

# Application for Registration Certificate for an Environmentally Relevant Activity (ERA)

Environmental Protection Act 1994  
Section 73D



Enquiries: 1300 22 55 77  
Address: PO Box 1860  
Rockhampton Qld 4700  
Email: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au)

## PRIVACY NOTICE

Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing the application for approval to operate a licensable premise. The Council is authorised to do this under the *Environmental Protection Act 1994*. This information may be given to State Government authorities for updating of environmental registers. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

## APPLICANT DETAILS

Name of Registration Certificate Holder (Individual, Partnership, Company)

Work Phone

Mobile Phone

Email

Postal Address

## ACTIVITY DETAILS

Trading Name

Location of Premise

Real Property Description

Lot(s)

Plan No. (RP, SP etc)

Town

Type or Description of Activity

If Mobile or Temporary which Local Government Area

\*Please see page 4 for payment options.

<b>OFFICE USE ONLY</b>	Date Received:	Licence No:
	Customer Service Officer:	Application Fee: \$                      GST Exempt

## ACTIVITY DETAILS CONTINUED

### Which situation best describes this application?

- I propose to conduct one or more new ERAs subject to development approval.

Development Approval Number:

- I propose to conduct one or more new ERAs subject to a code of environmental compliance.

- I propose to conduct one or more existing ERAs and the registration certificate is held by another person.\*

Registration Certificate Number:

**\* You must complete the dual signature requirement at the end of this form.**

- I am operating a Level 2 ERA operated under:

an existing deemed approval

an existing development approval

Approval Number:

and I did not apply for a registration certificate before 4 October 2005.

A deemed approval will continue to have effect unless the operator or scale of activity has changed since the activity was deemed to have an approval.

A development approval for a Level 2 activity will continue to have effect until the term of the development approval (if any) expires or the scale of activity changes.

Where a deemed approval or development approval no longer has effect, the operator of the activity must apply for a development approval and registration certificate.

**Are you applying to have multiple activities on a single registration certificate?**  No  Yes\*

*This includes two or more ERAs at a single premise; and one or more ERAs at two or more premises. Any of these combinations can include mobile or temporary ERAs.*

\* If Yes, you **MUST** complete Attachment 1 to demonstrate that all your activities are part of a single integrated operation (unless your activities are on the same development approval).

## CHECKLIST

Completed and signed application form

Supporting information (if applicable)

Full fees payable

## DECLARATION

With regards to the following questions, for a corporation this questions applies to any of the corporation's executive officers or another corporation that they have been an executive officer for. Otherwise this question applies to the applicant or another person of whom the applicant is a partner.

<b>Has the applicant ever:</b>	<b>Yes</b>	<b>No</b>
a) Received a penalty infringement notice, environmental protection order, restraint order or been convicted of an offence under the <i>Environmental Protection Act 1994</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
b) Had an environmental authority or registration certificate, or similar licence or permit (however called) under a corresponding law (whether administered by this state, another state or territory, the Commonwealth or another country), cancelled or suspended?	<input type="checkbox"/>	<input type="checkbox"/>
c) Been convicted of an environmental offence under a corresponding law (whether administered by this state, another state or territory, the Commonwealth or another country)?	<input type="checkbox"/>	<input type="checkbox"/>
d) Had an environmental authority or registration certificate, or similar licence or permit (however called) under a corresponding law (whether administered by this state, another state or territory, the Commonwealth or another country), cancelled or suspended?	<input type="checkbox"/>	<input type="checkbox"/>
e) Been convicted of an environmental offence under a corresponding law (whether administered by this state, another state or territory, the Commonwealth or another country)?	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked Yes to any of the above questions you must attach details of the offence or incident such as location, date, infringement amount, facts and circumstances, name of court, court reference number etc.

Attach any submissions you would like the administering authority to consider in assessing this information, which will be used in deciding whether you are a suitable person to be a registered operator.

If any Yes boxes were ticked the administering authority will issue a decision notice within twenty (20) business days of receiving the application. If all No boxes were ticked a decision notice will be issued within ten (10) business days.

I hereby apply for a registration certificate for the environmentally relevant activity as detailed in this application, and tender the prescribed fee and supporting documentation where required.

I am aware that the activity must not operate without a valid development approval for the ERA, unless the ERA is subject to a code of environmental compliance.

I will take all reasonable and practicable measures to comply with the relevant environmental requirements, including the conditions that apply to the activity I will be carrying out and the general environmental duty.

I am aware that it is an offence to knowingly provide false or misleading information.

**Name** (*Individual or Organisation*)

**Position** (*Proprietor, Director, Manager*)

**Signature**

Date: / /

If you are applying to conduct one or more existing ERAs and the registration certificate is held by another person, include the name and signature / agreement of the current registered operator.

**Current Registered Operators Name**

(*Individual or Organisation*)

**Position** (*Proprietor, Director, Manager*)

**Signature**

Date: / /

## PAYMENT OPTIONS



MAIL – Complete and sign the form and make your cheque/money order payable to 'Rockhampton Regional Council' and mail to PO Box 1860, Rockhampton QLD 4700.



IN PERSON – You can pay at Council's Customer Service Centre:  
232 Bolsover Street, Rockhampton;  
32 Hall Street, Mount Morgan;  
1 Ranger Street, Gracemere;  
70 Anzac Parade, Yeppoon.



TELEPHONE – Call 1300 22 55 77 (or from outside Australia call +61294235551) any time to pay with MasterCard or Visa. Payment will only be taken if completed documentation has been forwarded to Council.

### For More Information



PO Box 1860, Rockhampton Q 4700

**Phone** 1300 22 55 77

**Fax** 1300 22 55 79

**Email** [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au)

**Web** [www.rockhamptonregion.qld.gov.au](http://www.rockhamptonregion.qld.gov.au)

## Attachment 1

### Application for Registration Certificate for an Environmentally Relevant Activity (ERA)

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#### 1. ERAs to be included on registration certificate

List all the ERAs to be listed on the registration certificate (including any on an existing certificate that you would like combined with these new activities).

ERA NUMBER	ERA DESCRIPTION

#### GUIDE

Please answer the questions on this form in order, unless instructed to go to another question and label attachments alphabetically (eg "Attachment A").

2-5 While you are not required to provide supporting information, a single registration certificate will not be issued if the administering authority is not satisfied the activities will be carried out as a single integrated operation. These are the four criteria specified in section 73F of the Environmental Protection Act 1994 for determining whether the activities will be carried out as a single integrated operation.

#### 2. Are the activities listed in section 1 above carried out under the day-to-day management of a single responsible person (eg Site Manager. Operations Manager)?

- No You will not be issued with a single registration certificate.  
 Yes Please list name and position of responsible person.

Name of Responsible Person	Position of Responsible Person

**3. Please complete this question if your activities are to be carried out at two or more places at or about the same time.**

Are you activities sufficiently close in distance to make feasible the integrated day-to-day management of the activities?

No You will not be issued with a single registration certificate.

Yes Please attach information supporting this.

*Supporting information could include an operations manual, map or plan that shows where all the sites are located and how environmental management is integrated across the site.*

**4. Are the activities operationally interrelated?**

No You will not be issued with a single registration certificate.

Yes Please attach information supporting this.

*Supporting information could include a statement about your business and the services it provides, an explanation of the role each activity plays in the enterprise as a whole, including how one activity affects the other.*

**5. Does this integrated operation of the activities lead to a lower risk of environmental harm being caused by the activities?**

No You will not be issued with a single registration certificate.

Yes Please attach information supporting this.

*An example of causing a lower risk is: the design and operation of boiler plant to effectively and efficiently use by-products for energy generation rather than disposal.*

**6. Have you attached any other plans or documents that you think would assist the administering authority in making a decision about whether the activities will be carried out as a single integrated operation?**

No

Yes Please attach information supporting this.

*An example of this is an integrated Environmental Management System (IEMS). The EPA does not require that operators have a certified management system.*

**7. Declaration**

I hereby apply for a registration certificate for the environmentally relevant activity as detailed in this application, and tender the prescribed fee and supporting documentation where required.

I am aware that it is an offence to knowingly provide false or misleading information.

**Name** (Individual or Organisation)

**Position** (Proprietor, Director, Manager)

**Signature**

Date: / /