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

Request to amend approval of waste as exempt waste – On-site operational purpose

This template has been prepared by Department of Environment, Science and Innovation (DESI). The template text should be used as a guide to request an amendment of an approval of a waste as exempt waste under Section 33 of the Waste Reduction and Recycling act 2011. Once complete, please send your request to [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au) for consideration. A payment link will be generated to pay the relevant amendment fee. Please submit one form per site.

This form must be used for making an application to the chief executive1 for approval of waste as exempt waste for on-site operational purpose under section 28 of the Waste Reduction and Recycling Act 2011 (the Act).

*NOTE: Please submit ONLY ONE form for each levyable waste disposal site.*

1. **Applicant details**

|  |
| --- |
| Exempt waste number (OSOP code): Click or tap here to enter text. |
| Approval holder name: Click or tap here to enter text. |
| Site Name: Click or tap here to enter text. |
| Contact phone number: Click or tap here to enter text. |
| Email Address: |

How would you like to receive correspondence from the department?

|  |  |
| --- | --- |
| To your nominated email addresses above | Mailed to your postal address above |

1. **Eligibility criteria**

Please provide detail of each operational purpose and the associated waste type(s), quantity (in tonnes) and period of waste levy exemption that is being sought. Justification and supporting evidence must also be provided for each operational purpose and waste type to demonstrate why the waste is required for the ongoing operation of the site and how the quantity requested has been calculated.

<*NOTE: Waste types must be as provided by the* [Levy Detailed Data Specification File](https://www.qld.gov.au/__data/assets/pdf_file/0031/98590/levy-detailed-data-file-specification.pdf)*.>*

*<NOTE: In calculating the allocated tonnage, please consider the approved tonnage under any previous approval (if applicable) and only on-site operational purposes that will be carried out over the exemption period within the levyable part of the site (waste used for operational purposes within the resource recovery area on the site is not subject to the waste levy.>*

*<NOTE: Justification and evidence that the waste is needed and appropriate for that particular operational purpose could include engineering specifications, photos, maps, DA or EA approvals or future site planning documentation. Evidence based information from suitably qualified people is required to support applications, for example, justification from a registered engineer that the waste stream proposed is suitable for the intended purpose.>*

*<NOTE: If the applicant previously held an approval for on-site operational purpose, the details of the previous approval and any reports submitted to the department related to the operational on-site purpose use of exempt waste may be considered in the assessment of this application.>*

*<NOTE: If you have not previously submitted annual reports (a condition of on-site operational purpose exemptions), please ensure they are submitted as part of this application.>*

|  | **Operational Purpose** | **Waste type(s)** | **Quantity required annually (tonnes)** | **Time period/frequency the operational purpose will be undertaken** | **Justification/evidence that the waste is needed for the operation of the site to continue** | **Supporting Material Attached?** |
| --- | --- | --- | --- | --- | --- | --- |
| *Example* | *Road construction and maintenance* | *CC - Crushed concrete* | *1000* | *Road Construction – Jan-Mar 2023*  *Road maintenance – ongoing* | *For the operational purpose of road construction and maintenance during wet weather event between the declared RRA and active landfill cell within the levyable part of the site. To ensure the safety of our staff these roads are maintained during these wet weather events.*  *Map provided showing location of proposed road construction.*  *Dimension of the proposed road construction provided in supporting material attached.* | **☒** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

Please indicate if further supporting information has been attached (i.e., if you are providing more than four rows of information).

For each of the waste types you are requesting under this exemption (as detailed in the table above) please provide the total quantity (in tonnes) of each that was delivered to your waste disposal site in the preceding financial year as well as the quantity that was used for an operational purpose at the waste disposal site.

| **Waste Type** | **Quantity of waste (in tonnes) that was delivered to the site over the preceding financial year.** | **Total tonnage used for operational purpose/s on site over the preceding financial year.** | **Operational purpose activity the waste was used for during the preceding financial year.** |
| --- | --- | --- | --- |
| *Example:*  *CC – Crushed concrete* | *5000 tonnes* | *3200 tonnes* | *Road construction: construction works, and wet weather access and drainage works.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please indicate if further supporting information has been attached (i.e., if you are providing more than five rows of information).

The total quantity of waste in tonnes requested to be exempt waste over the exemption period.

*<NOTE: This should be a total of the quantities stated above. This total will be used to set the maximum amount of exempt waste approved over the exemption period. If the applicant previously held an approval for on-site operational purpose, the usage of the previous approval may be considered in the assessment of this application.>*

|  |
| --- |
| QUANTITY (in tonnes) |

Exemption period sought.

*<NOTE: The period of approval must only be for when the waste is needed to be exempt waste for operational purposes that are required to be carried out at the site at certain times. The approval cannot be more than three years. The time and frequency of the works stated above will be used as justification for the period sought.>*

*<NOTE: An approval cannot be backdated, and will start the day the approval is granted, or a later date if specified.>*

|  |  |
| --- | --- |
| 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) |

1. **Application fees**

Please indicate the method of payment that will be undertaken for this application. Please note, the assessment timeframe does not commence until payment has been received and processed by the department.

BPoint (Note: Credit card details cannot be accepted by the department via email).

Payment for applications via credit card can be requested through a Bpoint Link (Commonwealth Bank’s BPoint site for payment by credit card). For a Bpoint request, the following is required with your email:

* the type of application you are paying for (i.e., application for approval of waste as exempt waste for on-site operational purpose)
* the fee amount (application fees are provided on the Queensland Government website <https://www.qld.gov.au/environment/management/waste/recovery/disposal-levy/applications>. They are also outlined in Schedule 12 of the Waste Reduction and Recycling Regulation 2023.
* 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.

If you would like to pay via another method (cheque or credit card details sent in via the post), please advise the department via email at [wastelevyapps@des.qld.gov.au](mailto:wastelevyapps@des.qld.gov.au).

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.>*

* I declare that the information I have provided is true and correct.
* I understand that it is an offence under the *Waste Reduction and Recycling Act 2011* to give information that I know is false, misleading or incomplete.
* I acknowledge that the chief executive may cancel or amend an approved waste levy exemption in accordance with s34 of the *Waste Reduction and Recycling Act 2011*. This includes where granting of the approval was based on incorrect information, where the original circumstances to the granting of the approval have changed and where the approval has not been complied with.

|  |  |
| --- | --- |
| APPLICANT’S FULL NAME | APPLICANT’S POSITION |
| APPLICANT’S SIGNATURE | DATE |

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

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

The email subject line should state **‘Request to amend – on-site operational purpose’.**

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 collects the information on this form in order to have enough information to consider your application under the *Waste Reduction and Recycling Act 2011*. We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the Information Privacy Act 2009.For queries about privacy matters email: privacy@des.qld.gov.au or telephone: 13 74 68.