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

Approval of residue waste as exempt waste for transition period

Financial hardship

This form must be used for making an application to the chief executive[[1]](#footnote-1) for an approval of residue waste as exempt waste during a transition period under section 310 of the Waste Reduction and Recycling Act 2011 (the Act). An exemption under section 310 for financial hardship 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.

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to provide the requested additional information by the stated date will result in the application being taken to be withdrawn unless an extension of time is agreed upon.

Under section 312(3) of the Act the chief executive may consult with any expert reference group or other entity the chief executive considers suitable to provide advice in relation to finance hardship. Please note your application may be forwarded to the Queensland Rural and Industry Development Authority to provide advice to the chief executive.

*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       |

How would you like to receive correspondence from the department?

|  |  |
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| [ ]  To your nominated email addresses above | [ ]  Mailed to your postal address above |

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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1. **Eligibility criteria**

Please provide the following details for the facility. *<NOTE: Please provide attachments to address questions where appropriate.>*

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| FACILITY NAME       |
| 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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Please quantify the anticipated financial impact of levy-related increases to the cost of disposal of residue waste generated from the recycling activity, and how this would impact the business and stop it from operating.

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To assist the delegate with establishing how the levy will have a financial impact on the business, please provide a copy of the business’s annual financial statements from the previous two financial years.

Please indicate that two previous years’ financial statements have been attached. [ ]

If not, please provide details below. *<NOTE: For example, the facility has been in operation for less than two years.>*

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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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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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1. **Waste disposal details**

Please indicate the waste disposal site/s, including the site name and address, where the residue waste will be disposed. *<NOTE: Please provide attachments to address questions where appropriate.>*

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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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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)      | TO: (DD/MM/YYYY)      |

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.)      |

To support your application please provide evidence of the total tonnage of residue waste that was generated by the recycling activity at the facility over the past two financial years.

Please indicate that the evidence of total tonnage has been attached to this application. [ ]

1. **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.>*

* 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 hereby authorise the Queensland Rural and Industry Development Authority, as per section 312(3) of the Act, to request and collect information and documentation relevant to this application.
* I hereby authorise the Queensland Rural and Industry Development Authority to disclose this information to any agency or person involved in the assessment or processing of this application.
* 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 application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

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| FULL NAME      | POSITION      |
| SIGNATURE | DATE      |

*<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*](https://www.oic.qld.gov.au/about/news/what-is-confidentiality)*).>*

1. **Applicant checklist**

[ ]  Application form completed and signed.

[ ]  Evidence of recycling activity attached.

[ ]  Evidence of tonnage quantity of residue waste over the past two financial years.

[ ]  Financial statements (balance sheets and profit and loss for last two financial years) 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 ‘Application for approval of residue waste as exempt waste – financial hardship’. 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

**Privacy statement**

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)