you have all your details ready.
Assessment of your permit application

Assessment of your permit will be defined by the:
- entry permit type (see table below)
- travel purpose
- where you want to go
- for how long

See further information at [Working out your permit type](#).

<table>
<thead>
<tr>
<th>Entry Permit Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>Tourists / people travelling in one vehicle who are generally on holiday or leisure time. The Individual Permit Type can be used for up to three vehicles in one group.</td>
</tr>
<tr>
<td>Organisation</td>
<td>Select this Entry Permit Type if you are:</td>
</tr>
<tr>
<td></td>
<td>• transit on business</td>
</tr>
<tr>
<td></td>
<td>• a Commercial Tour Operator</td>
</tr>
<tr>
<td></td>
<td>• part of a convoy (group of 4 or more vehicles) such as a 4WD club.</td>
</tr>
<tr>
<td></td>
<td>Permits can be for a longer term if the community agrees.</td>
</tr>
<tr>
<td>Government employee</td>
<td>This applies if you are a Government employee and transiting on Government business</td>
</tr>
<tr>
<td></td>
<td>NOTE: If you work for Government but are transiting for non-work purposes you will use the Individual permit type.</td>
</tr>
<tr>
<td></td>
<td>NOTE: It is advisable that advance contact is made with Aboriginal community for any arrangements to visit or conduct activity on a Part III Reserve as a Government agency.</td>
</tr>
<tr>
<td>Contractor or sub-contractor of Government</td>
<td>Select this Entry Permit Type if you are visiting a community or transiting as part of a contract arrangement to deliver essential services to community.</td>
</tr>
<tr>
<td></td>
<td>Permits can be for a longer term if the community agrees.</td>
</tr>
</tbody>
</table>
### Working out your permit type

Use the reference chart below to determine what type of permit you should apply for.

If you have any queries, please contact DPLH at the details below.

<table>
<thead>
<tr>
<th>My Details</th>
<th>Purpose of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>How I am travelling and why</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Land</td>
</tr>
<tr>
<td></td>
<td>With family/friends in one vehicle</td>
</tr>
<tr>
<td></td>
<td>With family/friend in more than one vehicle</td>
</tr>
<tr>
<td></td>
<td>To Aboriginal community for volunteer work on own</td>
</tr>
<tr>
<td></td>
<td>To Aboriginal community for volunteer work as group</td>
</tr>
<tr>
<td></td>
<td>Bush walking</td>
</tr>
<tr>
<td></td>
<td>Riding my bicycle</td>
</tr>
<tr>
<td></td>
<td>Sea vessel on my own</td>
</tr>
<tr>
<td></td>
<td>Sea vessel with family and friends</td>
</tr>
<tr>
<td></td>
<td>Commercial tour operator</td>
</tr>
<tr>
<td></td>
<td>Work for Government but not on Government business</td>
</tr>
<tr>
<td></td>
<td>Work for Government and on Government business</td>
</tr>
<tr>
<td></td>
<td>Contractor/sub-contractor of Government</td>
</tr>
<tr>
<td></td>
<td>Working for Government as contractor/sub-contractor</td>
</tr>
<tr>
<td></td>
<td>Entering Aboriginal community to discuss business issues</td>
</tr>
</tbody>
</table>

### KEY

- Organisation
- Individual
- Government employee
- Contractor/sub-contractor of Government

### CONTACT US TO DISCUSS

Department of Planning, Lands and Heritage
(08) 6551 8000
Freecall 1300 651 077
International callers +61 8 6551 8000
dplh@dplh.wa.gov.au

### WA’S FLORAL EMBLEM

The striking flower of the Red and Green Kangaroo Paw, found naturally only in Western Australia, is the State’s floral emblem.
About The ALPS System

SYSTEM REQUIREMENTS

ALPS works in all modern web browsers (Chrome, Firefox, Internet Explorer 11, Microsoft Edge, Safari).

ALPS will also work on tablets and mobile phones via a web browser. If you have internet access, you can complete an application wherever you may be during your trip.

How does it look?

The ALPS system has multiple stages that the user will navigate through to complete the application.

You will see the application page heading which indicates where you are in the process.

Please note that the system is unavailable from 7 – 7:30pm daily due to planned maintenance.

IMPORTANT TO NOTE:

While it's convenient to have access to ALPS on the road – REMEMBER that some Part III Reserves need Approval to visit.

Any Permit needing Approval will take extra time to process.

Pay attention to any comments against the Reserve in the Mapping Tool.
Navigation

As you work through the application, look out for the following to assist moving from page to page, building and refining your application by adding and editing information.

Mandatory fields
You must enter information in to all the mandatory fields, which are marked with a red asterisk [*].

Drop down menu
Helpful drop down menus are included.

Navigating buttons
PREVIOUS / NEXT buttons will help you move from screen to screen.

Buttons to create new record
• Add Passengers
Add extra passengers to your application and click the SUBMIT button.

Edit options
You will be able to check or edit the information. Look out for these icons.

The Numbat was proclaimed the animal emblem of Western Australia on 25 July 1973.
Button to look up locations:
• Add locations
When mapping your journey you can add locations. Remember that you will need to enter best estimate of dates for when you arrive and leave Reserves

Click on the magnifier to search for a location or bring up a full list of locations.

We help your search by adding search with a wildcard asterix [*]

Cancel out of the Look up screen at any time by clicking on CANCEL or by clicking on the "x" in the top right hand corner.

Remove any locations by clicking on REMOVE LOCATIONS
Introducing the ALPS Interactive Map

A useful tool available via the ALPS system is the Interactive Map. This allows the user to plan their journey by providing multiple lists of locations, roads, Part III Reserves, Aboriginal communities and points of interest (ie. Surveyor Generals Corner, Cone Bay, King George Falls).

This map is available to access from the Map and Vehicle Details screen of the application via the Open Map button (see image adjacent).

KEY FEATURES INCLUDE:

1. The ability to see Part III Reserves.
2. Search via Road, Place of Interest, Community and Region.
3. Zoom in and out by moving the mouse wheel or via the toolbars and pan the map by clicking and dragging.
4. A tool bar which allows you to move about in the map, and also measure distances.
5. Map layers, which allow you to choose the way you view the map (see next page).
6. Ability to change base map layer: satellite, road or topographic.
7. Advice on map unavailability.

Where do I find the mapping tool in the application?

To access the interactive map, go to the Map and Vehicle Details screen of the application via the Open Map button (see image adjacent).

Mapping Tool features – click on them to use:

- Current map scale
- Change map scale
- View coordinates of current mouse position (either latitude / longitude or Eastings/Northings)
### Using the Interactive Map

As you start to work with this mapping tool, consider the following three steps:

**SEARCH:** This map provides useful detail around where Part III Reserves are, their accessibility and how Aboriginal communities and roads link in with these Reserves – the system offers multiple ways to find this information to get a good idea of how your trip might intersect so that you can produce a relevant application and an itinerary for yourself and your travellers.

**SELECT:** With all this information to choose from, you just need to know where you are going and how you are getting there.

**SHOW:** As you detail your journey with locations and dates, the map will show you where you are in WA and there will be an option to create a map of your journey in relation to Part III Reserves for reference.
Getting the SEARCH started

SEARCHING BY ROADS brings up a list of road names through Part III Reserves.

SEARCHING BY PLACE OF INTEREST allows you to zoom to a specific area relevant to Part III Reserves.

SEARCHING BY COMMUNITY

SEARCHING BY REGION (see map) allows the option of selecting a region (Kimberley (West and East), Pilbara, Murchison/Gascoyne (Midwest), Goldfields, South West (Southern)) and searching by Name or Reserve Number.

CLICK on your preferred search method then click SELECT.

A list of options will be displayed.

NOTE: You can hold down control and select multiple locations from the list with a mouse click.

DO I HAVE TO CARRY A COPY OF MY PERMIT?

YES. You must carry a copy of your permit with you while you are travelling.

If you have a tablet or mobile phone, you can carry the permit as an E-COPY.
Make your selection(s)

Now that you can search, you can **SELECT** the locations you need. You can **CANCEL** to back out and go back to the search methods as above.

Your selections will appear in the map and dates will be requested.

Select your best estimate of dates and **NEXT** or **SKIP** if you don’t want to choose this location.

Use **RESTART** on this screen to take you back to the Search Method screen.

This screen provides information on whether the location you have selected will need approval to travel through i.e. approval required, and in some instances there are notes about access to the location i.e. marine access only.

Once you have entered best estimated dates for the locations you have selected, use **CONTINUE** to create your completed proposed journey.

**NOTE:** You can update your locations later in the application, on the **JOURNEY DETAILS** page. These updates won’t show up if you have created a PDF map already.

- dates can’t be entered as free text.
Show me the map!

Your journey is now displayed on the map!

An itinerary shows:
- location/road
- approval requirements
- selected dates
- Part III Reserves

Happy with this itinerary?
Use **CONTINUE** to move on to CREATE A MAP.
Use **EDIT** to go back and update your itinerary.
Your created journey map

Before creating a map, zoom in or out of the map so that you can create the view and see the features that you like. Use CREATE MAP. After your map is created, OPEN MAP will download (which opens in a separate window). Depending on your browser, a message may appear asking if you want to save your journey map, or the map may appear in a separate browser tab.

For example, in Internet Explorer 11 a message will come up at the bottom of the screen, asking if you want to save journey map from maps.daa.wa.gov.au.

Open the drop down menu where you have the option to Save or Save As.

If you SAVE, a new information bar will advise that the journey map has downloaded and you can open and view the map, then SAVE. If you can’t find the map look on in your documents folder on the computer. Use SAVE AS to create a folder on your computer in which to save the map.

KEY FEATURES INCLUDE:
1. The name of your map includes the locations mapped
2. Shows highlighted locations selected for the journey.
3. Date and time of the map creation.
4. The reference number of the permit submission (application).
5. Shows location in relation to Perth
6. The map scale
7. The map legend
8. A link for further information on the use of this map
Submitting an application: Individual

Starting your application - the standard application screens flow as below:

1. From the Home Page, use START NEW APPLICATION.
2. Chose your Entry Permit Type then NEXT.
3. Application page will open and allocate your application a reference number (SUBXXXXXX) – record this for future reference.
4. Answer the first question with YES or NO. If NO, use NEXT to continue (see NOTE: for further information).
5. Enter your details in each screen, then NEXT to continue to the next screen.
6. Remember that you can access the Interactive Map on the ‘Map and vehicles’ screen to map your journey.
7. Once your application is completed, and your journey mapped, the last screen will ask you to choose the preferred delivery method (email, post or fax). On this screen you will be asked to acknowledge that you have read the Permit Information on the website. Before submitting your application. Please note: you will not be able to submit an application without reading and understanding the Permit Information.

You are required to type in information or answer YES or NO questions.

Refer back to the Stages of Process and the Information Required which becomes relevant with the start of an application. See How does it look and Navigation for assistance during the application process.

Once your permit has been processed it will be sent to you via the chosen method of delivery as a PDF or hard copy. Please note the conditions and notes on your Permit when you receive it. Keep a copy of this permit on you when travelling, either as a hard copy of an e-copy (ie. as PDF on your mobile phone or tablet.).
Submitting an application: Organisation (including 4WD clubs / Commercial Tour Operators); Government employee; contractor/sub-contractor of Government

As from the previous page, the standard application screens flow as below:

Refer back to the Stages of Process and the Information Required, which becomes relevant with the start of the application. See How does it look and Navigation for assistance during the application process.

If you need to be reminded of the definition of an Organisation, Government employee or Contractor/sub-contractor of Government Entry Permit Type or want to determine your entry permit type click here.

### Application details
- **Organisation** (including 4WD clubs and commercial tour operators)
  - If Purpose of Visit selection is Service delivery, the next questioned asked is:
    - Which Agency are you delivering on behalf of? Options to select are:
      - Commonwealth Government
      - State Government
      - Local Government
      - not on behalf of Government
  - Added Field of Government Agency Name
  - If Purpose of Visit selected is ‘Other’ you will be asked to Describe purpose of visit
  - Has an added field Company name
  - Has added YES or NO question, Australian company?
  - Has added field ABN if known
  - Has a Primary Contact Details section to capture the Applicants contact details or other arrangement
  - If YES – brings up field asking for Department name

- **Government employee**
  - Has a YES or NO question “Travelling for Official Reasons?”
  - If YES – brings up field asking for Department name
  - On second application details screen:
    - Will be asked for First and last name, email
    - Will need to add the location you are visiting via the Open Map button
    - Once location and dates added, submit
  - If NO to question Travelling for Official Reasons? – returns application to the Individual Application screen to progress as standard application

- **Contractor/sub-contractor of Government**
  - If Purpose of Visit selection is Service delivery, the next questioned asked is:
    - Which Agency are you delivering on behalf of? Options to select are:
      - Commonwealth Government
      - State Government
      - Local Government
      - not on behalf of Government
  - Added Field of Government Agency Name
  - If Purpose of Visit selected is ‘Other’ you will be asked to Describe purpose of visit
  - Has an added field Company name
  - Has added YES or NO question, Australian company?
  - Has added field ABN if known
  - Has a Primary Contact Details section to capture the Applicants contact details or other arrangement
  - If YES – brings up field asking for Department name
The process to submit an application is as for the Individual application aside from variations in the questions asked as detailed below:

Remember that you can access the Interactive Map on the ‘Map and vehicles’ screen to map your journey.

You will be required to acknowledge that you have read the Permit Information before submitting your application.

Once your permit has been processed it will be sent to you via the chosen method of delivery as a PDF or hard copy. Please note the conditions and notes on your Permit when you receive it. Keep a copy of this permit on you when travelling, either as a hard copy of an e-copy (i.e. as PDF on your mobile phone or tablet.).
Frequently Asked Questions

What is the Permit Application process?
What are Part III Reserves?
Why do I need a permit?
Am I exempt from a permit?

You do not need an AAPA Permit if you are:
• a person of Aboriginal or Torres Strait Islander descent
• a member of either House of Parliament of the State or Commonwealth Governments
• A person lawfully exercising a function under the Aboriginal Affairs Planning Authority Act 1972 or otherwise acting in pursuance of a duty imposed by law
• a person authorised in that behalf under the Aboriginal Affairs Planning Authority Act Regulations 1972

For more information please read Permit Information

How long will it take to get a permit?
This depends on whether you are travelling to an area where it is necessary to consult with a consultative body. Please ensure that you submit your application well in advance of your trip, especially if you are travelling as a convoy, a 4WD club or a commercial tour operator.

What permit type do I need?

What if I don’t know my dates?

How many permits do I need?

Where do I get information on road conditions?

Why am I allowed only three Days to Travel on the Great Central Road?

Three days is considered a reasonable amount of time for travellers to go from Laverton to the Northern Territory Border, or vice versa for the purpose of transit and refuelling.

This is why the permit system allows three-day permit requests to be issued straight away. If you want to take longer to travel this area, then the permit request will need to be sent for approval and will take longer to issue.

I am not sure of my travel plans – can I get a permit for all of WA?
No. Due to the nature of the AAPA permits there is a need to know the specific locations you are visiting, when and for how long to allow consultation for access to some Reserves. Have a look at the online mapping tool to determine where you are likely to visit in WA with the time that you have, remembering it is a HUGE state, then you should be able to provide the best estimate of dates.

Are AAPA permits free?
Yes. Transit permits are free of charge. However some Aboriginal communities levy an entry/camping/activity fee for people wishing to visit or remain on the reserve for an extended period, such as when tourists stay over for fishing activities. These visitors’ passes/levies are not managed or administered by the Department of Planning, Lands and Heritage. If you are entering a national park you will need to contact the Department of Biodiversity, Conservation and Attractions, Parks and Wildlife Service to see if you need a park pass or if you are travelling on the Canning Stock Route.

I have made a mistake on my permit application. What do I do?
If you have any queries, please contact the Department of Planning, Lands and Heritage via telephone or email:
1300 651 077
+61 8 6551 8000 or alps@dplh.wa.gov.au.