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

Approval of residue waste as exempt waste for transition period

Material recovery facility

This form must be used for making an application to the chief executive[[1]](#footnote-1) for approval of residue waste as exempt waste during a transition period under section 310 of the Waste Reduction and Recycling Act 20112 (the Act). An exemption under section 310 for material recovery facility residue waste only applies for the period starting 1 July 2019 up until 30 June 2022, and an application can only be made by an entity that conducted a recycling activity during the qualifying period, from 1 July 2018 to 1 July 2019. **This application form must be made on or before 30 June 2019.**

Under section 311 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to provide the requested additional information by the stated date will result in the application being taken to be withdrawn unless an extension of time is agreed upon.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 transition period exempt 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       |

[ ]  Tick this box if you do *not* wish to receive all correspondence from the department via your nominated email addresses above. Correspondence will be mailed to your postal addressed instead.

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.

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|      Note - this is a fill-in enabled form field with instructions. The user replaces the instructions with their own text.Add another fill-in form field where another paragraph is required but ensure that the table cells can expand to fit text if required. |

1. **Eligibility criteria**

<NOTE: Please provide attachments to address questions where appropriate.>

Please provide the following details for the facility.

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| FACILITY NAME      Note - this is a fill-in enabled form field with instructions. The user replaces the instructions with their own text. The text field is 10 point.Add more instructions and another fill-in form field where another paragraph is required for a second part to the question but ensure that the table cells can expand to fit text if required.NOTE - To this point in the table the cells in column 1 have been merged. The guides are all in the instructions. |
| FACILITY LOCATION      |

[ ]  I have included evidence that a recycling activity was conducted during 1 July 2018 to 1 July 2019.

Please provide details of the recycling activity/activities conducted.

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|      Note - this is a fill-in enabled form field with instructions. The user replaces the instructions with their own text.Add another fill-in form field where another paragraph is required but ensure that the table cells can expand to fit text if required. |

Please provide details of the measures that will be put in place before 30 June 2022 to progressively minimise the amount of residue waste that is generated at the facility.

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|      Note - this is a fill-in enabled form field with instructions. The user replaces the instructions with their own text.Add another fill-in form field where another paragraph is required but ensure that the table cells can expand to fit text if required. |

Please provide details of the measures that will be put in place to ensure the recycling activity at the facility will be able to continue after the transitional period ends on 30 June 2022.

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|      Note - this is a fill-in enabled form field with instructions. The user replaces the instructions with their own text.Add another fill-in form field where another paragraph is required but ensure that the table cells can expand to fit text if required. |

Please provide details of how the facility meets the recycling efficiency threshold, or strategies or practices that will be put in place to progressively improve efficiency and achieve the threshold during the period of the exemption.

<NOTE: *Recycling efficiency threshold* means – for material recovery facility – 85% of the feedstock for a recycling activity is not disposed of to landfill as a result of the activity.>

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|      Note - this is a fill-in enabled form field with instructions. The user replaces the instructions with their own text.Add another fill-in form field where another paragraph is required but ensure that the table cells can expand to fit text if required. |

1. **Waste disposal details**

<NOTE: Please provide attachments to address questions where appropriate.>

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

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|      Note - this is a fill-in enabled form field with instructions. The user replaces the instructions with their own text.Add another fill-in form field where another paragraph is required but ensure that the table cells can expand to fit text if required. |

Please indicate if further supporting information has been attached. [ ]

Please provide details of how the residue waste will be delivered to the waste disposal site. Please include the following information:

* the names of any persons/companies intended to transport the waste to a waste disposal site/s;
* where the entity is using its own vehicles (including trailers) for transporting the waste to a waste disposal site/s, please include the registration numbers of the vehicles; and
* where the entity contracts another business to transport waste to a waste disposal site/s, please include the name and ABN/ACN of the business.

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|      Note - this is a fill-in enabled form field with instructions. The user replaces the instructions with their own text.Add another fill-in form field where another paragraph is required but ensure that the table cells can expand to fit text if required. |

Exemption period sought:

<NOTE: The period of approval cannot be for longer than the transition period (until 30 June 2022).>

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| FROM:DD/MM/YYYY     Note - this is a fill-in enabled form field with instructions. The user replaces the instructions with their own text. | TO:DD/MM/YYYY     Add another fill-in form field where another paragraph is required but ensure that the table cells can expand to fit text if required. |

Quantity of residue waste in tonnes requested to be exempt waste over the exemption period:

<NOTE: This will be used to set the maximum amount of exempt waste approved over the exemption period.>

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| QUANTITY (PLEASE INCLUDE HOW THE QUANTITY WAS ESTIMATED OR ARRIVED AT.)     Add another fill-in form field where another paragraph is required but ensure that the table cells can expand to fit text if required. |

**5** **Declaration**

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

While the following is an EXAMPLE - some of the words should be considered to be standard text (Oath, FOI and evidence Acts paragraphs) and not changed (check for currency before use).

It may be appropriate to ensure that the Declaration is all on one page.

* This application is for an exemption from the waste levy for residue waste during the transition period.
* I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
* I understand that it is an offence under section 265 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*.

<NOTE: For more information please refer to the Basic Guide to Confidentiality on the Queensland Office of the Information Commissioner website (https://www.oic.qld.gov.au/about/news/what-is-confidentiality).>

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| FULL NAME      | POSITION      |
| SIGNATURE | DATE      |

# Applicant checklist

[ ]  Application form completed and signed.

[ ]  Evidence of recycling activity attached.

[ ]  Fees paid or enclosed (if applicable). <NOTE: there is no fee applicable to this application.>

[ ]  Other supporting information attached (if applicable).

**Please submit this completed application form and supporting information using one of the following methods:**

**Email:** **palm@des.qld.gov.au**

The email subject line should state ‘Exempt residue waste for transition period application-material recovery facility’.

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).

**Post to:**

Permits and Licensing

Department of Environment and Science

GPO Box 2454

Brisbane QLD 4001

Documents referred to throughout this form are available at [www.qld.gov.au/wastedisposallevy](http://www.qld.qld.gov.au/wastedisposallevy) or by contacting the Permits and Licensing Team on the below contact details.

Enquiries: 13 QGOV (13 74 68)

Email: palm@des.qld.gov.au

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| **Office use only** |
| Date received:  |  |
| File reference:  |  |
| Fee processed: | N/A |
| Assessment officer: |  |

**Privacy statement** (template taken from the Privacy Toolkit – Privacy Statement (collection notice) Guideline and Template from the DES intranet [here](http://ehpintranet/governance/privacy-ethics/privacy/toolkits.html))

The Department of Environment and Science 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 or telephone: 13 74 68.

1. [↑](#footnote-ref-1)