## C:\Users\wigga\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\STLXSM1S\EPA_Master_Logo_WEB (002).pngProduct Improvement Program

# Business Case Advisory Service Application Form

## General information

Applicants who are applying for funding under the Product Improvement Program can also apply to the NSW Environment Protection Authority (EPA) for assistance in the preparation of a business case that demonstrates the feasibility of the proposed infrastructure improvement both before and after it is commissioned. Preparation of the business case will assist the applicant in preparing their grant application and justifying their own investment in resource recovery infrastructure.

This assistance is at the discretion of the EPA, based on the information provided in this application.
If assistance is approved, a maximum of eight hours advice will be provided and this will be provided at no cost to the applicant. For more details please refer to the Guidelines for Applicants.

# Application checklist

**Are you eligible to apply?**

|  |  |
| --- | --- |
| Eligibility criteria | Select Yes or No |
| **1.** Is your organisation:* a current owner and operator of a materials recovery/reprocessing facility that is licensed (or that commits to become licensed if this project requires it) by the NSW Environment Protection Authority (EPA)?

OR* a manufacturer of recycled content products?
 | Choose an item. Choose an item.  |
| **2.** Is your organisation one of the following types: * council, regional organisation of councils or other local government controlled organisation
* non-government/not-for-profit organisation (must comply with the [ATO’s definition](https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation-/)) with an established legal status
* non-government/not-for-profit organisation (must comply with the [ATO’s definition](https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation-/)) without a legal status that is able to be administered by another organisation
* company or partnership as defined under the Corporations Act?
 | Choose an item. |
| **3.** Does your organisation (or any directors/managers of your organisation) have a history of compliance with NSW environment protection laws? | Choose an item. |

|  |  |
| --- | --- |
| 4. Does your organisation have a clear project proposal that will:* co-invest in infrastructure projects that improve the quality of materials produced by materials recycling facilities (MRFs) to better supply local and international markets and reduce the amount of unrecyclable material left at the end of the recycling process

OR* increase the capability and capacity to recover and reprocess waste materials (with priority given to mixed paper/cardboard, plastics and glass) in NSW

OR * increase the use of recovered plastics, glass and mixed paper/cardboard in the manufacture of products within NSW

OR* increase the amount of waste materials recycled in NSW and divert additional waste from landfill
* AND require capital funding assistance AND the equipment has not yet been purchased.
 | Choose an item. |
| **5.** Will your organisation, a project partner or a related organisation transport or arrange transportation of waste generated in NSW for disposal outside of NSW at any time during the life of any potential grant awarded?Should your organisation be found to be involved with transporting waste outside of NSW, any grant awarded will be terminated immediately and all grant funding will have to be repaid to the EPA. Note: Organisations that have operations near the border of any other state or territory may apply for an exemption from this requirement.  | Choose an item. |

If you answered NO to **both** options in Question 1, No to any of Questions 2–4 or YES to Question 5 you are **not** eligible for this grant funding. If you still believe the grant is relevant to your operation, please contact the EPA before preparing or submitting an application.

# BCAS Application Form

### 1 Application snapshot

|  |  |
| --- | --- |
| Applicant organisation |  |
| Project title |  |
| Funding requested |  |
| Start date |  |
| End date |  |

### 2 Project summary

Provide a 100-word (maximum) summary of your project, describing the proposed changes to the facility and the expected outcomes (e.g. improved quality of recycled materials, greater access to end-markets, increased reprocessing capacity).

|  |
| --- |
|  |

### 3 Project location if owned or leased by the grant applicant

Please specify below where your project will be located.

3a Status of site proposed

|  |
| --- |
| [ ]  Project site owned by the applicant. |
| Date of purchase |  |
| [ ]  Project site **leased** by the applicant. Provide details of the lease agreement (e.g. lease term, site owner and any restrictions on capital improvements). |
|  |
|

3b Site details

|  |  |
| --- | --- |
| Name of site |  |
| Owner of site |  |
| Address |  |
| Suburb |  | State |  | Postcode |  |

### 4 Geographical reach

**Primary area:** This must be the **local government area (LGA)** and **state electorate** for the project site address. Please use the links below to confirm the correct council and state electorate.

|  |  |  |  |
| --- | --- | --- | --- |
| LGA |  |  | [Find out which LGA I am in](http://www.olg.nsw.gov.au/find-my-council)  |
|  |
| State electorate |  |  | [Find out which state electorateI am in](http://streetlist.elections.nsw.gov.au/) |

**Secondary areas:** If your project involves more than one LGA, or is drawing waste from, or supplying recycled material to, areas outside your LGA, please list them below.

|  |  |
| --- | --- |
| LGA | State electorate |
|  |  |
|  |  |
|  |  |

### 5 Special consideration clause

Councils/not-for-profit organisations wishing to apply for funding under the special consideration clause should complete this section. Refer to the ‘Special consideration clause’ section of the Guidelines for Applicants.

Do you qualify for special consideration? [ ]  Yes [ ]  No

**If yes, provide details below.**

|  |  |  |
| --- | --- | --- |
| Council | What is the total resident population in your LGA? |  |
| What is the total number of rate-paying properties within your LGA?a. residentialb. businessc. farmland |  |
| What is the total area (km2) of your LGA? |  |
| Please provide any other information that may support your application for funding under the special consideration clause. |  |
| **Not-for-profit organisation** | What is the size of your organisation (e.g. number of employees)?Note: The financial position of your organisation will be determined by an independent body. |  |

### 6 Primary contact

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Surname |  |
|  |
| Position |  |
|  |  |
| 1. Phone
 |  | 1. Mobile
 |  |
|  |  |
| Email |  |

### 7 Alternative contact

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Surname |  |
|  |
| Position |  |
|  |  |
| 1. Phone
 |  |  |  |
|  |  |
| Email |  |

### 8 Project category

What is the project type? Select only **ONE** box from the following choices. (See the following sections in the Guidelines for Applicants for help with understanding your project type: ‘Eligible organisations’, ‘Planning approvals and licensing’ and ‘Targeted funding’.)

[ ]  Sorting/processing improvements

[ ]  Reprocessing

[ ]  Manufacture of recycled content products

### 9 EPA licence status

What is the current status of your EPA licence for the site where this grant is based? (Select one.)

|  |  |
| --- | --- |
| [ ]   | Site has an existing environmental protection licence in place but needs amendment to accommodate the proposed infrastructure improvements |
| [ ]   | Site has all environmental protection licensing in place and no further licensing is required |
| [ ]   | Site does not have an existing environmental protection licence. However, an application has been submitted |
| [ ]   | There is no requirement for an environmental protection licence for the intended project |

### 10 Planning approval status

What is the planning approval status of the selected site? (Select all that are relevant.)

|  |  |
| --- | --- |
| [ ]   | Site has planning consent for an existing resource recovery/manufacturing operation, and planning consent needs to be amended for the proposed infrastructure improvements |
| [ ]   | Site is an existing resource recovery/manufacturing operation and a planning application for the proposed development has already been submitted |
| [ ]   | Site requires planning consent and an application has not yet been submitted  |
| [ ]   | Planning consent is not required for the proposed project |

### 11 Approvals and EPA licences

What approvals and EPA licences do you currently hold for this facility?

|  |  |
| --- | --- |
| Development consent details |  |
| Environment protection licence details |  |
| Details of other relevant approvals |  |

### 12 Compliance history

In the last five years have you, or any alliance/partner organisation received any penalty notices, clean-up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecution under NSW Environment Protection laws, including *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations Act 1997* (POEO Act), *POEO (Waste) Regulation 2014* and the *Native Vegetation Act 2003*?

[ ]  Yes [ ]  No

If you answered Yes to any the above, please provide details below and identify what improved processes you have implemented to correct these breaches. (Attach additional supporting information if needed.)

|  |
| --- |
|  |

### 13 POEO Act

Have you contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under Section 88 of the
POEO Act?

[ ]  Yes [ ]  No If **Yes**, please answer **ALL** questions below:

|  |  |
| --- | --- |
| The dates of the contraventions |  |
| The sections or clauses contravened |  |
| The person or persons, including the full names of any relevant directors or managers, who contravened the sections or clauses |  |
| The nature of the contraventions |  |
| The waste activities being undertaken at the time of the contravention |  |
| The amount in tonnes and types of waste (including by waste classification) involved |  |

### 14 Need for external grant funding

Please provide information as to why this project would not go ahead without external grant funding.

|  |
| --- |
|  |

### 15 Part D: Waste tonnage forecast form

Please provide the required information in the Part D Waste tonnage forecast form, clearly showing the capacity to sort/reprocess waste materials over 10 financial years.

Note: You must use the downloadable form on the website and submit it as an Excel spreadsheet.
**Do not PDF.**

### 16 Type of business support

What type of business support do you wish to receive? (Tick ALL that apply.)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] [ ]  | Market analysis | [ ]  | Cost-benefit and financial analysis |
| [ ]  | Technical analysis | [ ]  | Planning and licensing analysis |
| [ ]  | Project planning |  |  |

### Application submission

**The BCAS Application Form must be emailed as a Word document**.

Email your form to infrastructure.grants@epa.nsw.gov.au

Note: Requests for support under the Business Case Advisory Service are available until
**Tuesday, 14 August 2018**.

You are encouraged to apply early to allow sufficient time and resources for your request to be met.

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