

## Application to Transfer all or part of an Environmental Authority for a Prescribed Environmentally Relevant Activity (ERA)

**\*Privacy Collection Notice:** Logan City Council is collecting your name, the name and location of your business in accordance with the *Environmental Protection Act 1994* in order to assess your application. This information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities. Your information will not be given to any other person or agency unless you have given permission or it is required by law.

**This approved form is to be used when applying to transfer all or part of an environmental authority for a prescribed environmentally relevant activity (ERA) under section 251 to 253 of the *Environmental Protection Act 1994*.**

**Only use this form if you want to:**

- Transfer the entire environmental authority to a new holder or holders (e.g. through the sale of a business)
- Transfer part of the environmental authority to a new holder or holders (e.g. transfer the responsibility for a particular environmentally relevant activity contained within the environmental authority). This may also include adding a new joint holder to the environmental authority
- Remove a joint holder from the environmental authority

**NOTE:** Only the holder of an environmental authority can apply to transfer the environmental authority.

<p><b>GUIDE</b></p> <p>The environmental authority number will be found on the existing environmental authority.</p>	<p><b>Section 1: Applicant Details*</b></p> <p>Environmental authority number: ES/ [REDACTED]</p> <p>Environmental authority holder/s names: [REDACTED]</p> <p>Trading Name: [REDACTED]</p> <p>ABN/ACN: [REDACTED]</p> <p>Registered business address: [REDACTED]</p> <p>Postal address: [REDACTED]</p> <p>Contact person name: [REDACTED]</p> <p>Phone number: [REDACTED]      Mobile number: [REDACTED]</p> <p>Email address: [REDACTED]</p>
<p>If the transfer application involves both the transfer of the environmental authority to a new holder as well as the removal of an existing holder, applicants must complete all questions in this application form.</p>	<p><b>Section 2: Type of Transfer Required</b></p> <p><b>Please tick where applicable</b></p> <p><input type="checkbox"/> The environmental authority is to be transferred in full to a new holder. Once the transfer is complete, the existing holders will no longer be holders of the environmental authority. <b>Go to section 3</b></p> <p><input type="checkbox"/> A new joint holder is to be added to the environmental authority. The existing holder will become a joint holder for all ERAs contained within the environmental authority. <b>Go to section 3</b></p>

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Doc# 8462342 / File # 878465-1  
Health, Environment and Waste Branch  
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	<input type="checkbox"/> Only a part of the environmental authority is to be transferred. For example if multiple prescribed ERAs are on an environmental authority and one of the ERAs is to be transferred to a new holder. <b>Go to section 3</b>  <input type="checkbox"/> The environmental authority has joint holders and this application is only to remove one or more of the current joint holders. No new holders are proposed to be added. <b>Go to section 7</b>
<p>These are the details of the proposed new holder who, if the application is approved, will be added to the environmental authority.</p> <p>If there is more than 1 new transferee, part A of attachment 1 must be completed.</p>	<p><b>Section 3: Details of New Holder (the 'transferee')</b></p> <p>Individual or business name: _____</p> <p>Trading Name: _____</p> <p>ABN/ACN: _____</p> <p>Registered business address: _____</p> <p>Postal address: _____</p> <p>Contact person name: _____</p> <p>Phone number: _____ Mobile number: _____</p> <p>Email address: _____</p>
<p>An environmental authority cannot be issued unless you are a registered as a suitable operator with Department of Environment &amp; Science (DES). If you are not registered lodge an application with DES.</p> <p>A person who held a valid registration certificate or environmental authority as of 31 March 2013 is taken to be a registered operator unless their registration has been suspended or cancelled.</p>	<p><b>Section 4: Registered Suitable Operator</b></p> <p>For the new holder (the transferee) in section 3, please tick the box that applies and provide any further requested detail.</p> <p><input type="checkbox"/> I am a registered suitable operator. Registration no: _____</p> <p><input type="checkbox"/> I have lodged an application to be registered with DES and am waiting for it to be decided.</p> <p><input type="checkbox"/> I am not a registered suitable operator and I have not lodged an application to be registered. Apply to the DES to become a suitable operator by completing Form EM745 which available at <a href="http://www.ehp.qld.gov.au/">http://www.ehp.qld.gov.au/</a>.</p>
<p>Provide details of which components of the environmental authority will continue to be held by the current holders of the environmental authority and which components will be held by the proposed transferee/s. eg. If transferring only some of the prescribed ERAs if multiple held.</p>	<p><b>Section 5: Is this application for a partial transfer of the environmental authority?</b></p> <p><input type="checkbox"/> No → The environmental authority is being transferred in full to the transferee in section 3.  <b>Go to section 7</b></p> <p><input type="checkbox"/> Yes → Describe the transfer: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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<p>Provide specific supporting information to the mandatory information specified above. If more space is required, attach additional information as a separate page.</p>	<p><b>Section 6: Will the proposed transferee operate the transferred environmental authority or activity (if a partial transfer) as part of an existing environmental authority held by the transferee/s?</b></p> <p><input type="checkbox"/> No → <b>Go to section 7</b></p> <p><input type="checkbox"/> Yes → Provide the existing environmental authority number held by the transferee below. Attach the required supporting information to demonstrate that the activities approved under the existing environmental authority and the transferred environmental authority can be operated as a single integrated operation.</p> <p>Existing environmental authority number: <input type="text"/></p>							
	<p><b>Supporting information</b></p>							
	<input type="checkbox"/>	Evidence that the activities will be carried out under the day-to-day management of a single responsible individual e.g. a site manager or operations manager.						
	<input type="checkbox"/>	Evidence that the activities are operationally interrelated.						
<p>List details if this transfer application is being made to remove any joint holders from the environmental authority.</p>	<p><b>Section 7: List any current holder(s) to be removed from the environmental authority</b></p> <table border="1"> <thead> <tr> <th>Individual or business name (include trading name if relevant)</th> <th>ABN/ACN</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Individual or business name (include trading name if relevant)	ABN/ACN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Individual or business name (include trading name if relevant)	ABN/ACN						
	<input type="text"/>	<input type="text"/>						
<input type="text"/>	<input type="text"/>							
<p><b>Section 8: Declaration by New Holders/Transferees</b></p> <p>I declare:</p> <ul style="list-style-type: none"> <li>• I am applying to become the holder or a joint holder of the environmental authority.</li> <li>• I am able to comply with the conditions of approval in the environmental authority.</li> <li>• That I am authorised to sign on behalf of the transferee and commit the transferee in all respects.</li> <li>• I understand that if this application is approved, and I am not the landowner of the land the subject of the environmental authority, I am required to notify the landowners concerned within 10 business days of receiving the transferred environmental authority.</li> <li>• I am aware that I must comply with all obligations under the EP Act and its subordinate regulation.</li> <li>• The information supplied is correct to the best of my knowledge or that I could reasonably obtain. I understand that it is an offence under section 480 of the <i>Environmental Protection Act 1994</i> to give to the administering authority or an authorised person a document containing information that I know is false, misleading or incomplete in a material particular.</li> <li>• I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the <i>Right to Information Act 2009</i> and the <i>Evidence Act 1977</i>.</li> </ul> <p>Transferee name: <input type="text"/></p> <p>Transferee position: <input type="text"/></p> <p>Transferee signature: <input type="text"/> Date: <input type="text"/></p>								
<p>This declaration is to be signed by the transferee only. Where the transferee is a company, this declaration is to be signed by an authorised person for that company.</p> <p>Transferees are advised that at such time as they become holders of the environmental authority they also assume responsibility for any statutory requirements associated with that environmental authority.</p>								

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Where there is more than one applicant this declaration is to be signed by all applicants.

Where the applicant is a company, this form must be signed by an authorised person for that company.

## Section 9: Declaration by Current Environmental Authority Holders

I declare:

- I am the holder of the environmental authority, or authorised signatory for the holder of the environmental authority.
- The information provided is true and correct to the best of my knowledge. I understand that it is an offence under section 480 of the *Environmental Protection Act 1994* to give to the administering authority or an authorised person a document containing information that I know is false, misleading or incomplete in a material particular.
- I understand that failure to provide sufficient information may result in the application being refused.
- 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*.
- I understand that an incomplete application (including applications that do not include the fee if applicable) may be invalid. Invalid applications will be returned without processing and will only be processed if resubmitted with all invalidating issues addressed.

Environmental Authority holder's full name:

Environmental Authority holder's position:

Environmental Authority holder's signature:

Date:

Joint holder's full name (if applicable):

Joint holder's signature (if applicable):

Date:

## Section 10 Fees (not subject to GST)

Application to transfer all or part of an environmental authority \$135.00.

## PAYMENT OPTIONS



### Paying by Mail:

Make your cheque or money order payable to LOGAN CITY COUNCIL.  
Complete the application form and return it to Council.



### Paying by Phone:

Call Logan City Council on (07) 3412 3412 to pay with Mastercard or Visa.  
Please ensure you also return the signed application form to Council.



### Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa.  
Please ensure you also return the signed application form to Council.

### Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

### Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or  
105 George Street, Beenleigh, 8am to 4.45pm weekdays (except public holidays).

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