Application form

*Environmental Protection Act 1994*

Application to prepare a voluntary environmental impact statement (EIS) under Environmental Protection Act 1994 (EP Act)

This is the approved form for proponents to apply to voluntarily prepare an EIS under sections 70 and 71 of the EP Act

# Important information

A **pre-lodgement meeting** with the Department of Environment, Science and Innovation (the department) is highly encouraged. Please complete and lodge the application form, ‘*Application for a pre-design/pre-lodgement meeting*’ (ESR/2015/1664)[[1]](#footnote-2), prior to lodging this voluntary EIS application form.

If the proposed project will have or is likely to have a significant impact on a matter of national environmental significance (MNES), you must submit a referral to the Australian Government as soon as possible. If you wish the EIS to be assessed under the bilateral agreement between the Commonwealth and the State of Queensland, you must not submit a draft terms of reference (TOR) with the department before the controlled action decision is made.

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| **GUIDE**  If more space is required for any responses, please attach additional information.  **Eligibility**  The EP Act outlines specific circumstances when a voluntary EIS application cannot be made. The questions in section 1 assist in determining eligibility.  **Environmental Authority application**  An EA application is valid if you have not received written confirmation that the application was not properly made, has lapsed or has been withdrawn. If you have received written confirmation that the environmental authority application is no longer valid, please attach evidence to this form.  **Project name**  The project name must remain consistent for all correspondence and publicly released information. | |  | Checklist to determine EIS eligibility | | | |
|  | Answer the following questions to ensure that an application can be made. | | | |
|  | Have you made an environmental authority (EA) application over any part of the operational land that will be the subject of the voluntary EIS application, and is this application still valid? Yes ® An application cannot be made as the project does not meet the criteria for projects that may be approved for a voluntary EIS.  No ® Go to question 1.2 | | | |
|  | Is an EIS (or similar process) required for the project under another State Act, and does the other State Act preclude an EIS from being prepared under the EP Act? Yes ® An application cannot be made as the project does not meet the criteria for projects that may be approved for a voluntary EIS.  No ® Go to question 1.3 | | | |
|  | Is there already a requirement in place to submit an EIS for the project under the EP Act? Yes ® An application **cannot** be made as the project does not meet the criteria for projects that may be approved for a voluntary EIS.  No ® An application **can** be made. Go to Section 2. | | | |
|  | Project name | | | |
|  | INSERT PROJECT NAME  Click or tap here to enter text. | | | |
| **Proponent**  The ‘proponent’ is the person who proposes the project, the registered legal entity intending to carry out the activity and, in whose name, the applicable permits, licenses or authorities are to be issued. List all proponents if there is more than one.  If the project is a joint venture, list all joint venture partners in Attachment 1.  Enter the name and title of the ‘responsible person/appointed signatory’ (e.g., John Jones, Managing Director). Please advise the department in writing of any future changes to the ‘responsible person/appointed signatory’ using the form ‘[*Changes to projects undergoing EIS assessment under EP Act*](https://www.qld.gov.au/environment/management/environmental/eis-process/resources)*’* (ESR/2023/6496)  All bodies registered under ‘Corporations Law’ will have an Australian Business Number (ABN) or Australian Company Number (ACN).  Please make sure the contact details provided are those by which you can be contacted on a daily basis.  **Agent**  If there is an agent acting on behalf of the proponent or joint venture parties, provide details in this section. An agent could be a consultant or a contact for the applicant(s) acting on behalf of the proponent or joint venture parties.  Any correspondence to the nominated agent will be sent electronically. | |  | Proponent | | | |
|  |
|  | NAME OF PROPONENT(S)  Click or tap here to enter text. | | | |
|  | NAME AND TITLE OF RESPONSIBLE PERSON/APPOINTED SIGNATORY  Click or tap here to enter text. | | | |
|  | PREFERRED EMAIL ADDRESS(ES)  Click or tap here to enter text. | | | |
|  | INDICATE IF YOU WANT TO RECEIVE CORRESPONDENCE ELECTRONICALLY | | | |
|  | ABN/ACN  Click or tap here to enter text. | | | |
|  | FULL RESIDENTIAL ADDRESS OR REGISTERED BUSINESS ADDRESS (NOT A POST OFFICE BOX ADDRESS)  Click or tap here to enter text. | | | |
|  | FULL POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)  Click or tap here to enter text. | | | |
|  | Agent for proponent (if applicable) | | | |
|  | INDIVIDUAL OR BUSINESS NAME (INCLUDING TRADING NAME IF RELEVANT)  Click or tap here to enter text. | | | |
|  | RESIDENTIAL ADDRESS OR REGISTERED BUSINESS ADDRESS (NOT A POST OFFICE BOX ADDRESS)  Click or tap here to enter text. | | | |
|  | POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)  Click or tap here to enter text. | | | |
|  | CONTACT PERSON  Click or tap here to enter text. | | | |
|  | PHONE  Click or tap here to enter text. | | | EMAIL  Click or tap here to enter text. |
|  | INDICATE IF YOU WANT THE NOMINATED AGENT TO RECEIVE A COPY OF FUTURE CORRESPONDENCE | | | |
| **Information requirements**  This application is required to be supported by enough information to allow the department to decide whether an EIS is appropriate for the project. The information requirements are outlined in the ‘***IAS checklist*’** in Appendix 5 of the department’s guideline ‘[*The EIS process for resource projects under the EP Act*](https://www.qld.gov.au/environment/management/environmental/eis-process/resources)’ (ESR/2016/2171). This includes:   * ‘a written description of the project and the operational land’ * ‘a statement of the potential adverse and beneficial environmental impacts of the project, and the measures to avoid or minimise the adverse impacts’ * ‘a statement of how the proponent proposes to consult with the interested persons’.   **Interested and affected persons**  To protect privacy, it is important that the list of interested and affected persons is provided as a **separate** document, not within the IAS. Further information is provided in Appendix 6 of the department’s guideline ‘[*The EIS process for resource projects under the EP Act*](https://www.qld.gov.au/environment/management/environmental/eis-process/resources)’ (ESR/2016/2171).  **Access to carry out studies**  Appendix 7 of the department’s guideline ‘[*The EIS process for resource projects under the EP Act*](https://www.qld.gov.au/environment/management/environmental/eis-process/resources)’ (ESR/2016/2171).includes information on how you may demonstrate access to land to carry out studies for the EIS.  A combination of documents/information may be necessary to show access to all land to which the project relates. Please contact the EIA team should you wish to discuss. |  | | Information requirements The following information must be provided to support the voluntary EIS application. | | | |
|  | |  | An ‘**initial advice statement**’ (IAS or similar termed document) that covers all matters listed in the department’s ‘**IAS checklist’**  *EP Act ss. 41(3), 41(3)(a), 41(3)(c), 41(3)(e), 71(b), 71(d)* | | |
|  | |  | ‘**IAS checklist**’ which is completed and signed  *EP Act s. 71(b). This is needed to ensure sufficient information is provided to inform the chief executive’s decision.* | | |
|  | |  | A list of the **names and addresses of the interested and affected persons** for the project, as defined ss. 38 and 39 of the EP Act in a **separate document?**  *EP Act ss. 41(3)(b) and (d).* | | |
|  | |  | **Documents or information to establish that the applicant may enter land to which the project relates to carry out any necessary studies for the EIS**  *EP Act s71(c).* Examples of documents are provided below. Please indicate which ones are relevant and/or provide additional information. | | |
|  | |  | ☐ | Land owned or leased by proponent. Please specify (e.g., lot on plan number): | |
|  | |  | ☐ | Current [resource authority](https://www.business.qld.gov.au/industries/mining-energy-water/resources/minerals-coal/authorities-permits/applying/process)(s) (mineral, coal, petroleum, gas, geothermal or greenhouse gas storage) including exploratory, production or infrastructure authorities  Please specify (e.g., EPC, EPM, MDL, MLA, ML, ATP, PPL numbers):  Click or tap here to enter text. | |
|  | |  | ☐ | Signed agreement with relevant party. Please specify: | |
|  | |  | ☐ | State owned land with access provisions (e.g., road reserve, stock route). Please specify: | |
|  | |  | ☐ | Other. Where relevant. Please specify: | |
|  | |  | ​ Other, where relevant. Please specify: Click or tap here to enter text. | | |

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| **Fee**  Information on fees is available at [www.qld.gov.au](http://www.qld.gov.au) using ‘EIS fees’ as the search term. |  | Fee | | | | |
| The application fee is: | | $Click here to enter text | | |
| To organise payment of fees please contact the EIS Coordinator by email at [eis@des.qld.gov.au](mailto:eis@des.qld.gov.au) | | | | |
| **Declaration**  Where there is more than one proponent (i.e., joint venture partners), this declaration is to be signed by all proponents. Where the proponent is a company, this form is to be signed by the appointed signatory.  **Privacy statement**  The department 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 accordance with the EP Act in order to process your application. 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. Some of this information may be given to the Rehabilitation Commissioner in accordance with the EP Act if accessing the information is necessary or convenient to be done in the performance of the Commissioner’s functions. All information supplied on this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977*. For further privacy information [www.des.qld.gov.au](http://www.des.qld.gov.au) search: <https://www.des.qld.gov.au/legal/privacy/> ‘privacy’ or email [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au). |  | Declaration | | | | |
| **I declare that:**   * I am the proponent or an authorised signatory for the proponent. * I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge. * 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 1997.* | | | | |
| RESPONSIBLE PERSON/APPOINTED SIGNATORY’S NAME  Click or tap here to enter text. | | | | |
| RESPONSIBLE PERSON/APPOINTED SIGNATORY’S SIGNATURE | | | DATE  Select Date | |
| POSITION OF SIGNATORY AND COMPANY  Click or tap here to enter text. | | | | |
| NAME OF JOINT VENTURE PARTY (IF APPLICABLE)  Click or tap here to enter text. | JOINT APPLICANT’S SIGNATURE (IF APPLICABLE) | | | DATE  Select Date |
| NAME OF JOINT VENTURE PARTY (IF APPLICABLE)  Click or tap here to enter text. | JOINT APPLICANT’S SIGNATURE (IF APPLICABLE) | | | DATE  Select Date |
| NAME OF JOINT VENTURE PARTY (IF APPLICABLE)  Click or tap here to enter text. | JOINT APPLICANT’S SIGNATURE (IF APPLICABLE) | | | DATE  Select Date |

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|  |  | Checklist | | | |
|  | Fee paid (if relevant) | | |
|  | This form has been signed by the ‘responsible person(s)/appointed signatory(s)’ and all questions completed | | |
|  |  |  | Attachment 1: Joint application information is complete (if applicable) | | |
|  |  |  | All supporting information is attached: | | |
|  |  |  |  | IAS | |
|  |  |  |  | Completed IAS checklist | |
|  |  |  |  | List of names and addresses of interested and affected person’s (separate document) | |
|  |  |  |  | Documents/information to demonstrate access to land for a voluntary EIS application | |
|  |  |  |  | Other (please describe)  Click or tap here to enter text. | |
| **Further information**  More information on the EIS process is available in the department’s guideline ‘[*The EIS process for resource projects under the EP Act*’](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2016/2171).  The latest version of this publication and other publications referenced in this document can be found at [www.des.qld.gov.au](http://www.des.qld.gov.au) using the relevant publication number (ESR/2016/2160) for this form as a search term. |  | **Submit your completed application and supporting information to:**  [eis@des.qld.gov.au](mailto:eis@des.qld.gov.au) or  Environmental Impact Assessment  Department of Environment, Science and Innovation  GPO Box 2452  BRISBANE QLD 4001 | | | **For enquiries or assistance filling in this form:**  Contact the EIS Coordinator by email at [eis@des.qld.gov.au](mailto:eis@des.qld.gov.au) or the department on 13 QGOV (13 74 68) |

**FOR DEPARTMENTAL USE ONLY** — proponents please do not fill in.

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| **GUIDE** |  | Answer the following questions to assist you to determine whether the application to voluntarily prepare an EIS for the project using the EIS process under ss. 70 and 71 of the EP Act meets the application requirements (i.e., valid application). | |
| **EIS Eligibility**  Refer to the proponent’s response to questions 1 and EP Act ss. 69–72. |  | **Does the project meet the criteria outline in EP Act s. 70(2)(a)–(c) for projects that may be approved for a voluntary EIS application?** | |
|  | Yes ® If all of the ‘NO’ boxes in Section 1 are marked then a voluntary EIS application can be made. Go to next question.  No ® If any of the ‘YES’ boxes in Section 1 are marked then an application cannot be made. Advise the proponent in writing and state the reason(s) why the application cannot be made. | |
| **Fees**  Further information on fees for the EIS process is available at [www.qld.gov.au](http://www.qld.gov.au) using the search term ‘EIS fees’. |  | **Has the correct fee been paid?** | |
|  | Yes ® Go to question 3  No ® Fee must be paid for the application to be valid. Go to question 3 | |
| **Information provided**  Use the proponent’s response to questions in section 4 as a guide. |  | **Is the application in the approved form and is it accompanied by the information required under s. 71 and s. 41(3)?** | |
|  | Yes ® If all boxes in section 5 are marked “YES” then the application may meet the requirements of ss. 71 and 41(3).  No ® If any of the boxes in section 5 are marked ‘NO’, the draft TOR may not meet the requirements of ss. 71 and 41(3). | |
| **Statutory timeframes**  Statutory timeframes do not start if the application is not valid (i.e., does not meet EP Act s. 41). |  | **Recommendation** | |
|  | Select one of the following:  ​​  ® Voluntary EIS application **is** **valid**  ​​  ® Voluntary EIS application **is not valid**  ​​ INSERT ANY COMMENTS  Click or tap here to enter text. | |
|  |  | ASSESSING OFFICERS NAME  Click or tap here to enter text. | POSITION  Click or tap here to enter text. |
|  |  | SIGNATURE  Shape  Description automatically generated with low confidence | DATE  Click here to enter a date. |

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|  |  | **Next steps** | | | |
|  |  |  | For a **valid application**:   * Finalise and file this document. * Send an email to the proponent(s) confirming receipt of all documents and the prescribed fee. * The next statutory step is for the chief executive to decide the application. Prepare a report for the Coordinated Assessment Committee to inform this decision. There is no statutory timeframe for this decision. However, once the decision is made, the chief executive must notify the proponent(s) within 10 business days. |  | For an **invalid application**:   * Issue written correspondence to the proponent that the application does not meet the EP Act requirements and cannot be assessed until the appropriate information is provided. * State the reason(s) why the application is not valid, and the additional information required. |

**ATTACHMENT 1 – DETAILS OF JOINT VENTURE PARTNERS**

If more space is required to list all the joint venture partners, print off a blank copy of this page and attach to the application.

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| JOINT APPLICANT’S NAME (PRINT FULL)  Click or tap here to enter text. | |
| RESPONSIBLE PERSON/APPOINTED SIGNATORY  Click or tap here to enter text. | |
| ABN/CAN  Click or tap here to enter text. | |
| FULL RESIDENTIAL ADDRESS OR REGISTERED BUSINESS ADDRESS (NOT A POST OFFICE BOX ADDRESS)  Click or tap here to enter text. | |
| POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)  Click or tap here to enter text. | |
| CONTACT PERSON  Click or tap here to enter text. | |
| PHONE  Click or tap here to enter text. | EMAIL  Click or tap here to enter text. |

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| JOINT APPLICANT’S NAME (PRINT FULL)  Click or tap here to enter text. | |
| RESPONSIBLE PERSON/APPOINTED SIGNATORY  Click or tap here to enter text. | |
| ABN/ACN  Click or tap here to enter text. | |
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| POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)  Click or tap here to enter text. | |
| CONTACT PERSON  Click or tap here to enter text. | |
| PHONE  Click or tap here to enter text. | EMAIL  Click or tap here to enter text. |

1. The latest version of this publication and other publications referenced in this document can be found at [www.des.qld.gov.au](http://www.des.qld.gov.au) using the relevant publication number for this form as a search term. [↑](#footnote-ref-2)