*Environmental Protection Act 1994*

Notifiable Activity

*This template is for use by land owners, occupiers, auditors or local government authorities when giving written notice to the administering authority that a notifiable activity has been, or is being, carried out on land under section s.320A of the* Environmental Protection Act 1994 *(the EP Act).*

*Please complete all fields below. You can use this template to provide notification of multiple land parcels and/or multiple instances of a notifiable activity. Where this is the case, please clearly identify which land parcel or notifiable activity the information relates to.*

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| **GUIDE**  Please ensure that all information is current and correct.  In some circumstances the duty to notify about a notifiable activity may arise for a number of different people.  In such circumstances a number of persons may comply with their individual duty to notify by jointly providing this notice. | Details of person(s) giving notice  |  |  |  | | --- | --- | --- | | I am the **owner** of the land | | | | I am the **occupier** of the land (e.g. tenant) | | | | I am a representative of the **local government authority** for the land | | | | I am an **auditor** performing an auditor’s function for the land  A joint notification is being provided by more than 1 person, the details of each person are attached. | | | | FULL NAME | | TITLE | | COMPANY/ORGANISATION/LOCAL GOVERNMENT AUTHORITY | | | | POSTAL ADDRESS | | POSTCODE | | PHONE | FAX | | | EMAIL | | | | | |
| Lot and plan details can be obtained from the land title certificate, rates notice or your local government (local council).  If you do not know the lot and plan, please provide sufficient information about the land to enable it to be identified. | Details of land subject to the notification  |  | | --- | | STREET ADDRESS | | LOCAL/PROPERTY NAME (IF APPLICABLE) | | LOT ON PLAN | | LOCAL GOVERNMENT AUTHORITY | | | |
| This should be a map, aerial photograph or GPS coordinates (e.g. MGA-Easting/Northing or GDA-Latitude/Longitude) which illustrate the actual location of the notifiable activity and any potential contamination on the property. | Map, locality plan or GPS coordinates Provide a map, locality plan or GPS coordinates of the location of the notifiable activity  Map attached  Locality plan attached  GPS coordinates provided below   |  | | --- | |  | | | |
| Notifiable activities are listed in Schedule 3 of the EP Act.  **Example**  14 Engine reconditioning works—carrying out engine reconditioning work at a place where more than 500 litre (L) of any of the following are stored:  (a) halogenated and non-halogenated hydrocarbon solvents  (b) dangerous goods in class 6.1 under the dangerous goods code  (c) industrial degreasing solutions.  Where relevant state the subtype(s), the actual volume being stored/used/manufactured/disposed etc and other specifics about the activity  More information about notifiable activities can be found on the Queensland Government website [www.qld.gov.au](http://www.qld.gov.au) | Details of notifiable activity If providing notification of multiple notifiable activities, provide answers to each of the questions below for each notifiable activity. Additional information can be included as attachments.  The details of multiple notifiable activities are attached.   |  | | --- | | State the number and subtype of the activity as listed in Schedule 3 of the *Environmental Protection Act 1994* | | When did the notifiable activity commence?  Month:  Year: | | Is the notifiable activity still being carried out?  Yes  No | | If no, when did the notifiable activity cease?  Month:  Year: | | Specific details of the notifiable activity(i.e. threshold amounts, type(s) of chemicals of dangerous goods being stored on the site) | | Actual volume(s) (where applicable) | | | |
|  | Evidence and supporting information Examples of the types of evidence that could be provided include (but are not limited to):   * If any investigation of the nature and extent of contamination has been undertaken on the site, provide details of the method used, sampling results and any recommendations about the future management of the contamination. If a written report about the contamination is available, please provide a copy of the report and maps where available. * Any licences or approvals issued relevant to the activity being notified, for example licence or approvals under the EP Act or the Flammable and Combustible Liquids Regulation 1994. * Evidence of relevant notifiable activities that are being or have been carried out on the land, e.g. business documentation outlining the activities being undertaken on the site or photographs of industrial activities. * The results of any compliance monitoring done in relation to notifiable activities or possible contamination of the site.  |  | | --- | | PROVIDE DETAILS OF EVIDENCE AND SUPPORTING INFORMATION INCLUDING TITLES OF ANY ATTACHMENTS | | | |
| If you are not the landowner, provide the details of the owner of the property (if known). | Details of land owner  |  |  |  | | --- | --- | --- | | FULL NAME | | TITLE | | POSTAL ADDRESS | | POSTCODE | | PHONE | FAX | | | EMAIL | | | | | |
| If a joint notification is being provided by more than one person a signed declaration by each person must be attached. | Declaration I declare that:   * The information I have provided within this form is true and correct to the best of my knowledge. * I understand that all information within or attached to this written notice may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*. * I understand that it is an offence under section 480 of the *Environmental Protection Act 1994* to give the administering authority a document containing information that I know is false, misleading or incomplete in a material particular.  |  | | --- | | NAME | | SIGNATURE | | DATE | | | |
| **Please submit this notice using one of the following methods:** | | |
| **Email:** [emr.clr.registry@des.qld.gov.au](mailto:emr.clr.registry@ehp.qld.gov.au)  The email subject line should state ‘Written notice of a notifiable activity’.  The file size limit for submission via e-mail is 14MB**.** Any submission via email which exceeds 14 MB will need to be broken down into separate emails, with each email clearly Part X of X (e.g. Part 1 of 2), included in the subject line of the email. | | |
| **Post to:**  Permit and Licence Management  Department of Environment and Science  GPO Box 2454  BRISBANE QLD 4001 | |  |

**Privacy Statement**

The Department of Environment and Science (DES) is assessing information provided on this form as notified under Section 320A of the *Environmental Protection Act 1994* to make a determination whether a site is to be listed on the Environmental Management Register (EMR). This register is publicly available. This information may be provided to other parties, including the owner of land, the local government authority and other government departments, under Chapter 7, Part 8 of the *Environmental Protection Act 1994* for the purposes of including land in a relevant land register. The information provided on this form will not otherwise be used or disclosed unless required or authorised by law. For queries about privacy matters email: [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au) or telephone: 13 74 68.