**Approved form**

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

Declaration of a resource recovery area

*This approved form must be used to give notice to the administering authority for declaring a resource recovery area (RRA) under section 72S of the* Waste Reduction and Recycling Act 2011 *(the Act). Notice must be given to the administering authority at least 20 days before the area can be used as a RRA.*

*The date of notice is taken to be when a properly completed approved form is received via email or post by the administering authority. A partially completed form, or form submitted without all of the required supporting information, will be considered not properly completed.*

If all requirements of declaring a RRA are met, the department will send an acknowledgement and the RRA will be displayed on the site’s profile page in the Queensland Waste Data System.

*When completing this form, it is recommended that operators read the information regarding RRAs and the waste levy on the Queensland Government’s website at* [*www.qld.gov.au/wastedisposallevy*](http://www.qld.gov.au/wastedisposallevy)*. This information provides guidance on supporting information that may be needed for the declaration.*

1. **Business details**

*<NOTE: Please ensure that all details provided are consistent with the information in the Queensland Waste Data System.>*

|  |  |
| --- | --- |
| CLIENT NAME <from the Queensland Waste Data System> | |
| CLIENT ID <from the Queensland Waste Data System> | |
| CONTACT PERSON FOR DECLARATION | |
| POSITION | |
| PHONE | MOBILE |
| EMAIL    *<NOTE: This email address will be used for correspondence from the department, unless otherwise advised.>* | |

1. **Waste disposal site details**

*<NOTE: Please ensure that all details provided are consistent with the information in the Queensland Waste Data System.>*

|  |
| --- |
| SITE NAME <from the Queensland Waste Data System> |
| SITE ID <from the Queensland Waste Data System> |
| SITE ADDRESS <physical address, Lot on Plan, Global Positioning System (GPS) coordinates> |

Within the last year, has there been a revocation of a declaration of a RRA at this site?

Yes ® A declaration cannot be made for a site that has had a revocation of a declaration of a RRA within the last year.

No ® proceed to part 3.

1. **Resource recovery area management**

Please provide details of who will be responsible for managing the RRA:

*<NOTE: An entity or entities managing the RRA, other than the waste disposal site operator, must also sign part 8 of this form.>*

RRA managed by the waste disposal site operator ® proceed to part 4.

RRA managed independently – provide details below:

|  |
| --- |
| NAME OF ENTITY MANAGING RRA IF NOT THE WASTE DISPOSAL SITE OPERATOR |
| NAME OF PERSON MANAGING RRA |
| CONTACT DETAILS OF PERSON MANAGING RRA  Phone:  Email:  Postal address: |

*<NOTE: If more than one entity manages the RRA, please provide an attachment to this form that includes the above details for each entity.>*

1. **Activities to be conducted in the resource recovery area**

What recycling activities are to be carried out in the RRA? Please provide details:

re-using waste resources

recycling waste resources to make the same or different products

recovering waste resources, including extracting energy from those resources

|  |
| --- |
| PROVIDE DETAILS: |

Please provide the environmental authority details authorising the activities to be conducted in the RRA:

|  |
| --- |
| ENVIRONMENTAL AUTHORITY NUMBER OF RECYCLING ACTIVITY/ACTIVITIES |
| ENVIRONMENTAL AUTHORITY HOLDER NAME |
| TRADING NAME (if applicable) |

*<NOTE: In addition to obtaining an environmental authority, it is the responsibility of the waste disposal site operator to ensure that they also comply with all other relevant local, state or federal government requirements.>*

1. **Declaration details – day of commencement**

By completing this section, you acknowledge that following the receipt of a properly completed RRA declaration form by the administering authority, the day of commencement of the RRA will be:

20 days from the date of notice (see NOTE below); or

at a later date, as specified below:

|  |
| --- |
| DD/MM/YYYY |

*<NOTE: The date of notice is taken to be when a properly completed declaration form is received via email or post by the administering authority. A partially completed form, or form submitted without all of the required supporting information, will be considered not properly completed.>*

1. **RRA site details**

A plan of the waste disposal site is required to be submitted with this declaration. The plan must clearly show:

* all boundaries between the RRA and the levyable waste disposal site;
* all points of access that allow for vehicles to move in or out of the RRA; and
* GPS coordinates of key points of the RRA’s boundary and vehicle access points
* the signature of the operator and any other entity that will be responsible for the RRA

GPS coordinates (in Geocentric Datum of Australia 2020 (GDA2020) of key points on the RRA boundary and vehicle access points are to be provided on the plan or in the table below.

|  |  |
| --- | --- |
| **Feature description** | **GPS coordinates (in GDA2020)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |

*<NOTE: If additional rows are needed, a separate table should be attached to this declaration.>*

Please provide details of the RRA’s physical barrier (e.g. its materials and height) and how it prevents vehicles from moving between the RRA and the rest of the site other than through points of access shown on the plan:

|  |
| --- |
| PROVIDE DETAILS: |

1. **Declaration**

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

* I am declaring the resource recovery area described in this form and in the plan submitted with this declaration.
* 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 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 declaration 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 (*[*https://www.oic.qld.gov.au/about/news/what-is-confidentiality*](https://www.oic.qld.gov.au/about/news/what-is-confidentiality)*)).*

|  |  |
| --- | --- |
| FULL NAME | POSITION |
| SIGNATURE | DATE |

*<NOTE: A PROPERLY COMPLETED DECLARATION FORM MUST BE SIGNED BY THE PERSON AUTHORISED TO SIGN THIS DECLARATION ON BEHALF OF THE WASTE DISPOSAL SITE OPERATOR AND RECEIVED BY THE ADMINISTERING AUTHORITY AT LEAST 20 DAYS BEFORE THE DAY THE DECLARATION TAKES EFFECT.>*

1. **Signature of entity or entities, other than the waste disposal site operator, managing the RRA (if applicable)**

|  |  |
| --- | --- |
| FULL NAME OF PERSON MANAGING RRA | POSITION |
| SIGNATURE | DATE |

|  |  |
| --- | --- |
| FULL NAME OF PERSON MANAGING RRA | POSITION |
| SIGNATURE | DATE |

1. **Applicant checklist**

Declaration completed and signed by the waste disposal site operator.

Form signed by any entity, other than the waste disposal site operator, managing the RRA (if applicable).

GPS coordinates indicating the outline of all boundaries of the RRA and vehicle access points are included as required by part 6 of this document.

Signed plan is attached.

Supporting information attached (if applicable).

1. **Submitting Declaration**

**Please submit this completed form and supporting information via email to:** [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au)

The email subject line should state ‘**Declaration of a resource recovery area’**.

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).

Documents referred to throughout this form are available at [www.qld.gov.au/wastedisposallevy](http://www.qld.qld.gov.au/wastedisposallevy) or by contacting Levy Services at email address [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au)

**Privacy statement**

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