This is an application to request an internal review of a risk level allocated to a premises-based activity licence issued under the *Protection of the Environment Operations Act 1997* (‘POEO Act’).

If you need help filling out the form, please contact your nearest Environment Protection Authority (EPA) office (contact details are provided at the end of this form).

Once completed and signed, the form should be sent to as the address indicated at the end of this form.

# **Licence details**

|  |  |
| --- | --- |
| Licence number |  |

# **Request an internal review of a risk level**

Environmental risk levels are determined by risk assessment considering the following three components:

1. the day-to-day operations at the site, assessing the types of environmental media relevant to the premises (air, odour, water and noise emissions)

2. the pollutant incident risk at the premises

3. the environmental management performance of the licensee.

**Note** that the internal review of licence risk levels **does not** consider the environmental management performance of the licensee.

If you are applying for an internal review of the risk level attached to your licence this request must be made within **21 days** of being notified of your licence risk level. The application must provide adequate information to support the review. It is important that you have discussed the reasons for requesting a review with the EPA prior to applying for an internal review.

Please provide detailed reasons for requesting the review. **Note** that the review will be limited to the matters raised in this application.

|  |  |
| --- | --- |
| Reason(s) for a request for internal review of risk level |  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Please attach extra page(s) if more space is needed.

# **Supporting documentation**

Please provide details of documentation included with this application.

|  |  |
| --- | --- |
| Document title | 1 |
| 2 |
| 3 |
| 4 |
| 5 |

Please attach extra page(s) if more space is needed.

# **Signature of licence holder**

***I/We (the licence holder):***

* ***declare that the information in this form (including any attachment) is not false or misleading in any material particular.***

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Signature |  |
| Name (printed) |  | Name (printed) |  |
| Position |  | Position |  |
| Date |  | Date |  |

Seal (if signing under seal):

## Additional information

1. It is an offence to supply any information in this form that is false or misleading in a material particular. There is a maximum penalty of $22,000 for a corporation or $11,000 for an individual.
2. Details of the licence application and licence will appear on the EPA’s Public Register. The EPA can be asked by any person to provide reasons for refusing or granting a licence application.

***Send this form to:***

Regulatory and Compliance Support Unit

Environment Protection Authority

PO Box A290

Sydney South NSW 1232

***Contact details for your nearest EPA office:***

|  |  |
| --- | --- |
| Metropolitan Parramatta  Environment Protection Authority NSW  PO Box 668  Parramatta NSW 2124  Phone: 9995 5500  Fax: 9995 6900 | Wollongong Environment Protection Authority NSW  PO Box 513  Wollongong East NSW 2520  Phone: 4224 4100  Fax: 4224 4110 |
| NorthNewcastle Environment Protection Authority NSW  PO Box 488G  Newcastle NSW 2300  Phone: 4908 6800 Fax: 4908 6810 | Grafton Environment Protection Authority NSW  PO Box 498  Grafton NSW 2460  Phone: 6640 2500 Fax: 6642 7743 |
| **Armidale**  Environment Protection Authority NSW  PO Box 494  Armidale NSW 2350  Phone: 6773 7000  Fax: 6772 2336 | **Dubbo**  Environment Protection Authority NSW  PO Box 2111  Dubbo NSW 2830  Phone: 6883 5330  Fax: 6884 8675 |
| **South**  **Albury**  Environment Protection Authority NSW  PO Box 544  Albury NSW 2640  Phone: 6022 0600  Fax: 6022 0610  Griffith  Environment Protection Authority NSW  PO Box 397  Griffith NSW 2680  Phone: 6969 0700  Fax: 6969 0710 | Bathurst  Environment Protection Authority NSW  PO Box 1388  Bathurst NSW 2795  Phone: 6332 7600  Fax: 6332 7630  Queanbeyan  Environment Protection Authority NSW  PO Box 622  Queanbeyan NSW 2620  Phone: 6122 3100  Fax: 6299 3525 |
| **Waste Operations**  Environment Protection Authority NSW  PO Box A290  Sydney South NSW 1232  Phone: 9995 5000 Fax: 9995 5930 |  |