***Waste Reduction and Recycling Act 2011***

Application for approval of a discounted rate of waste levy for residue waste from an eligible recycling activity

This form must be used for making an application to the chief executive1 for approval of a discounted rate of waste levy for residue waste under section 44 of the Waste Reduction and Recycling Act 2011 (the Act).

The application must be made by an entity that is conducting an eligible recycling activity listed in Schedule 3 of the Waste Reduction and Recycling Regulation 2023 (the Regulation).

If a particular recycling activity is not included in Schedule 3, please do not complete this application form at this time. The Minister may recommend prescribing in regulation other recycling activities, provided certain criteria are satisfied as set out in section 44(3) of the Act. Please contact the department should you wish to submit a request detailing how a recycling activity may meet these criteria.

Residue waste is the waste from a recycling activity that is commonly disposed of to landfill after the recoverable components have been removed. The discounted rate of waste levy for residue waste, and the list of eligible recycling activities, are prescribed in the Regulation.

Under section 45 of the Act the chief executive may require additional information or documents to be given. Should this be the case, the department will send the applicant an information notice requesting that information or documents be given by a stated date. Under the Act, failure to provide the requested additional information by the stated date will result in the application being taken to be withdrawn unless an extension of time is agreed upon.

*When completing this form, it is recommended that applicants read the information regarding residue waste applications and the waste levy on the Queensland Government’s website at www.qld.gov.au/wastedisposallevy. This information will assist the applicant in identifying any fees and supporting information that may be needed for the application.*

1. **Applicant details**

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| NAME OF COMPANY/ORGANISATION  *<NOTE: IF APPLICABLE, PROVIDE THE LEGAL ENTITY HOLDING THE ENVIRONMENTAL AUTHORITY FOR THE RELEVANT RECYCLING ACTIVITY>* | |
| TRADING NAME (if applicable) | |
| ABN/ACN | |
| CHIEF EXECUTIVE OF COMPANY/ORGANISATION | |
| REGISTERED OFFICE ADDRESS (not a post office box) | |
| SUBURB | POSTCODE |
| POSTAL ADDRESS (if different from above) | |
| SUBURB | POSTCODE |
| OFFICE MAIN PHONE | |
| EMAIL OF ENTITY (if applicable) | |

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| CONTACT PERSON FOR APPLICATION | |
| POSITION | |
| PHONE | MOBILE |
| EMAIL | |

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| NAME AND ADDRESS OF FACILITY TO WHICH THE APPLICATION RELATES  Name:  Address: |

1. **Environmental authority and licencing details**

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| Environmental authority number |
| Environmental authority holder name |
| TRADING NAME (if applicable) |

Please provide details of any other licences or approvals that are held to conduct the recycling activity, including if the applicant, or a related entity for the applicant, is conducting, or has conducted, a recycling activity under the Act or a corresponding law.

*<NOTE: Corresponding law means a law of the Commonwealth, or another State or Territory that provides for the same matters as the Act or the* Environmental Protection Act 1994*, or a provision of these Acts, in relation to a waste management environmentally relevant activity.>*

*<NOTE: For a definition of related entity, refer to section 72K(3) of the Act.>*

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Please advise of the applicants, or a related entity for the applicant, compliance history for conducting a recycling activity under the Act or a corresponding law.

Include details where the applicant has previously held an approval of a discounted rate of waste levy for residue waste under the *Waste Reduction and Recycling Act 2011* and statements relating to the applicant’s compliance of the approval previously held (including reporting requirements).

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| Compliance history within Australia (select one option):  The applicant confirms there is no compliance history within Australia as the applicant did not previously operate within Australia.  Provide details:  The applicant has previously operated within Australia and confirms there are no outstanding compliance notices under a law of the Commonwealth, or another State or Territory that provides for the same matters as the Act or the *Environmental Protection Act 1994*, or a provision of these Acts, in relation to a waste management environmentally relevant activity.  Provide details:  The applicant has previously operated within Australia and confirms there has been or currently is a compliance matter(s).  Provide details of the nature of the compliance matter and whether the matter has been resolved: |

Please indicate if further supporting information has been attached.

1. **Eligibility criteria**

*<NOTE: Refer to Schedule 3 of the Regulation for the list of prescribed recycling activities.>*

*<NOTE: If you answer ‘No’ to the below question, please do not continue with this application. If you need assistance, contact the department on the contact details at the end of this form.>*

Does the applicant conduct a *prescribed recycling activity* within the meaning of the legislation?

Yes  No

Please tick the relevant prescribed recycling activity that the applicant is conducting:

e-waste recycling to separate e-waste into clean streams of individual components and materials

re-purposing e-waste for re-use

paper and cardboard recycling to produce new paper and cardboard products[[1]](#footnote-2)

glass beneficiation using optical equipment capable of separating different types of glass to produce cullet

glass refining to produce aggregate or other products of a particular specification

metal recovery by shredding or fragmenting, using equipment capable of separating different types of metal[[2]](#footnote-3)

plastic recycling using an extrusion process or a washing and flaking process to produce components for use in new products

plastic recycling of soft plastics to produce components for use in new products

tyre recycling to produce rubber output to a particular specification and particle size

reclaimed timber recycling or sorting for re-use[[3]](#footnote-4)

reclaimed timber recycling or sorting for processing for production of new timber products[[4]](#footnote-5)

Please briefly describe the prescribed recycling activity(s) carried out at the site, including a description of the feedstock waste types, a description of the process undertaken including what sorts of machinery are used, and a description of the products made, and residue wastes generated.

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| Description of feedstock waste types:    Description of the process undertaken including what types of equipment are used:    Description of the outputs of the recycling process:    Description of residue wastes generated:     |  |  |  | | --- | --- | --- | | Paper | Polystyrene (PS - code 6) | Contaminated Soil | | Cardboard | Other plastics (OTHER - code 7) | Acid sulfate soil | | Glass | Timber | Tyres | | Steel Cans | Lead acid batteries | Mineral oil | | Aluminium Cans | E-waste | Waste chemicals | | Packaging Plastics (General) | Ferrous metal | Plasterboard | | Polyethylene Terephthalate (PET - code 1) | Non-ferrous metal | Fibre cement | | High-Density Polyethylene (HDPE - code 2) | Concrete | Green waste | | Polyvinyl Chloride (PVC - code 3) | Asphalt | Biosolids | | Low-Density Polyethylene (HDPE - code 4) | Bricks and Tiles | Other materials  Provide description: | | Polypropylene (PP - code 5) | Clean earth |  | |

Please indicate if further supporting information has been attached.

Please provide information about the applicant’s performance history, and likely future performance, for conducting the relevant recycling activity compared to:

1. industry benchmarks and best practice guidelines for the relevant recycling activity; and
2. the recycling efficiency threshold for the relevant recycling activity.

*<NOTE: If there are no industry benchmarks or best practice guidelines for the relevant recycling activity, the performance can be compared to the performance of similar entities conducting recycling activities using the same type of feedstock.>*

*<NOTE: Performance history of an applicant conducting a relevant recycling activity, means the applicant’s documented history of conducting the activity.>*

*<NOTE: Recycling efficiency threshold is defined as: the greater of—(a) a recycling efficiency of 60% for the recycling activity; or (b) a recycling efficiency the chief executive reasonably believes is the industry standard for the recycling activity, having regard to the type of feedstock used.>*

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| Industry benchmarks and best practice guidelines for the relevant recycling activity; and:    The recycling efficiency threshold for the relevant recycling activity: |

Please indicate if further supporting information has been attached.

Please provide details of the strategies or practices that will be put in place to progressively improve efficiency of the relevant recycling activity during the period of the approval sought.

*<NOTE: The strategies or practices may form conditions of the approval and may require to be reported on every 6 months. Strategies or practices must be measurable and have a clear objective of improving recycling efficiency. Consider how you will demonstrate that the strategy or practice has been implemented, such as by taking photographs, indicating dates of actions to improve efficency and keeping records of equipment purchases/upgrades. Strategies or practices that will be put in place over the period of the approval, must look to improve the recycling efficiency of the prescribed recycling activity.>*

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Please indicate if further supporting information has been attached.

Please provide details of how the applicant will, or is likely to, optimise the market and material value that can be derived from the waste used as feedstock for the relevant recycling activity.

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Please indicate if further supporting information has been attached.

Please provide details of how a discount on the waste levy for residual waste from the relevant recycling activity will contribute to:

1. establishing and sustaining resource recovery in Queensland, and
2. the Queensland economy.

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| Establishing and sustaining resource recovery in Queensland:    The Queensland economy: |

Please indicate if further supporting information has been attached.

1. **Residue waste details**

Discount period sought.

*<NOTE: The period of approval cannot be more than three years, or no longer than the residue waste discounting review date set out in the Waste Reduction and Recycling Regulation 2023.>*

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| FROM:  If you would like the approval to commence at a later date (then the date of decision), specify below        (DD/MM/YYYY) | TO:        (DD/MM/YYYY) |

Quantity of residue waste in tonnes requested at the discount rate.

*<NOTE: This will be used to set the maximum amount of residue waste approved at a discount rate over the approval period.>*

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| QUANTITY (IN TONNES):    HOW THE QUANTITY WAS CALCULATED: |

Please provide details of the residue waste for which the discount is being requested.

*<NOTE: Recycling efficiency threshold is defined as: the greater of—(a) a recycling efficiency of 60% for the recycling activity; or (b) a recycling efficiency the chief executive reasonably believes is the industry standard for the recycling activity, having regard to the type of feedstock used.>*

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| Amount of feedstock received during the approval period that is to be used for the recycling activity | Amount of residue waste expected to be produced during the approval period | Does this meet or exceed the efficiency threshold for the relevant recycling activity (as per the definition of recycling efficiency threshold)? |
| Tonnes | Tonnes | Yes  No |

Please indicate if further supporting information has been attached.

1. **Waste disposal details**

Please indicate the waste disposal site/s, including site name and address, where the residue waste will be disposed.

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Please indicate if further supporting information has been attached.

1. **Reporting Requirements**

A requirement under section 24 of the regulation of approval holders of discounted rate of waste levy for residue waste is to prepare and submit a report to the chief executive for each six-month reporting period. A template for these report periods, as well as a worked example, is published on the Queensland Government webpage: <https://www.qld.gov.au/environment/pollution/management/waste/recovery/disposal-levy/applications>

Do you agree to the reporting requirements?

Yes  No

1. **Application fee**

The preferred method of payment is via BPoint.

Please note, the assessment timeframe does not commence until payment has been received and processed by the department.

*<NOTE: Refer to Schedule 12 of the Waste Reduction and Recycling Regulation 2023 for fee amounts. A different fee applies for the first application, then for each subsequent application.>*

*<NOTE: Credit card details cannot be accepted by the department via email.>*

To pay by BPoint, please email the application form **and** the following information to [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au) requesting to pay the application fee by BPoint.

You will need to provide the following information in your email:

* the type of application you are paying for (First appliation or a subsequent application)
* the fee amount (All fees are prescribed in the Waste Reduction and Recycling Regulation 2023 - [View - Queensland Legislation - Queensland Government](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0231))
* the email address to send the BPoint hyperlink to
* the name of the payer (company making the payment)
* the first and last name of the person making the payment.

Please contact the department at [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au) if an alternate payment method is required.

Visit the Queensland Government webpage to find out more about paying for application fees via BPoint: <https://www.qld.gov.au/environment/pollution/management/waste/recovery/disposal-levy/applications>)

1. **Declaration**

*<NOTE: This section is to be completed by the person authorised to sign this application on behalf of the applicant. If you have provided false or misleading information in this application, you may be liable for prosecution under the Act.>*

* This application is for a discounted rate of waste levy for residue waste from an eligible recycling activity.
* I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
* I acknowledge that the chief executive may cancel or amend an approved discounted rate of waste levy for residue waste in accordance with s50 of the *Waste Reduction and Recycling Act 2011*. This includes where granting of the approval was based on incorrect information or where the original circumstances to the granting of the approval have changed.
* I acknowledge that, if the conditions of the approval are not complied with, the chief executive may cancel or amend an approved discounted rate of waste levy for residue waste in accordance with s50 of the *Waste Reduction and Recycling Act 2011*.
* I acknowledge that cancellation of the approval does not relieve me of any reporting or record keeping requirements under an approved discounted rate of waste levy for residue waste or the *Waste Reduction and Recycling Act 2011*.
* I understand that it is an offence under sections 265 and 265A of the *Waste Reduction and Recycling Act 2011* to give to the chief executive information, or a document containing information that I know to be false, misleading or incomplete in a material particular.
* I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*. For more information, please refer to the Basic Guide to Confidentiality on the Queensland Office of the Information Commissioner website ([What is confidentiality? | Office of the Information Commissioner Queensland (oic.qld.gov.au)](https://www.oic.qld.gov.au/about/news/what-is-confidentiality))

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| FULL NAME | POSITION |
| SIGNATURE | DATE |

**Please submit this completed application form and supporting information to:**

**Email:** [**wastelevyapps@des.qld.gov.au**](mailto:wastelevyapps@des.qld.gov.au)

The email subject line should state **‘Application for approval of a discounted rate of waste levy for residue waste**’**.**

The file size limit for submission via email is 20MB. Any submission via email which exceeds 20MB will need to be broken down into separate emails, with each email subject line clearly stating, ‘Part X of X’ (e.g. Part 1 of 2).

**Privacy statement**

The Department of Environment, Science and Innovation is committed to protecting the privacy, accuracy and security of your personal information in accordance with the *Information Privacy Act 2009*. The department is collecting your personal information in this form in order to determine what information is available and respond to your request. The information will only be accessed by authorised employees within the department. Your information will not be given to any other person or agency unless you have given us permission, or we are authorised or required by law. All information supplied on this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977*. For queries about privacy matters email: [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au) or telephone: 13 74 68.

1. Note that the activity must produce new paper or cardboard products; the activity of sorting cardboard materials from other wastes does not meet the definition of the prescribed recycling activity. [↑](#footnote-ref-2)
2. Note that the metal recovery activity must include appropriate machinery to shred or fragment the metal, and also separate different types of metal such as with an eddy current separator. [↑](#footnote-ref-3)
3. Note that timber is defined as wood, especially when suitable for building houses, ships, etc, or for use in carpentry, joinery, etc (Macquarie Dictionary). “Reuse” means no change of the waste is required and the waste can be used for another purpose as is. Therefore to qualify as a prescribed recycling activity, the activity must result in reclaimed timber suitable for re-use. The sorting and selling of mulch is not considered reclaimed timber recycling or sorting for re-use. [↑](#footnote-ref-4)
4. Note that reclaimed timber is considered not broken down by a machine process and made into a new product. In recycling reclaimed timber, minimal changes to the timber are made, examples include creating recycled timber cladding, conducting the activity of using reclaimed timber to sell sustainable recycled flooring or commercial and residential decking. The sorting and selling of mulch is not considered reclaimed timber recycling or sorting for processing for production of new timber products. [↑](#footnote-ref-5)