This form is an application for a licence to carry on a premises-based activity under the *Protection of the Environment Operations Act 1997* (‘*POEO Act*’). Alternatively, apply online through [eConnect EPA](http://www.epa.nsw.gov.au/epabusinessportal/poeo-login)

To complete this form you may need the *Guide to licensing* prepared by the Environment Protection Authority (EPA) and available at [www.epa.nsw.gov.au/licensing/licenceguide.htm](http://www.epa.nsw.gov.au/licensing/licenceguide.htm) and/or the *Waste Classification Guidelines* which areavailable at [www.epa.nsw.gov.au/wasteregulation/classify-waste.htm](http://www.epa.nsw.gov.au/wasteregulation/classify-waste.htm).

If you need any help completing the form, please contact your nearest EPA office from the list at the end of this form.

Once completed and signed, the form, together with the applicable fee, should be sent to your nearest EPA office (as indicated at the end of this form).

### Do I need a licence?

To determine if you need a licence, you need to refer to the [*Guide to licensing*](http://www.epa.nsw.gov.au/licensing/licenceguide.htm), for details of the activities that require a licence under the *POEO Act* (‘scheduled activities’).

The *Guide to licensing* also explains when a scheduled development work licence is needed.

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + 1. Do any of the activities carried on at the premises require a licence? |  |  |  |

If you require a licence to transport waste or for mobile plant waste processing, then the forms titled *Licence application – waste transport* or *Licence application – mobile plant* must be used, respectively.

1. **What type of licence?**

If you answered ‘**Yes**’ to question 1.1, please indicate what sort of licence you are applying for before completing the rest of this application form.

Please tick (🗸) ***one*** box below.

|  |  |
| --- | --- |
| * + 1. **Scheduled activity – premises based**   Tick this box if the activity carried out at the premises is listed in Schedule 1 of *POEO Act* |  |
|  |  |
| * + 1. **Scheduled development work** Tick this box if you are doing work that is designed to enable scheduled activities to be carried out at the premises. |  |
|  |  |
| * + 1. **Scheduled development work and scheduled activity** Tick this box if you wish to apply at the same time for a licence for scheduled development work and for the operation of the scheduled activity(ies) once the scheduled development work has been completed. |  |

1. **Do I want a ‘non-scheduled activity’ licence?**

If you answered ‘**No**’to question 1.1, you are not *required* to hold a licence under the *POEO Act*. However, if you are concerned that your activities on the premises may pollute waters, you may apply to hold a ‘non-scheduled activity’ licence.

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + 1. Are you applying for a licence regulating water pollution? |  |  |  |

If you answered ‘**Yes**’ to questions **1.1** or **3.1**, please complete the rest of this application form.

# **Licence applicant**

* 1. **Name of the proposed licence holder(s)**

The licence holder must be an individual(s), a company, body corporate or public authority, but ***not*** a partnership, trust or joint-venture name.

|  |  |
| --- | --- |
| Full name(s) of proposed licence holder(s) |  |
|  |
| Trading as (if applicable) |  |
| ACN /ABN (if applicable) | ACN: ABN: |
| Corporate  website |  |

* 1. **Postal address of the proposed licence holder(s)**

|  |  |
| --- | --- |
| Postal address and fax number for **all** correspondence | PO Box: |
| No: Street name: |
| Suburb: |
| State: Postcode: |
| Corporate Email address: |
| Fax: |

* 1. **Fit and proper person**

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| **Has the applicant (whether a natural person or a corporation) ever:** |  |  |  |
| * + - 1. been convicted or paid a penalty under a penalty notice for an offence under a provision of any environment protection legislation1 or other relevant legislation?2 |  |  |  |
|  | | | |
| * + - 1. had a licence or other authority suspended or revoked under environment protection legislation[[1]](#footnote-1) or other relevant legislation?[[2]](#footnote-2) |  |  |  |
|  |  |  |  |
| **If the applicant is a *corporation*, has any director3 of the corporation ever:** |  |  |  |
| * + - 1. been convicted, or paid a penalty under a penalty notice for an offence under a provision of any environment protection legislation1 or other relevant legislation?2 |  |  |  |
|  | | | |
| * + - 1. had a licence or other authority suspended or revoked under environment protection legislation1 or other relevant legislation?2 |  |  |  |
|  | | | |
| * + - 1. been a director3 of another corporation convicted or paid a penalty infringement notice under a provision of any environment protection legislation1 or other relevant legislation?2 |  |  |  |
|  | | | |
| * + - 1. been a director3 of another corporation which had a licence or other authority suspended or revoked under environment protection legislation1 or other relevant legislation?2 |  |  |  |

If you answered ‘**Yes**’ to any of the above questions, please attach a statement setting out the specific circumstances and why you think those circumstances should not prevent you from holding a licence.

Please note that in determining whether a person is a fit and proper person, the EPA may take into consideration any or all of the factors listed in section 83(2) of the *POEO Act.*

* 1. **Previous licences**

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + - 1. Has the applicant ever held an EPA *POEO* licence? |  |  |  |

If you answered ‘**Yes**’to this question, please attach details of previous licence(s).

* 1. **Contact person for proposed new licence holder(s) for EPA inquiries**

|  |  |
| --- | --- |
| Name | Mr / Mrs / Ms Given name: |
| Surname: |
| Organisation (if different from licence holder) |  |
| Position |  |
| Address (if different from postal address section 4.2) | No: Street name: |
| Suburb: |
| State: Postcode: |
| Phone numbers | Business: Mobile: |
| After hours: Pager: |
| Fax |  |
| Email |  |

# **Location of premises**

Please attach a map showing the location and layout of the whole of these premises and provide the following details of about their location.

|  |  |
| --- | --- |
| Premises commonly known as (if applicable) |  |
| Street address | No: Street name: |
|  | Suburb: |
|  | State: Postcode: |
| Title reference | Folio identifier or volume-folio (if Torrens Land System) |
|  | Registered deed number (if Old Land System) |
| Site reference | Easting: Northing:  (6 digits) (7 digits) |
| AMG zone: Reference system:  (54, 55, 56 or 57) (e.g. GDA94, WGS84, AGD) |
| Local Government Area |  |
| NSW State electorate |  |
| Catchment |  |

###### *OR*

If these premises do not have a street address and title reference, please provide a description of the location.

|  |  |
| --- | --- |
| Description of premises location |  |
|  |
|  |

# **Activities conducted at these premises**

If you are applying for a ‘non-scheduled activity’ licence, go to **Section 7**.

* 1. **Scheduled activities**

Write down the short descriptions (as listed in schedule 1 of the [*POEO (General) Regulation 2009*](http://www.epa.nsw.gov.au/legislation/Index.htm)) for all the categories of scheduled activity conducted or proposed to be conducted at these premises.

|  |  |
| --- | --- |
| Description of scheduled activities |  |
|  |
|  |
|  |
|  |

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

* 1. **Other activities (ancillary activities)**

If you have listed a scheduled activity or activities in **Section 6.1**, please provide a short description of any ***other*** activities undertaken at these premises. This includes activities that fit the description of a scheduled activity, but are below the licensing ‘threshold’ or are exempted from licensing.

|  |  |
| --- | --- |
| Description of other activities |  |
|  |
|  |
|  |
|  |

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

Now go to **Section 8**.

# **‘Non-scheduled activity’ licence**

If you are applying for a ‘non-scheduled activity’ licence, please provide a short description of activities undertaken at these premises.

|  |  |
| --- | --- |
| Description of activities |  |
|  |
|  |
|  |
|  |

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

# **Development consent**

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + 1. Has development consent been granted for all activities to be carried out at these premises? |  |  |  |

If you answered ‘**Yes**’ to this question, please attach a copy of the development consent.

If you answered ‘**No**’ to this question, please tick (🗸) the statement below that is correct.

|  |  |
| --- | --- |
| A development application has been made to obtain development consent for the activities |  |
| No development consent is necessary for the activities |  |

If development consent is ***not*** necessary, please provide details indicating why:

|  |  |
| --- | --- |
| Details |  |
|  |
|  |
|  |

# **Scheduled development work**

Only complete this question if you are applying for a licence to carry out ‘scheduled development work’.

Please provide a brief description of the work to be conducted:

|  |  |
| --- | --- |
| Description of activities |  |
|  |
|  |
|  |
|  |  |
| When will the work commence? | day/month/year |
| When will the work be completed? | day/month/year |

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + 1. Is the scheduled development work being conducted in stages? |  |  |  |

If you answered ‘**Yes**’ to this question,

|  |  |
| --- | --- |
| How many stages to the development work are there? consent for the activities |  |
| Which stage of the development work does this application relate to? |  |

You will need to apply to vary the licence if you conduct any further stages.

Please attach to this application the documents about the scheduled development work that are specified in Appendix 1 of *Guide to licensing* and list them in **Section 13**.

# **Discharge points**

The *Guide to licensing,* gives an explanation of the terms used in this section.

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + 1. Do any of the activities on these premises discharge pollutants to air, water or land? |  |  |  |

If you answered‘**No**’to this question, go to **Section 11**.

If you answered ‘**Yes**’to this question, please attach a map of these premises showing the location of ***all*** discharge points for pollutants to air, water or land and identify ***each*** discharge point with a number.

If the discharge is to land for the purposes of irrigation, mark the area of land to which discharge will be applied.

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + 1. Have you attached a map showing the location of **all** discharge points? |  |  |  |

**Discharges to air**

Please provide grid coordinate details (easting/northing) of all discharge points to air.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Discharge point 1 | Discharge point 2 | Discharge point 3 | Discharge point 4 |
| Label of discharge point on map |  |  |  |  |
| Easting  (6 digits) |  |  |  |  |
| Northing  (7 digits) |  |  |  |  |
| AMG zone  (54, 55, 56 or 57) |  |  |  |  |
| Reference system  (e.g. GDA94, WGS84, AGD) |  |  |  |  |
| Description of location of discharge point |  |  |  |  |

Please ensure that all discharges to air have been included. Attach extra page(s) if more space is needed.

**Discharges to water**

Please provide grid coordinate (easting/northing) details of all discharge points to waters.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Discharge point 1 | Discharge point 2 | Discharge point 3 | Discharge point 4 |
| Label of discharge point on map |  |  |  |  |
| Easting  (6 digits) |  |  |  |  |
| Northing  (7 digits) |  |  |  |  |
| AMG zone  (54, 55, 56 or 57) |  |  |  |  |
| Reference system  (e.g. GDA94, WGS84, AGD) |  |  |  |  |
| Description of location of discharge point |  |  |  |  |
| Maximum volume to be discharged during any 24-hour period (in kilolitres) |  |  |  |  |
| Catchment name |  |  |  |  |
| Name of receiving waters (e.g. Botany Bay, Murray River) |  |  |  |  |
| Type of receiving waters (e.g. open coastal, enclosed, estuarine) |  |  |  |  |

Please ensure that all discharges to water have been included. Attach extra page(s) if more space is needed.

**Discharges to land**

Please provide grid coordinate (easting/northing) details of all discharges to areas being used for the application of liquid waste, wastewater, effluent or biosolids on, to or into land.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Discharge point 1 | Discharge point 2 | Discharge point 3 | Discharge point 4 |
| Label of discharge point on map |  |  |  |  |
| Easting  (6 digits) |  |  |  |  |
| Northing  (7 digits) |  |  |  |  |
| AMG zone  (54, 55, 56 or 57) |  |  |  |  |
| Reference system  (e.g. GDA94, WGS84, AGD) |  |  |  |  |
| Description of location of discharge point |  |  |  |  |
| Maximum volume to be discharged during any 24-hour period (in kilolitres) |  |  |  |  |
| Catchment name |  |  |  |  |
| Name of nearest waters (e.g. Botany Bay, Murray River) |  |  |  |  |

Please ensure that all discharges to land have been included. Attach extra page(s) if more space is needed.

# **Waste treatment, storage, processing or resource recovery facilities**

Please ***do not*** complete this section unless you have listed ‘Resource Recovery’, ‘Waste disposal (thermal treatment)’, ‘Waste processing (non-thermal treatment)’ or ‘Waste storage’ in the table of scheduled activities in Section 6.1.

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + 1. Does your activity involve the storage, treatment or processing of hazardous, clinical and related, restricted solid, liquid or asbestos waste that is received from off-site? |  |  |  |

If you answered‘**Yes**’to question **11.1**, the following information must be provided with respect to those wastes. The EPA’s fact sheet, *Waste that must be tracked*, lists the waste codes for hazardous, clinical and related, restricted solid, liquid and asbestos waste. It is available on the EPA website at [www.epa.nsw.gov.au/owt/](http://www.epa.nsw.gov.au/owt/)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Waste code |  |  |  |  |  |  |
| Waste use (storage, non-thermal treatment, thermal treatment) |  |  |  |  |  |  |
|  | | | | | | |
| Waste code |  |  |  |  |  |  |
| Waste use (storage, non-thermal treatment, thermal treatment) |  |  |  |  |  |  |

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

If you answered **‘No’ to question 11.1**, please provide details of all waste proposed to be received at these premises from off-site. ‘Waste classification’ below refers to the six waste classes outlined in the *Waste Classification Guidelines*, available at <http://www.epa.nsw.gov.au/wasteregulation/classify-waste.htm> .

|  |  |
| --- | --- |
| Waste classification  e.g. General Solid Waste (non-putrescible) | Specific waste descriptions  e.g. glass, plastic, building and demolition waste, tyres |
|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Scale of activity**

Please provide approximate quantities for all waste proposed to be received from off-site.

|  |  |  |  |
| --- | --- | --- | --- |
| Waste classification | Waste quantity (tonnes per annum) | | |
| Received | Disposed | Transferred/Recycled |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

1. **Waste disposal (application to land)**

# Please ***do not*** answer this section unless you have listed ‘Waste disposal (application to land)’ in the table of scheduled activities in Section 6.1.

Part 9 of *Guide to licensing* gives an explanation of the term ‘regulated area’ used in this section.

* 1. **Location of the ‘application to land’ site**

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + - 1. Are these premises located inside the regulated area? |  |  |  |

**Waste types**

Please provide details of all waste proposed to be received at these premises from off-site. ‘Waste classification’ below refers to the six waste classes outlined in the *Waste Classification Guidelines*, available at <http://www.epa.nsw.gov.au/wasteregulation/classify-waste.htm> .

|  |  |
| --- | --- |
| Waste classification  e.g. General Solid Waste (non-putrescible) | Specific waste descriptions  e.g. glass, plastic, cured concrete from batch plant, paper |
|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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

**Scale of activity**

Please provide approximate quantities for all waste proposed to be received from off-site.

|  |  |  |  |
| --- | --- | --- | --- |
| Waste classification | Waste quantity (tonnes per annum) | | |
| Received | Disposed | Transferred/Recycled |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

* 1. **Sites used for disposal of putrescible waste**

A licence for the disposal of putrescible waste cannot be granted to a person who is not a public authority unless a public authority holds a ‘supervisory licence’ in respect of the landfill site (see section 87 of the *Protection of the Environment Operations Act 1997*).

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + - 1. Is the applicant a public authority? |  |  |  |
| * + - 1. If you answered ‘**No**’ to the previous question, has a supervisory licence been issued to a public authority in relation to this landfill site? |  |  |  |
| Please provide the supervisory licence number. |  | | |

# **Supporting documentation**

Appendix 1 of *Guide to licensing* provides details of supporting documentation required when applying for a licence.

Please provide details of documentation included with this application.

|  |  |
| --- | --- |
| Document title | 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |

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

# **Determining the licence fee**

Payment for the licence administrative fee must be submitted with this form.

Where making payment by cheque or money order, make cheque payable to the **Environment Protection Authority**.

Payment by Electronic Funds Transfer (EFT) should be deposited to:

Bank: **Westpac Banking Corporation**

Account Name: **EPA Operating Account**

BSB: **032 001**

Account No: **170 737**

Remittance for EFT payments should be e-mailed to [**poeo.licensing@epa.nsw.gov.au**](mailto:poeo.licensing@epa.nsw.gov.au)

The *Guide to licensing* provides details on how to calculate your administrative fee, including worked examples.

The administrative fee varies according to the fee-based classifications of your activity. These classifications are found in Schedule 1 of the *Protection of the Environment Operations (General) Regulation 2009*, with the fee unit set out in section 9 of the *Regulation.*

If more than one classification is relevant to your activity, you are required to pay the highest administrative fee.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Fee-based activity classification | Activity scale | Number of fee units |  | Fee unit amount |  | **Calculated fee** |
| 1 |  |  |  | x | $139 | = | $ |
| 2 |  |  |  | x | $139 | = | $ |
| 3 |  |  |  | x | $139 | = | $ |
| 4 |  |  |  | x | $139 | = | $ |

Select the highest ***calculated fee****.* This is the administrative fee for your licence.

|  |  |
| --- | --- |
| Licence administrative fee | $ |

***Fees are exempt from GST by the Commonwealth Treasurer’s Division 81 determination under* A New Tax System (Goods and Services Tax) Act 1999*.***

1. **Signature of proposed licence holder**

This application may only be signed by a person(s) with the legal authority to sign it. The various ways in which the application may be signed, and the people who may sign the application, are set out in the categories below.

Please tick (✓) the box next to the category that describes how this application is being signed.

|  |  |  |
| --- | --- | --- |
| **If the proposed licence holder is:** |  | The application must be signed and certified by one of the following: |
| an individual |  | the individual. |
| a company |  | the common seal being affixed in accordance with the *Corporations Act 2001, or*  two directors, or  a director and a company secretary, or  if a proprietary company that has a sole director who is also the sole company secretary – by that director. |
| a public authority other than a council |  | the chief executive officer of the public authority, or  by a person delegated to sign on the public authority’s behalf in accordance with its legislation (Please note: a copy of the relevant instrument of delegation must be attached to this application). |
| a local council |  | the general manager in accordance with s.377 of the *Local Government Act 1993* (‘LG Act’), or  the seal of the council being affixed in a manner authorised under the LG Act. |

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

* ***apply for an environment protection licence***
* ***declare that the information in this licence application form (including any attachment) is not false or misleading in any material particular***
* ***am/are aware of the requirements under Part 5.7A of the POEO Act to prepare a pollution incident response management plan before commencing operations – Note that section 153C of the POEO Act and Part 3A (clauses 98a – 98f) of the Protection of the Environment Operations (General) Regulation 2009 set out what must be included in the plan, including specific requirements for the transport of trackable waste and other obligations related to these plans;* Environmental Guidelines: Preparation of pollution incident response management plans *is available at*** [***www.epa.nsw.gov.au/legislation/20120227egpreppirmp.htm***](http://www.epa.nsw.gov.au/legislation/20120227egpreppirmp.htm)

|  |  |  |  |
| --- | --- | --- | --- |
| 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 and payment of the licence fee to your nearest EPA office.***

|  |  |
| --- | --- |
| Metropolitan Parramatta  Environment Protection Authority NSW  Locked Bag 5022  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  Locked Bag 5022  Parramatta NSW 2124  Phone: 9995 5000 Fax: 9995 5930 |  |

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1. ‘Environment protection legislation’is defined in Part 1 of the *Protection of the Environment Administration Act 1991*. [↑](#footnote-ref-1)
2. ‘Other relevant legislation’ is defined in clause 52 of the Protection of the Environment Operations (General) Regulation 2009.

   3 ‘Director’ also includes a person involved in the management of the affairs of the corporation. [↑](#footnote-ref-2)