# Authorisation letter to nominate an Authorised Holder Representative for dealings with Queensland Government

Queensland Government

C/- Executive Director, Permits and Licensing

Department of Environment, Science and Innovation

GPO Box 2454,

Brisbane QLD 4001

I/we the undersigned, being the applicants/holders of the relevant environmental authorities (issued under the *Environmental Protection Act 1994* (the Act)) listed below, or applicant to become a Registered Suitable Operator (RSO), nominate the following Authorised Holder Representative, including through their employees, representatives or agents as specified below, to undertake all activities and transactions with the Queensland Government under the Act, the *Environmental Protection Regulation 2019* (the Regulation) and associated Queensland legislation on my/our behalf, pursuant to the terms of this letter.

**Details of Authorised Holder Representative**

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| --- | --- |
| Name of Authorised Holder Representative - individual or, if Authorised Holder Representative is a company, company name      | The Authorised Holder Representative is an individual who is at least 18 years old[ ]  Yes |
| Organisation number (e.g. ACN/ARBN etc.)      |
| Key contact name (complete if the Authorised Holder Representative is a company)      |
| Key contact’s position (complete if the Authorised Holder Representative is a company) |
| Other AHR employees, representatives or agents authorised to act on the AHR’s behalf (set out all individuals (including contractors) who are authorised agents of the AHR)      |
| Residential or registered business address (not a post office box)      | Phone      |
| Postal address (if different from above)      |
| Email       |

**Details of Applications or Environmental Authorities**

This authorisation is in relation to the following environmental authorities (EAs), EA applications or RSO application. If an application for an environmental authority (EA) listed below is granted, the authorisation extends to the resulting EA. (The listed EAs and applications for EAs, along with the EAs resulting from listed applications are referred to in this letter as the “Relevant Authorities”.)

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| [ ]  The application to become a registered suitable operator. |
| [ ]  All environmental authorities held by the holder(s) named in this authorisation letter. |

**Relevant Authorities**

|  |  |
| --- | --- |
| **Application or Environmental Authority numbers**  | **Type** |
|       | Application / Environmental Authority |
|       | Application / Environmental Authority |
|       | Application / Environmental Authority |
|       | Application / Environmental Authority |
|       | Application / Environmental Authority |
|       | Application / Environmental Authority |

**Authorised activities**

<Delete if not applicable> The Authorised Holder Representative nominated above has my explicit authority to complete the application to become a Registered Suitable Operator.

<Delete if not applicable>The Authorised Holder Representative nominated above has my/our explicit authority to undertake all activities and transactions with the Queensland Government under the Act, the Regulation and any other associated Queensland legislation in relation to the Relevant Authorities.<Delete if not applicable>The Authorised Holder Representative nominated above has my/our explicit authority to undertake the following activities and transitions with the Queensland Government in relation to the Relevant Authorities:

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|       |
|       |
|       |

**Acknowledgements**

I/we acknowledge that it is our responsibility to be informed of any actions undertaken by the Authorised Holder Representative and to inform the Authorised Holder Representative of any actions undertaken by me/us.

I/we acknowledge that in regard to any activities and transactions under the Act, the Regulation or any associated Queensland legislation, any legislative requirement to notify either the applicant, or the holder of an environmental authority, may be met by notifying the Authorised Holder Representative, except where legislatively provided to the contrary, whether expressly or impliedly.

I/we agree if there are changes to this authority, or there are changes in the ownership of any Relevant Authorities, I/we will complete a new letter of authority and submit it to the Queensland Government, C/- Executive Director, Permits and Licensing. Unless and until such notification is received, the Queensland Government will be entitled to continue to rely on this authority.

I/we agree if the authority is no longer required, written advice will be given to the Queensland Government, C/- Executive Director, Permits and Licensing. Unless and until such notification is received, the Queensland Government will be entitled to continue to rely on this authority.

I/we acknowledge that it is an offence under the Act for a person to give false, misleading or incomplete documents or statements.

**Details of all applicants/environmental authority holders making this authorisation**

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| --- | --- |
| Name - individual or director / company secretary if the applicant/holder is a company      | I am at least 18 years old[ ]  Yes  |
| Position       |
| Organisation name       | Organisation number (e.g. ACN/ARBN etc.)      |
| Residential or registered business address (not a post office box)      | Phone      |
| Postal address (if different from above)      |
| Email       |
| Signature \* | Date      |

|  |  |
| --- | --- |
| Name - individual or director / company secretary if the applicant/holder is a company      | I am at least 18 years old[ ]  Yes |
| Position       |
| Organisation name       | Organisation number (e.g. ACN/ARBN etc.)      |
| Residential or registered business address (not a post office box)      | Phone      |
| Postal address (if different from above)      |
| Email       |
| Signature \* | Date      |

|  |  |
| --- | --- |
| Name - individual or director / company secretary if the applicant/holder is a company      | I am at least 18 years old[ ]  Yes |
| Position       |
| Organisation name       | Organisation number (e.g. ACN/ARBN etc.)      |
| Residential or registered business address (not a post office box)      | Phone      |
| Postal address (if different from above)      |
| Email       |
| Signature \* | Date      |

Each applicant or holder that is a company must sign this authorisation in accordance with section 127 of the *Corporations Act 2001* (Cth).

**Authorised Holder Representative**

I/we understand and accept the responsibilities of the Authorised Holder Representative as defined in this letter.

I/we acknowledge that the individuals specified below are authorised to act upon the Authorised Holder Representative’s behalf to the full extent of this authorisation.

I/we acknowledge that unless and until the Authorised Holder Representative notifies the department otherwise, the Queensland Government will be entitled to rely upon this authority as evidence that these individuals are the authorised agents of the Authorised Holder Representative.

I/we agree if there are changes to this authority, or there are changes in the ownership of the Relevant Authorities, I/we will complete a new letter of authority and submit it to the Queensland Government, C/- Executive Director, Permits and Licensing. Unless and until such notification is received, the Queensland Government will be entitled to continue to rely on this authority.

I/we acknowledge that it is their responsibility to be informed of any actions undertaken by the applicant/holder and to inform the applicant/holder of any actions the Authorised Holder Representative takes.

I/we acknowledge that in regard to any activities and transactions under the EP Act, the Regulation or any associated Queensland legislation, any legislative requirement to notify either the applicant, or the holder of an environmental authority, may be met by notifying the Authorised Holder Representative, except where legislatively provided to the contrary, whether expressly or impliedly.

I/we acknowledge that details of the Relevant Authorities will be published on a register, which is subject to inspection/taking of extracts by members of the public, under section 540 of the Act and that this may include publication of details of the Authorised Holder Representative.

I/we acknowledge that in the event that the Relevant Authorities are transferred, or the Authorised Holder Representative is replaced, all existing personal information provided will be retained as part of the Relevant Authorities and will be available to the new holder where requested and historical information about holders and representatives will remain searchable on the public register in accordance with section 542 of the Act.

I/we acknowledge that all personal information provided as part of this nomination/authorisation will be used by the Department of Environment, Science and Innovation and the Department of Resources to administer the Relevant Authorities and will be retained as part of the Relevant Authorities as if the nominated Authorised Holder Representative was the holder.

I/we note that personal information collected by the departments will be managed in accordance with the *Information Privacy Act 2009* and will not be used for other purposes or disclosed to other entities without consent unless authorised or required by law. For more privacy information go to <https://des.qld.gov.au/help/legal/privacy>.

I/we acknowledge that it is an offence under the Act for a person to give false, misleading or incomplete documents or statements.

Authorised agents/representatives of the Authorised Holder Representative.

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| --- |
| Key contact name (complete if the Authorised Holder Representative is a company)      |
| Key contact’s position (complete if the Authorised Holder Representative is a company) |
| Other AHR employees, representatives or agents authorised to act on the AHR’s behalf (set out all individuals (including contractors) who are authorised agents of AHR)      |

Signature of Authorised Holder Representative named above.

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| --- | --- |
| Name – individual or company director/secretary if the Authorised Holder Representative is a company       | I am at least 18 years old[ ]  Yes |
| Organisation number (e.g. ACN/ARBN etc.)      |
| Position       |
| Company name       |
| Signature | Date      |

|  |  |
| --- | --- |
| Name – individual or company director/secretary if the Authorised Holder Representative is a company       | I am at least 18 years old[ ]  Yes |
| Organisation number (e.g. ACN/ARBN etc.)      |
| Position       |
| Company name       |
| Signature | Date      |

If the Authorised Holder Representative is a company, this acceptance must be signed in accordance with section 127 of the *Corporations Act 2001* (Cth).