

## APPROVALS PROPOSAL PATHWAY FORM

### PURPOSE

This form is for applicants seeking approval for new works, new research or for current licence holders, seeking amendment to their current licence. The different pathways available for proponents are; (1) no approval requirement, (2) general exemptions, (3) exemptions under the Act, (4) research, development and demonstration projects (RD&D); (5) licence amendment, (6) fast track works approval and (7) standard – works approval.

### HOW TO COMPLETE THIS FORM

Guidance on how to complete this form is provided in *EPA publication 1560 Approvals proposal pathway – Guidelines*. If you require further clarification you may contact EPA by email [approvals.applications@epa.vic.gov.au](mailto:approvals.applications@epa.vic.gov.au) or on phone 1300 EPA VIC (1300 372 842).

Once you have completed the form, forward it to [approvals.applications@epa.vic.gov.au](mailto:approvals.applications@epa.vic.gov.au) or for hardcopy to Environment Protection Authority (GPO Box 4395, Melbourne 3001). At this stage no application fees apply. Please note that incomplete forms will be returned to the applicant with a request to provide further information.

### STRUCTURE

The form is divided into three parts; (1) **Proposal form** which is a general information part and explains what documents to include with the proposal. (2) **Key questions** which together with (3) **Engagement/consultation** will help the EPA make a pathway decision.

The person completing this form must have the authority to make this submission on behalf of the applicant.

### APPLICANT STATEMENT

**I declare that to the best of my knowledge the information in this form is true and correct:**

Position held:

Full name:

Signature:

Date:

## 1. PROPOSAL FORM

### 1.1 General information

Individual/Company name (Legal)	
ABN/ACN	
Registered Office address	
Billing address	
Relevant current EPA Approval/licence number*	

\* For existing Approval/licence holders.

### CEO contact details

Name	
Phone	
Email	

### Premises

Premises address	
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**Please note EPA expects that Landowner consent has been granted.**

### 1.2 Primary company contact details

Name	
Position	
Phone	
Email	
Postal address	

If a Consultant/Environmental Auditor has been engaged, please provide details:

Name	
Position & Company	
Phone	
Email	

**1.3 Works details**

Project/Works Name	
Cost of Works	

**1.4 What type of business is the premise?**

*(see Appendix 1 in the guidelines for category of scheduled premise)*

[insert text here]

**1.5 Describe what you are planning to do in the expandable box below**

[insert text here]

**Documentation to be included**

Please provide the following information with your proposal form and pathway documentation. Documents supporting answers given in section 2 and section 3 needs to be included. Further details are provided in **EPA Publication 1560 Approvals proposal pathway – Guidelines**.

Administrative:

- Certificate of Incorporation (Company); or
- Certificate of Registration (Business) as appropriate

Maps:

- Site plan
- Locality plan
- Planning zone map
- Attach a map of any sensitive receptors in the area.

Engagement / consultation:

- Evidence of engagement / consultation
- Any templates and supporting information used to the form. Templates can be found in guidance document.

**Supporting Documents:**

Please submit any documents you may have supporting the information provided in this form.

**Commercial in confidence**

Commercially confidential material should only be submitted where it is pertinent to the proposal and should be: (a) provided only within a separate appendix and not within the proposal and (b) be clearly marked 'commercial in confidence'. EPA prefers to receive any commercial in confidence document as hard copy rather than electronic copies. This material will be filed separately to ensure security.

**2. KEY QUESTIONS**

In answering the questions in this section and section 3 you must provide the EPA with sufficient information to determine which pathway is suitable for the proposed work.

Please insert your answers in the expandable text boxes below or in cross referenced appendices where appropriate (i.e. for modelling results, emissions data or estimations etc.). Applicants must not submit false or misleading information.

**2.1 What changes in emissions, discharge or other impacts to the environment do you expect as a result of the proposal?**

To where (air, land, water, odour and noise), as what (what type of substances), from where (incinerator, waste treatment etc.) and quantity (per day, per week, per month, per year)?

[insert text here]

**2.2 Please explain why your proposal and its inherent changes should be considered best practice.**

For some pathways the proponent will need to demonstrate that the proposed work has a low impact on the environment, as well as on the community. The impact on the environment can be reduced by using *best practice technology*. Further information and guidance on demonstrating best practice can be found at: <http://www.epa.vic.gov.au/business-and-industry/guidelines/demonstrating-best-practice> or through contacting the EPA.

[insert text here]

**2.3 Please explain how your proposal will incorporate waste minimisation principles and how you have sought to minimise impact of the environment.**

A way of reducing your environmental impact is to use EPA guideline documents related to your specific scheduled premises. If you have reduced your impact of the environment, please describe in what way and refer to the information used. For more information, please look in the guidelines to this document.

[insert text here]

**2.4 If waste is handled, generated or stored on the premise, please describe the nature of this waste, the expected quantities and management of these waste streams.**

[insert text here]

**2.5 Is the proposal related to technology development?**

This could be that it relates to research, development or testing of a new technology, process or plant. If these conditions apply, please refer to EPA publication 1369 Guidelines for Research, Development and Demonstration Approvals, and provide relevant information i.e. the purpose of the RD&D project, its scale and duration.

[insert text here]

**2.6 Will there be changes to your current licence?**

*(this question is only applicable for current licence holders)*

Highlight the proposed changes in the relevant existing condition of your licence and provide supporting evidence to demonstrate how the proposed change will affect/not affect the environment.

[insert text here]

**2.7 Are there special circumstances that apply?**

For example is there other legislation related to the project or other approvals (i.e. planning permits) that are still pending?

[insert text here]

**3. ENGAGEMENT / CONSULTATION**

For your application to be accepted, you must have done engagement / consultation or be able to clearly demonstrate it is not applicable because there is no risk and no concern to human health or the environment. To find out how to do engagement / consultation see the guide to this form. If you decide to not do this, there is no evidence whether the proposed work will have a high or low impact and end up in a different pathway. Do not forget to attach the supporting documents for this with the proposal.

**3.1 Have you identified potential impacted / interested stakeholders?**

EPA wants to know if you have identified surrounding stakeholders that potentially will have an opinion of the proposal (for information about this see appendix 3, 4 and 5 in the guidelines).

[insert text here]

**3.2 Describe the engagement / consultation with stakeholders you have done.**

What type, with whom, have you met on multiple occasions etc.

[insert text here]

**3.3 What was the response from the stakeholders?**

Provide EPA with evidence that stakeholders know about your proposal, what their concerns are (if any) and how these were addressed. For verification purposes include stakeholder contact information (e.g. scanned attendance list with contact information).

[insert text here]

**FEEDBACK**

Please provide any feedback concerning this form or the guidelines to this form:

[insert text here]

**PROCESS AFTER THE FORM IS SUBMITTED**

Following submission of your proposal form and any required supporting information, a decision will be made within two weeks concerning which pathway is suited for the proposal. The procedure after this depends on the specific timelines for the different pathways (shown in Table 1). For more information please read the guidelines to this document.

**Table 1 – The different pathways have different time frames from pathway decision until the final decision is made.**

Pathway	Pathway proposal decision	Further stages	Final decision
<b>No approval requirement</b>	2 weeks	No	–
<b>General exemption</b>	2 weeks	No	–

Pathway	Pathway proposal decision	Further stages	Final decision
<b>Exemption under the Act</b>	2 weeks	No	2 weeks after pathway proposal decision*
<b>Research Development &amp; Demonstration</b>	2 weeks	Application process	30 days after application has been accepted
<b>Licence amendment</b>	2 weeks	Assessment process	60 days after application has been accepted
<b>Fast track Works approval</b>	2 weeks	Application process	6 weeks after application has been accepted
<b>Standard works approval</b>	2 weeks	Assessment process	3 months after application has been accepted

\* could be changed if additional information is required.