

Approvals proposal form and pathway guidelines

Guidelines



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Approvals proposal form and pathway guidelines

Statement of purpose

These guidelines will assist approval applicants to complete the approvals proposal form and pathway - Form . Approval applicants are encouraged to use this document when filling in the form to enable EPA to efficiently determine the approval pathway of your proposal.

These guidelines provides information about:

- the approvals proposal form and pathway
- the pathway decision framework.

Legal status

This guideline provides assistance with the approval pathway selection/ proposal stage, which is not a statutory process.

If an applicant does not complete the form and provide all available supporting documents EPA cannot determine a suitable pathway, and therefore may not accept an application.

This document has been created in consultation with EPA staff members and stakeholders.

Definitions

Table 1.1: Key terms used in this document

Term	Definition
The Act	The <i>Environment Protection Act 1970</i> provides a legal framework to protect the environment in the State of Victoria. It applies to noise emissions and the air, water and land in Victoria, the territorial sea along the Victorian coast and to the discharge of waste to the Murray River from any premises in Victoria.
PIW	Prescribed Industrial Waste defined in regulation 5(1) of the Environment Protection (Industrial Waste Resource) Regulations 2009.
Premises	Where the proposed works will take place.
Environmental impact	The Act defines 'environment' as the physical factors of the surroundings of human beings including the land, waters, atmosphere, climate, sound, odours, tastes, the biological factors of animal and plants and the social factor of aesthetics. Environmental impact is a change or effect on the environment as a result of a proposed project.
Incinerator	A waste treatment process involving combustion of material, converting waste into ash, flue gas, and heat. The flue gases must be cleaned of gaseous and particulate pollutants before they are dispersed into the atmosphere.
Treatment onsite	Treatment process occurring at the premises with no transportation requirements.
Unabated noise	A source of noise with no treatment onsite to reduce the level of noise.

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The approvals process

The approvals proposal form and pathway - **Form** is the first step towards gaining an approval from EPA. The information you provide in this form allows EPA to determine what level of assessment is required for your development proposal and the most appropriate approval pathway. The different approval pathways include: exemptions; research, development and demonstration; fast track works approval; and standard works approval. If you would like to apply for an approval not listed here please consult EPA's website at www.epa.vic.gov.au.

The complete process steps for these EPA approvals are outlined below. Steps 4 and 5 of the approvals process will vary depending on the proposal's approval pathway.

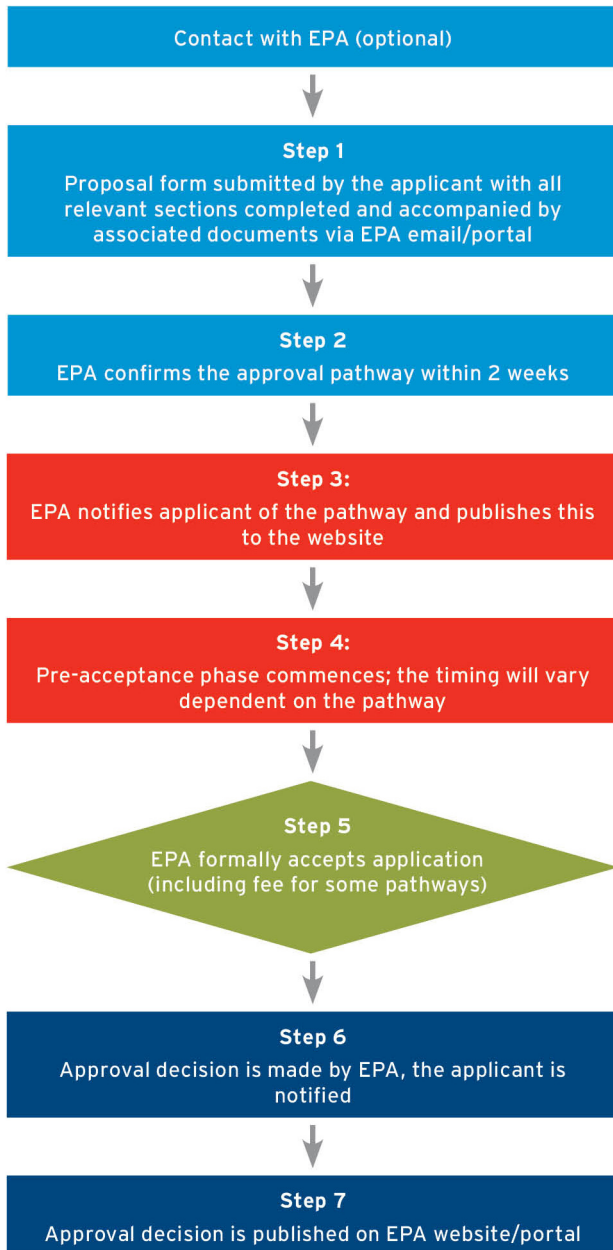


Figure 1.1 EPA approvals process steps

The proposal pathway may change if EPA detects discrepancies in the information provided or discovers risks that were not previously realised. EPA will inform applicants when there are instances of pathway change.

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The assessment pathway selection tool

EPA uses the assessment pathway selection tool as a risk-based and responsive model to determine the focus areas for assessment of development proposals. The tool enables applicants to determine their likely approval pathway prior to submitting the form. An overview of the tool is provided below.

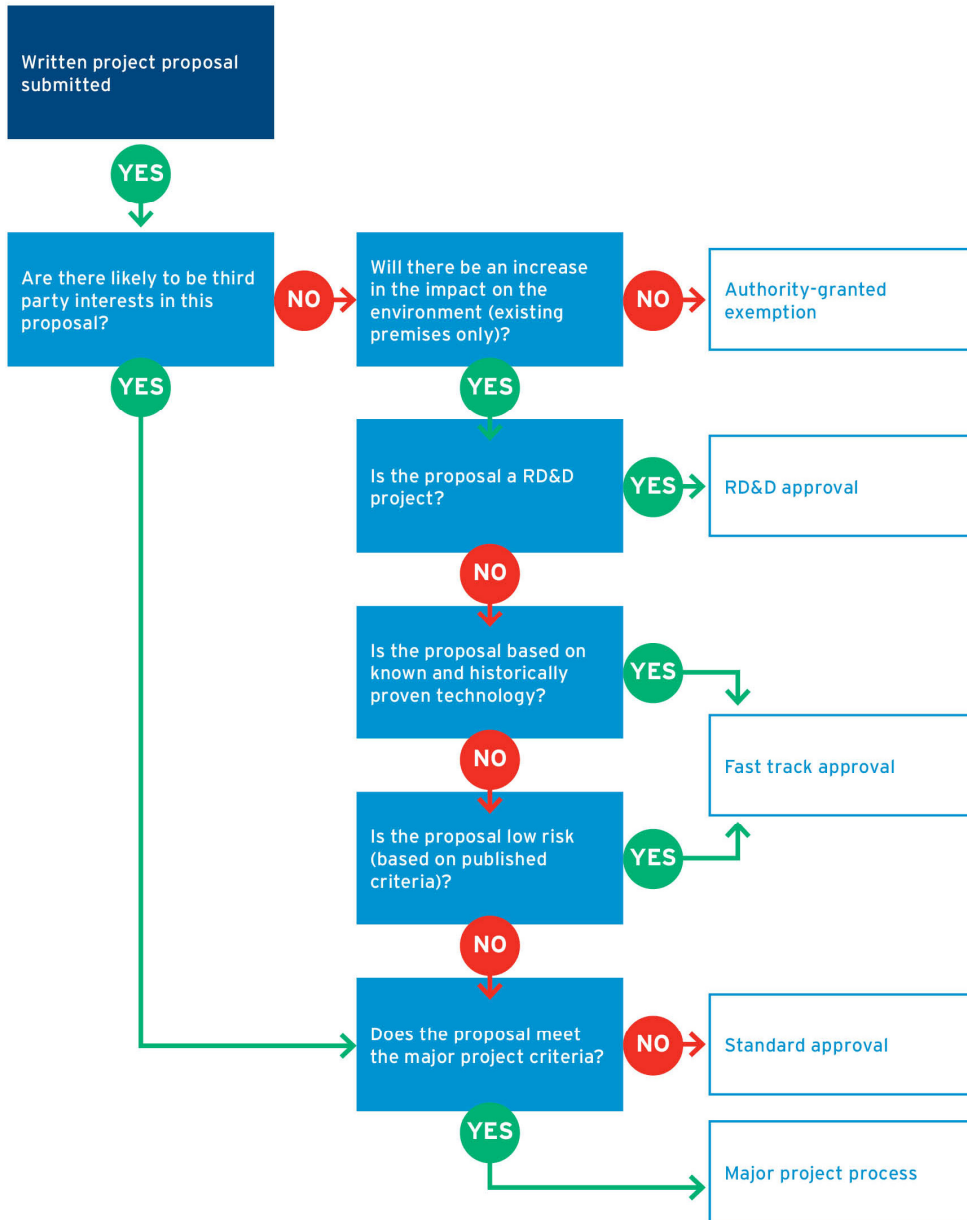


Figure 1.2 EPA pathway selection tool

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Table 1.2: Applicable sections in the approvals proposal form and assessment pathway for each approval type

Approval type	1 Proposal form	2 Exemptions	3 Stakeholder/ third-party interest	4 Exemption under the Act	5 RD&D	6 Works approval
General exemptions	✓	✓	Optional			
Exemptions under the Act	✓		✓	✓		
Research development and demonstrations (RD&D)	✓		Optional		✓	
Standard and fast track works approval	✓		✓			✓

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Approval pathway decision framework

The approval pathway decision framework model represents where approval types sit in relation to each other, depending on the levels of environmental and stakeholder impact.

The framework can be used by applicants to self-assess what approval pathway may be decided upon for their development proposal. The pathway is confirmed by EPA.

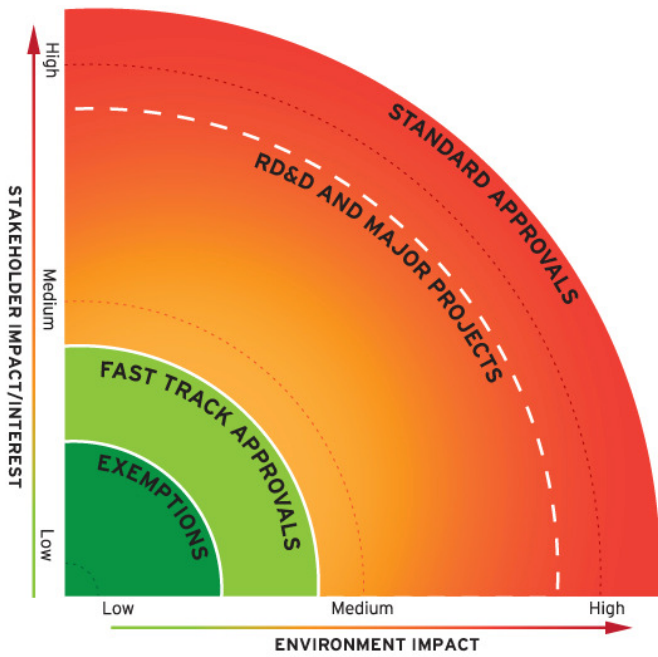


Figure 1.3 The Approval Pathway Decision Framework Model

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Table 1.3 Approval types

Exemption	Fast track works approval	Standard works approval	Research, development & demonstration (RD&D)	Major projects
CRITERIA				
<p>Exemption under Environment Protection (Scheduled Premises & Exemptions) Regulations 2007 (the Regulations).</p> <p>New plants may be exempt under the Regulations.</p> <p style="text-align: center;">OR</p> <p>For an exemption under section 19A of the <i>Environment Protection Act 1970</i> the applicant must satisfy EPA that the exemption will not:</p> <p>(a) adversely affect the quality of any segment of the environment; or</p> <p>(b) adversely affect the interests of any person other than the applicant.</p> <p>Exemptions under The Act can only be considered for existing licence holders.</p>	<p>Low-risk proposal.</p> <p>Low risk of impact on community and environment.</p> <p>Historically proven technology.</p> <p>Early community engagement.</p> <p>Statutory advertising period: 21 days.</p>	<p>Standard proposal.</p> <p>Required when new equipment to be installed will result in one or more of:</p> <ul style="list-style-type: none"> the discharge of waste to the environment an increase in, or alteration to, an existing discharge a change in the way waste is treated or stored. <p>Statutory advertising period: 21 days.</p>	<p>Pilot-scale proposal.</p> <p>Typically limited in scale, duration and environmental impact.</p>	<p>Significant state project.</p> <p>Impact on the environment and/or the community.</p> <p>Administered/triggered under:</p> <ul style="list-style-type: none"> <i>The Environmental Effects Act 1978</i> <i>Major Transport Projects Facilitation Act 2009.</i> <p>Community input prescribed by the above Acts.</p>
DECISION				
4 Weeks after proposal form is received.	6 weeks after application is accepted.	3 months after application is accepted.	30 days after application form is received.	Determined by the Minister for Planning.

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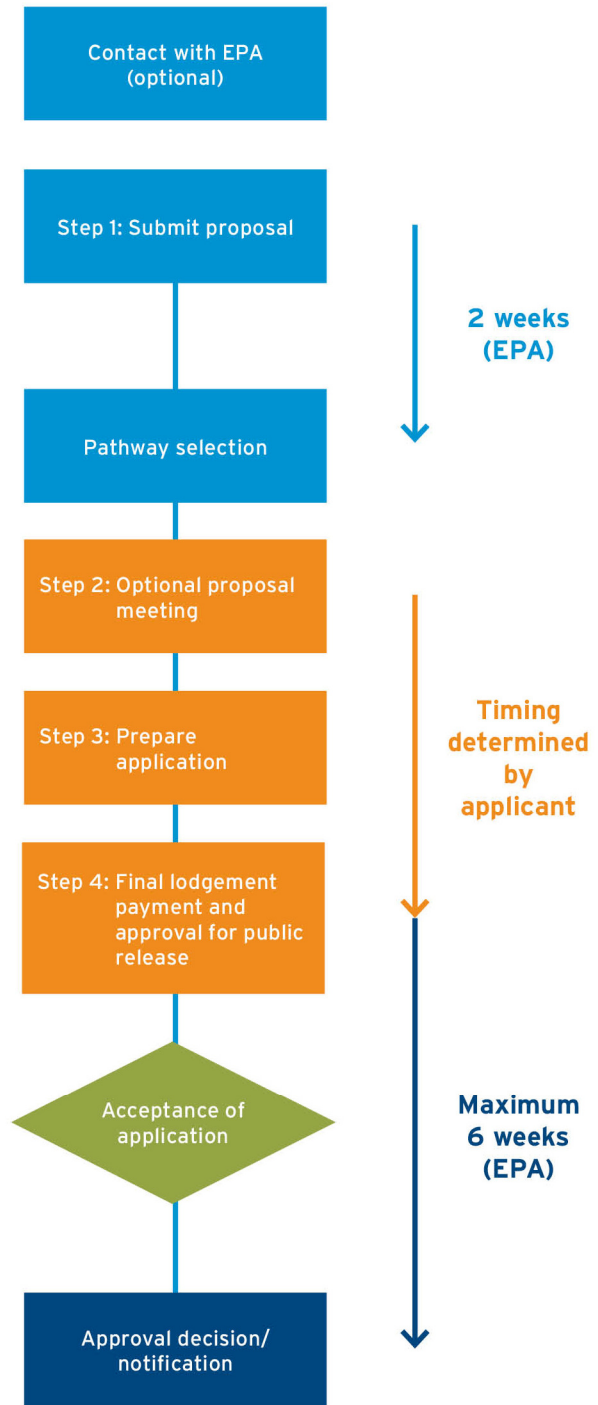
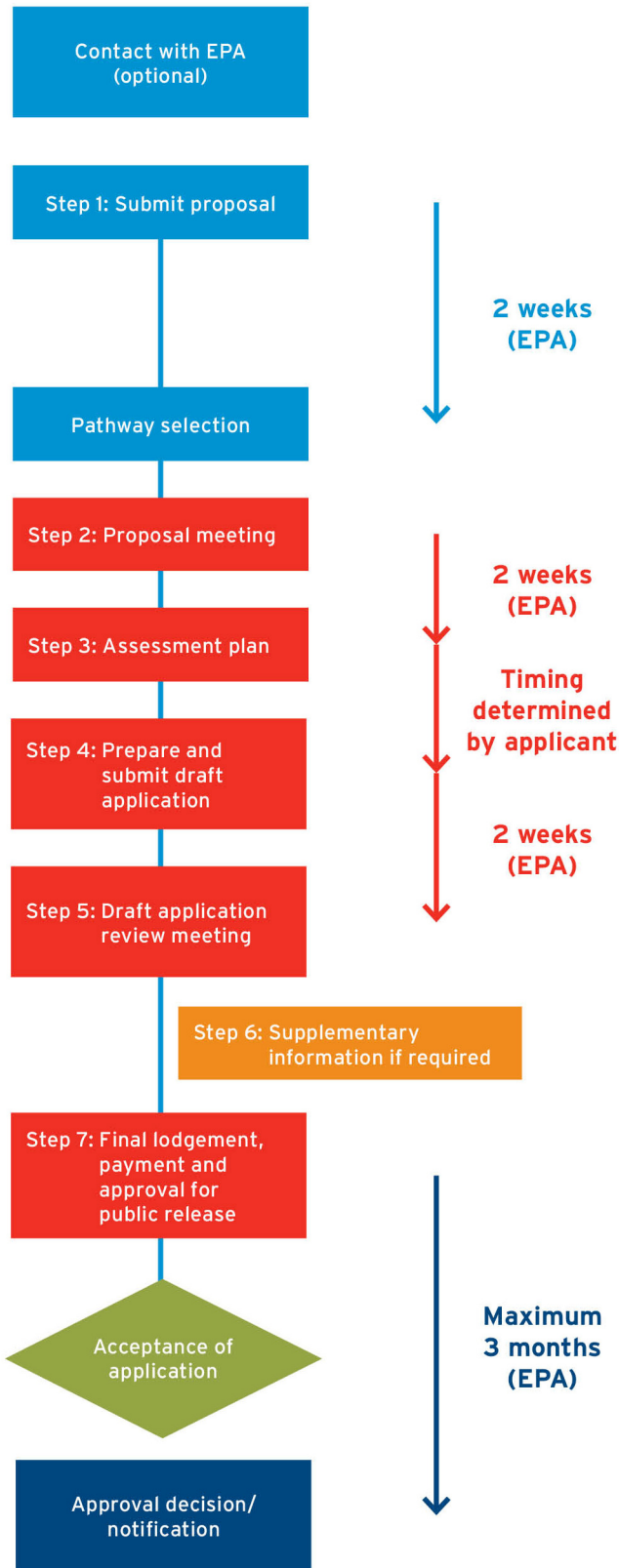


Figure 1.4 Summary of standard works approval process

Figure 1.5 Summary of fast track works approval process

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Standard works approval

EPA uses the standard works approval pathway for proposals that have a medium to high likely impact to the environment and/or stakeholders. From acceptance of the final application, payment of fees and approval for public release, EPA aims to notify applicants of its approval decision within three months.

Fast track works approval

EPA has a fast track works approval pathway for proposals that EPA assesses, which have a low impact to the stakeholders, and either propose known historically proven technologies or are a low risk to the environment based on our published selection criteria (the form). These fast track proposals require applicants to demonstrate early engagement with the community and give EPA confidence that stakeholders' interests/impact are adequately addressed and the environment impact is likely to be low. The applications will be made by companies with a proven track record in accordance with EPA's information databases.

EPA will provide fast track status on the basis of information in the proposal, although this may change if:

- the applicant makes changes to the proposal after the fast track assessment pathway is selected
- the application contains contradictory information or information is missing
- unforeseen community or referral agency concerns are raised.

When a works approval (standard or fast track) has been approved, the construction phase can begin.

At the completion of works, applicants can request commissioning approval. In the case of partial completion of works, the applicant can request approval from EPA for partial operation of the facility. Only at the finalisation of all works will EPA give the approval to operate the entire facility specified in the approval.

Commercial in confidence

EPA asks that commercial in confidence material is not incorporated in the proposal. It should be included only if necessary as a separate appendix and 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.

Contacting EPA

If you have any questions at any stage of the approvals process, please contact EPA.

Email: approvals.reform@epa.vic.gov.au

Phone: 1300 EPA VIC (1300 372 842)

Approvals proposal form and pathway: How to complete sections 1 to 6

1. Proposal

The proposal section of this document is a mandatory section for anyone applying for an approval for new works from EPA and it is part of the pre-application process. If you are unsure if an approval is required or have any questions when completing the proposal form, please contact EPA.

Please be advised that all information provided by you in the form will be publicly available. Should you wish to provide information that is commercial in confidence, please post hard copies only to EPA at:

EPA Victoria, 200 Victoria Street, Carlton, 3053.

1.1 General information

Company details - the applicant must be the occupier of the premises who will be in control of the discharge or management of waste for the proposal. Provide the registered company name, the Australian Company Number (ACN), the CEO contact details and the registered office address.

Individual details - if you are not an incorporated company then you will need to provide the individual legal names and your Australian Business Number (ABN).

1.2 Relevant premises address

Provide the premises address of where the proposed works will take place.

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1.3 Primary contact details

Provide contact details for the person who will be dealing with EPA. If you are using a consultant or environmental auditor to assist with your application, you may also provide their details. It is important that you provide all of the details requested here so that EPA may communicate easily with the key contact as required.

1.4 Works details

Provide the cost of the project; this is the cost of the proposed works that causes your activity to require an approval. This includes items such as plant, equipment and controls. It does not include items such as offices and car parks.

This section also has a small space for a clear, simple and short explanation of your proposal, under the heading of summary of works.

1.5 Scheduled Premises category

The Environment Protection (Scheduled Premises and Exemptions) Regulations 2007 (the Regulations) list those industry and activity types that are scheduled and therefore may require an EPA works approval.

Indicate the reason why your project requires a works approval. Using Appendix 1, provide the schedule category and summary description for your project; for example, A03 sewage treatment or G01 chemical works. For a number of schedule categories, a works approval is required if the works will result in the premises exceeding the threshold given in the regulations.

Note that a works approval is not required in some circumstances where the activity:

- is required by an existing EPA licence or notice
- is permitted by a research, development and demonstration approval
- is only for the purpose of general maintenance
- is at a premises with an accredited licence and meets Section 26D(2)
- is exempt under the Environment Protection (Scheduled Premises and Exemptions) Regulations 2007.

1.6 Council planning and other approvals

Most proposals requiring an EPA approval will also require some form of planning approval. This may be a planning permit, a planning scheme amendment, or an Environment Effects Statement. If you are not sure whether your proposal requires planning approval, contact your local council. The form requires you to identify your planning zone and the planning requirements in which your premises are located. Tick the box to inform us if the proposed works are allowed in the zone you are proposing with the current planning scheme. Then list the approving authority; this may be a local council or state government department or agency.

Some projects will require approval from other agencies. These approvals may include trade waste agreements, mining permits or coastal consents. List any other approvals that are required and the relevant agencies. Indicate whether you have applied for or have received these approvals.

You may already have had contact with EPA and hold documents such as a licence, a notice, an approval, a permit, an Environment and Resource Efficiency Plan (EREP) or a sustainability covenant. List any EPA documents held, either for this site or for other sites in Victoria.

1.7 Major projects

In order to more efficiently coordinate with stakeholders, EPA needs to know if your proposed project fits the profile of a major project. This is any project that falls under the *Major Transport Projects Facilitation Act 2009* or the Environment Effects Statement under the *Victorian Environment Effects Act 1978*. If your project falls under one of these categories EPA will require a higher level of resource to assess the proposal. The proposal may still be eligible for a fast track works approval.

Major Transport Projects Facilitation Act 2009

The purpose of this Act is to facilitate the development of major transport projects. This Act is administered by the Department of Transport, Planning and Local Infrastructure (DTPLI). If you are unsure whether or not your proposal is being assessed under the Major Transport Projects Facilitation Act, you should contact DTPLI on (03) 9208 3333 or www.dtpli.vic.gov.au.

Environment Effects Statement under the Victorian Environment Effects Act 1978

In Victoria, environment assessment of the potential environmental impacts or effects of a proposed development may be required under the *Victorian Environment Effects Act 1978*. The process under this Act is not an approval process itself; rather, it enables statutory decision-makers (ministers, local government and statutory authorities like EPA) to make decisions about whether a project with potentially significant environmental effects should proceed. Even though a project may fall under this Act a works approval from EPA could be required. The Environment Effects Act is administered by the

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Department of Transport, Planning and Local Infrastructure (DTPLI). If you are unsure whether or not your project will need an Environment Effects Statement, you should contact DTPLI on (03) 9208 3333 or www.dtpli.vic.gov.au.

What documents need to be included

Administrative:

- Provide a Certificate of Incorporation to EPA which includes the registered company name, the Australian Company Number (ACN) and the registered address for the proposal applicant. Individuals need to provide the legal names in the form if incorporation is not applicable.

Maps (all should contain orientation and scale):

- Attach a **site plan** showing the layout of your proposal. The site plan should be drawn to scale and indicate the site boundary and premises dimensions, any buildings, roads, discharge points or sampling locations. It should also show any features relevant to your application, for example: ponds and drainage; or storage areas and bunding.
- Attach a planning **locality plan** showing surrounding land uses. The plan should cover a 2-kilometre radius and indicate **clearly**; road names at the premises borders, houses, waterways and any other features relevant to your application. If possible, please provide the locality plan in one of the following format extensions: .gdb, .mdb, .e00, .sde, .sdx, .dxf, .cad, .dgn, .dwg, .tab, .map, .csv, .dat
- Attach a planning **zoning map** showing current land use zones.
- Attach a map of any sensitive land uses in the area. Sensitive land uses include land used for a residential dwelling (other than a caretaker's house on industrial or commercial premises), hospital, school, caravan park or other similar use involving the presence of individual people for extended periods (except in the course of their employment or recreation). The map should include details of buffer distances, and documentation of mechanisms put in place to mitigate environmental risk.

Community engagement

- Include a stakeholder analysis clearly identifying stakeholders.
- Include evidence of all community engagement undertaken and/or planned for the proposed works (completed template as per appendices 3, 4, 5 and 6).

Supporting documents

Please submit any documents you may have that support the information provided in the form. This is information used to answer the questions asked in the form and to assist EPA's determination of the correct pathway selection i.e. air emissions testing, noise modelling etc. Further documentation may be requested at the assessment stage.

2. General exemptions - Environment Protection (Scheduled Premises and Exemptions) Regulations 2007

Some activities are exempt under the Environment Protection (Scheduled Premises and Exemptions) Regulations 2007. Columns 2 and 3 of the Scheduled Premises Table (Schedule 1) within the regulations provide the industry-specific thresholds and exemptions and if your activity is not listed in the table, then EPA approval is not required. Part 3 of the general exemptions regulations lists discharges to specific segments of the environment such as noise, air, land or water, and wastes.

Applicants for general exemptions do not have to be EPA licence holders. General exemptions do not require a formal EPA exemption letter, only exemptions granted under The Act do.

If your proposal will generate an increase in any of the environment segments (noise, air, land or water discharge and/or waste) you will need to fill out each relevant section listed in the table.

2.1 Noise - is the proposal potentially noisy?

2.1.1 Less than 80dB(A) emitted

Identify the sources and types of your noise emissions. Select yes to question 2.1.1 if your proposal includes equipment that will emit less than 80dB(A) sound power level. Select no if the equipment will emit equal to or above of 80dB(A) sound power level and submit the sound power ratings of equipment with the proposal form.

Section 9 of the Regulations states:

1. A works approval under section 19A(1)(d) of the Act is not required with respect to emissions of noise from a source emitting less than 80dB(A) sound power level.

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2. A works approval under section 19A(1)(d) of the Act is not required with respect to emissions of noise from premises that do not otherwise require works approval in respect of the premises.
3. Subregulation (2)(above) does not apply with respect to emissions of noise from premises of a type numbered A08, D07, F02, F03, G03 or K01 in column 1 of the Table in Schedule 1.

EPA recommends that if the sound power level is greater than 80dB(A) and closer than 100 meters to a sensitive receptor, then an acoustic assessment is undertaken.

2.1.2 Industry not able to gain exemption for noise

A works approval for noise may be required only for the following Scheduled Premises:

- A08 (Waste to energy)
- D07 (Milk processing)
- F02 (Fibreboard)
- F03 (Paper pulp mills)
- G03 (Oil and gas refining)
- K01 (power stations).

This has been considered in the Regulatory Impact Statement associated with the Environment Protection (Scheduled Premises and Exemptions) Regulations 2007. A copy can be obtained at: <http://www.epa.vic.gov.au/~media/Publications/1118.pdf>.

The statement describes on pages 40 and 41 that it was decided, after consultation, to only require a works approval for some specific activities such as pulp and paper, oil and gas refining, gas compressor stations, power stations, milk processing, waste to energy, road tunnel ventilation systems. An exemption for insignificant emissions was also made available.

These particular industries were selected based on the following factors, which can render them at higher risk of significant noise emissions:

- a. sources that, once installed, are very difficult or costly to abate and would result in long-term exposure and impact upon residents
- b. sources intended to operate at night and would cause sleep disturbance
- c. sources for which retrofit noise control is not routinely available
- d. the scale and complexity of the premises, such as those with numerous sources that contribute to the cumulative noise impact
- e. sources that are usually operated outside the building envelope, or which would require attenuation of the building if the equipment were located indoors.

If noise emissions from the sources of the proposed works emit above 80dB(A) sound power level, you are not eligible for an exemption and a works approval may be required.

2.2 Air - are you proposing to discharge to air?

2.2.1 Incinerator or afterburner

There may be residual air emissions from incinerators and afterburners after treatment of flue gases. In this question EPA is asking whether you are proposing to install an incinerator or afterburner. They may be standalone systems or part of another piece of equipment.

2.2.2 Discharge and emission from a source other than an afterburner / incinerator

Identify the emission rates of the indicators applicable to your proposal that are listed below. If your proposal will emit above the levels listed you require a works approval.

- 100 kg per day oxides of Nitrogen
- 10 kg per day oxides of Sulphur
- 100 kg per day Carbon Monoxide
- 10 kg per day particles (except asbestos and heavy metals)
- 5 kg per day volatile organic compounds except for the emission of odorous compounds or any substance classified as a class 3 indicator in State Environment Protection Policy (Air Quality Management)
- 0.1 gram per minute of any substance classified as a class 3 indicator in State Environment Protection Policy (Air Quality Management) (Refer to list of Class 3 indicators in Appendix 2).

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2.3 Land or Water - are you proposing to discharge to land or water?

Wastewater discharges that go to sewer do not require a works approval as they are covered by trade waste agreements with water corporations and are not considered to be a discharge to the environment.

2.3.1 Enclosed drain connected to sewer

If your application is related to discharges or deposits to land or water from an enclosed drain connected to sewer, you may be exempt from works approval.

2.3.2 Stormwater drainage

If your application is related to discharges or deposits to land or water from stormwater drainage, you may be exempt from works approval.

2.3.3 Emergency relief structure or other installations in the sewers of a sewerage authority

If your application is related to discharges or deposits to land or water from an emergency relief structure or other installations in the sewers of a sewerage authority, you may be exempt from works approval.

2.3.4 Effluent reuse scheme or activity

If your application is related to discharges or deposits to land or water from effluent reuse scheme or activity which meets discharge, deposits and operating specifications acceptable to the Authority (EPA), you may be exempt from works approval. In these cases, proponents seeking an exemption must submit an environment improvement plan (EIP) to EPA or a health and environment management plan (HEMP) to the Department of Health. The Department of Health (DoH) must endorse the HEMP before EPA can approve it. DoH endorsement consists of its approval of a recycled water quality management plan (RWQMP), which then forms a part of the HEMP. There is no fixed timeline for approvals requiring HEMP endorsement.

At this proposal stage, the applicant doesn't need to submit any plan. Once the pathway has been selected, EPA will then inform the applicant of the following steps required.

Additional guidance is provided in *EPA Publication 464: Use of Reclaimed Water* and *Publication IWRG 632: Industrial Water Reuse*.

2.4 Wastes - are you proposing to store, handle, treat or dispose of waste?

2.4.1 Biomedical waste

This question asks if your works store biomedical waste. Biomedical waste is defined as solid waste generated during the diagnosis, testing, treatment, research or production of biological products for humans or animals. It includes syringes, live vaccines, laboratory samples, body parts, bodily fluids and waste, sharp needles, cultures and lancets. Due to the potential for biomedical waste to be detrimental to human health, legislation requires such facilities to follow procedures that protect the public from coming into contact with it.

2.4.1.1 Do you propose to store more than 40 cubic metres of biomedical waste?

If at any time at all you will store more than 40 cubic metres of biomedical waste you need to select yes for this section. If your works store above 40 cubic metres of any biomedical waste a works approval will be required.

2.4.1.2 Exempt from biomedical waste under 40 cubic metres storage

If you are a municipal council, hospital, an ambulance service or any organisation appointed by the State Coordinator of DISPLAN select yes to the question. DISPLAN is the Victorian state emergency response plan referred to in section 10 of the *Emergency Management Act 1986*. If you are not, continue to Section 6 of the form as a works approval may be required.

2.4.2 Temporary onsite waste treatment

If your works application is related to a temporary plant for the onsite treatment of waste where the activity meets technology, deposit, discharge and emission specifications acceptable to the Authority (EPA) and which is limited to a maximum cumulative operating time of 12 months within any three-year period, you may be exempt from works approval. In these cases, proponents seeking an exemption must submit an environment improvement plan (EIP) to EPA or a health and environment management plan (HEMP) to the Department of Health.

At this proposal stage the applicant doesn't need to submit any plan. Once the pathway has been selected then EPA will inform the applicant of the following steps required.

EPA Publications found on our web site will assist you in determining if the technology, deposit, discharge and emission is acceptable to the Authority (EPA).

2.4.3 Biosolids reuse scheme

If your works application is related to a biosolids reuse scheme or activity which meets deposit and operating specifications acceptable to the Authority (EPA), you may be exempt from works approval. In these cases, proponents seeking an exemption must submit an environment improvement plan (EIP) to EPA or a health and environment management plan (HEMP) to the Department of Health. The Department of Health (DoH) must endorse the HEMP before EPA can approve it.

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DoH endorsement consists of its approval of a recycled water quality management plan (RWQMP), which then forms a part of the HEMP. There is no fixed timeline for approvals requiring HEMP endorsement.

At this proposal stage the applicant doesn't need to submit any plan. Once the pathway has been selected then EPA will inform the applicant of the following steps required.

Additional guidance is provided in ***EPA Publication 943 Guidelines for environmental management: biosolids land application***. The biosolids land application will assist you in determining if your reuse scheme or activity is acceptable to the Authority (EPA).

2.4.4 Municipal landfill serving less than 500 people

If your works relate to municipal landfill facilities occupied by a municipal council and serving less than 500 people you may be exempt from works approval under section 19A of the Act.

However, any act including any construction, installation or modification of plant, equipment or process that change the operation which is likely to increase or alter waste discharge or emissions will require EPA approval (i.e. works approval, works approval exemption, notice, licence amendment etc.). See section 19A of the Act for details.

Some examples are:

1. Increase the height of the landfill - this will most likely will require a works approval.
2. Change the pre-settlement contours - a works approval may not be required if there is no net increase in waste capacity (this needs to be demonstrated).
3. Construction of a new leachate pond within the approved premises boundary - a works approval is not required. However, design approval by EPA and construction approval by EPA (after auditor verification) is required. This should follow the new cell construction procedure (as per ***EPA Publication 1323.2 Landfill licensing guidelines***)
4. Construction of a new leachate pond outside of the approved premises boundary - a works approval is required.
5. Submission of an alternative capping design - a works approval is not required. However new design approval from EPA is required.

3. Stakeholder/third-party interest in the proposal

If the consultation is conducted well and at an early stage, then the approvals assessment can often be less complex and completed earlier. This is why EPA puts emphasis on industry to carry out its own consultation prior to making an application with EPA. Being in touch with stakeholders and maintaining relationships has shown to be a positive step for industry to being good corporate citizens.

Third-party interest can come from any person(s) that is not EPA or the applicant for the proposal, such as other businesses and competitors, local residences or various community or association groups. Third-party/stakeholder interest may be high or low depending on the proposal and a number of other factors. EPA will take into account the type of concerns of stakeholders and the outcomes of consultation carried out. EPA does not put a weighting on the number of concerns specifically, but rather the issues raised.

The aim of early engagement with stakeholders is to:

- properly consult any stakeholders and the public about the proposal
- answer questions and respond to concerns raised
- provide an opportunity to scope out potential issues, concerns and risks in order to develop the application.

The International Association for Public Participation Australasia (www.iap2.org.au) provides some extensive resources online that can be used to plan out your consultation and gain a greater understanding of the possible activities. If you are not confident with consulting stakeholders, EPA suggests getting assistance from an engagement professional to guide you through the process until your company is more comfortable.

EPA understands that consultation can be difficult especially if a company has not had contact with stakeholders before. We understand that some stakeholders may never be satisfied with the level of consultation carried out or the proposed works. If this occurs it is expected that you record the process you took and the outcomes whether positive or negative. Having this sort of disagreement with stakeholders does not mean that you are ineligible for a fast track works approval, it means we want to see that you have consulted well and addressed potential impacts where possible. In some instances EPA may contact objectors to confirm the consultation carried out.

The level of consultation will vary with the type of industry being proposed, the distance to residents and any local community or environment groups that may have an interest in your proposal. Demographics of the surrounding area will also make a difference and EPA will look at how you may have tailored your consultation to suit this. EPA expects that your consultation is carried out to the level of 'consult' on iap2's participation spectrum. This participation spectrum can be easily downloaded from the resources section of their website www.iap2.org.au. We have provided a number of resources that EPA

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has used in various forms to assist us plan our own consultation. These will assist you if you have chosen not to hire a professional to assist you through the consultation. The following are the resources we have provided for you to adapt to your needs and there are many more resources available on the iap2 website.

Appendix 3 stakeholder analysis table

- There are two tables in this appendix. One can be used to help identify who your stakeholders may be and the other to identify what their interest/impact may be alongside the influence or power they may have on your company and the proposal. This will give you an indication of where you would be best placed to spend more time on engagement in order to help your project run more smoothly.

Appendix 4 stakeholder risk assessment

- Use this matrix to assist assessment of the risk of your proposed project and the level of stakeholder consultation that may need to be carried out. If the project is high risk then it may be more beneficial for your company to have EPA-guided consultation and for your project go through the standard works approval pathway. Simply tick the relevant risk levels that fit your project under environmental/health risk and stakeholder interest/Impact. Read the legend to make your own assessment of what level of consultation is most appropriate for the project.

Appendix 5 consultation template

- This is a template that will prompt you to think about the process of consultation, some of the resources you can prepare and also some of the information to collect and feedback to EPA with your proposal. This is a very basic template and EPA expects it to be adapted as need.

Appendix 6 advertising for works approvals

- EPA has a statutory obligation to advertise works approval applications in the newspaper. This template outlines EPA specifications for advertising. It has been provided so that you can advertise yourself and should capture the same audience that will be captured by an EPA advertisement and allow for stakeholders to make comment. If this process along with the other consultation is complete prior to lodging your proposal form, there is a higher chance your proposal will be considered for a fast track pathway.

During the assessment process, EPA publicly advertises the application in newspaper advertisements and applications are made available for community viewing at EPA's offices and on the EPA website. EPA invites public comment on the application. EPA considers all comments and issues raised in submissions and if a lot of interest is raised during this process regarding impact or otherwise, a fast track works approval may not be considered appropriate. If you can complete your own consultation as advised above and EPA considers that you have addressed any issues or concern raised, you may be eligible for a fast track works approval.

In applications where EPA feels that the submissions raised some outstanding issues to be resolved, EPA may invite interested parties to attend a public conference, held pursuant to section 20B of the *Environment Protection Act 1970*. These conferences are used to determine the approach taken by EPA in assessment of a proposal. If this approach is required and the applicant has not previously adequately addressed interest and concern, then a standard works approval will be required.

3.1 Engagement carried out and planned

This question prompts you to dot point any engagement you have carried out regarding the proposed works. You may also include any engagement activities that you plan to do as a part of the proposed works. The detail of this will most likely need to be submitted as attached documents and this section simply requires bullet points. Answering this question will justify the answers you provide in the rest of this section.

If you can demonstrate that you have tried to consult and received no interest, then you may still be eligible for a fast track works approval or an exemption dependent on where your proposal fits. A fast track approval may also be applicable if you have consulted well and addressed all of the issues.

During the approvals process, EPA requests community comments about applications through newspaper advertisements and applications are made available for community viewing at EPA's offices and on the EPA website. It would greatly benefit the applicant to complete the same advertising of the project prior to completing this first process if a fast track works approval pathway is desired. Appendix 6 explains EPA requirements for advertising.

3.2 Stakeholder interest

Stakeholder interest can come from local residents, businesses or community groups and can be in the following forms:

- someone is interested in EPA's approval process and would like to learn about it
- a person or group interested in being kept informed on new developments in the area
- a proposal may be in direct competition with a nearby business therefore there is an interest in what the new proposal may be.

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This question asks if you received any interest in your proposal. Please submit details of the interest received with your proposal form. This will detail the issues raised, who it was from (individual or organisation) and where they are located in regards to the proposed site.

3.3 Stakeholder interest addressed

If you received interest during your consultation, EPA wants to know if it has been addressed. For example, addressing interest could include responding to letters from interested parties, holding community meetings with notes taken, individual phone calls etc.

3.4 Stakeholder impact

Applicants must consider the potential impacts of the proposed works on third parties including residents and other businesses. Some examples of impacts are:

- impacts from construction and operation of the works
- building new premises in an area not accustomed to industrial activities
- activities likely to be odorous or noisy
- proposals that may be controversial due to broader environmental issues
- activities that may affect areas under the control or regulation of other government agencies i.e. Department of Health (DoH), Department of Environment and Primary Industries (DEPI), Department of State Development, Business and Innovation (DSDBI).
- local government concerns about maintaining buffer distances and encroachment.

This question asks if there will be any impact from the proposal. You may discover that during consultation, impacts might be experienced by the local community that you were not aware of. They could be any of the above or other impacts, please list them.

EPA will also consider complaints history about the applicant in the stakeholder impact criteria.

3.5 Stakeholder impact addressed

If you found that stakeholders felt they were going to be impacted by the proposal being developed, EPA wants to know how you have addressed these potential impacts and we also want to know what the outcome of this was.

4. Exemptions under the Act

This section is only applicable to current licence holders.

Each question requires a short bullet point answer with supporting documentation attached.

EPA will advise applicants, in writing, of our decision within four weeks of receipt of the exemption request, provided that the information submitted is complete. It is recommended you talk with EPA prior to submitting the exemption request.

4.1 Existing EPA licence holder

Existing EPA licence holder's need to write the licence number in this section. If you are not a licence holder, you will need to answer no to this question and an exemption under the Act won't be granted.

4.2 Will the proposed works result in any increase or alteration of the quantity of waste or other substance discharged / emitted / deposited / produced, reprocessed, treated, stored, contained, disposed of or handled at the premises?

An increase or alteration of any kind by the completion of the proposed works could be damaging to the environment or human health. If you are only predicting small increases, still answer yes to this question but speak with EPA regarding the possibility of an exemption.

If you answer no to this question, you will need to provide an explanation.

4.3 Classified as prescribed industrial waste?

Prescribed industrial waste is any industrial waste or mixture containing industrial waste that is a Schedule 1 industrial waste; is exempt material; or is not category A waste, category B waste or category C waste. Further information on this can be found in Environmental Protection (Industrial Waste Resource) Regulations 2009. Search for Managing prescribed industrial waste on the EPA website (www.epa.vic.gov.au). If you are unsure if a waste is classified as prescribed industrial waste please call EPA.

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4.4 Will the proposed works adversely affect the quality of any segment of the environment including odour and noise?

You will need to identify if the works will adversely affect the quality of any segment of the environment. 'Adverse affects to the environment' are negative impacts/changes to the existing environment. If you answered no to this question, you will need to provide justification.

4.5 Will the proposed works adversely affect the interests of any person other than the applicant?

You need to complete section 3 of the Approvals proposal form and pathway - Form to demonstrate your answer to this. You will need to include all evidence of consultation and feedback received.

4.6 You will need to identify if the waste will cause danger or potential danger to the quality of the environment.

EPA needs to know whether the waste or other substance and the factors above are likely to cause an environmental hazard or adversely affect the interests of any person other than the applicant. 'Manner of waste' can be defined as the treatment method or approach you intend to use.

EPA may ask for further detail at the application stage if you answer yes to this question.

4.7 Will the unabated noise from premises exceed the limits specified in N-1 or NIRV?

This question is asking whether your proposal meets the relevant noise legislation or guidelines or whether you have had a suitably qualified professional complete a noise assessment of the proposal that demonstrates how noise will be reduced with specific attenuation measures. You will need to identify the predicted level of unabated noise from the premises and check if it complies or exceeds the limits specified in the relevant policy applicable for your area. If your proposal is located within Metropolitan Melbourne refer to State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1. For proposals based in other areas of Victoria refer to **EPA Publication 1411 - Noise from Industry in Regional Victoria** on EPA's website.

5. Research, development and demonstrations (RD&D) approvals

The projects are typically limited in scale, duration and environmental impact. EPA recognises that small pilot-scale projects are required to inform the process design of a full-scale facility. EPA provides a simplified, specific approval procedure, known as research, development and demonstration (RD&D) approval, for genuine RD&D projects that would otherwise require works approval.

Small-scale research at recognised research institutions would not normally be classified as Scheduled Premises and these situations should be discussed with EPA.

More detail on the RD&D pathway is contained in **EPA Publication 1369.3: Research, Development and Demonstration (RD&D) approval** on EPA's website.

5.1 Scheduled category

If your premises are already scheduled or will become scheduled with the successful completion of the full-scale project, then you need to select yes here. You will have also completed the scheduled premise question in the proposal section of this form.

5.2 Non-commercial

EPA accepts genuine RD&D proposals only. This means that the approval will not be granted for companies setting up short-term business to make profit. You will need to justify this submission with minimal commercial profit from the proposal.

5.3 Small-scale

The scale and dimension of the proposal will generally be small in relation to existing operations and not a large development, particularly on a greenfield site. If you answer yes to this section then you will need to supply the following information with your proposal:

- approximate volumes of product and waste to be handled; and
- the approximate size of the project.

If you answer no to this question but have specific reasoning that would not enable you to carry out a smaller-scale proposal, please discuss this with EPA.

6. Standard and fast track works approval pathways

Works approvals are issued by EPA Victoria under The Act and permit the construction of an entire plant, the installation of equipment or modification of process. You require a works approval if you are, or will become, the occupier of a Scheduled Premise and you are increasing or altering your emissions or the types of wastes that you handle or the method or equipment used. Applicants for a works approval are required to demonstrate compliance with all relevant statutory policies - State Environment Protection Policies (SEPPs) and Waste Management Policies (WMPs) - and regulations.

Works approvals that are less complex and/or lower risk may be put on the fast track pathway. Fast track works approvals will only take six weeks from acceptance of application and payment of fees for a decision to be made by EPA. For fast track proposals, applicants need to demonstrate:

- early engagement with the community
- community interests are addressed
- impact is low
- proven standard low-risk technology is used
- a proven good track record. This will be confirmed by EPA's information databases.

If your proposal does not qualify for a fast track works approval but still requires works approval then a statutory timeframe of four months from acceptance of application (not proposal) is given. EPA aim to have the works approval assessed prior to four months.

You will need to fill out sections 1, 3 and 6 of the Approvals form and pathway - Form, to help EPA determine if works approval is the correct pathway for the proposal.

6.1 Existing licence holder

If you are an existing EPA licence holder or have had an EPA approval before you will need to write the relevant number in this section. If you are not a licence holder and have not previously obtained an exemption, you will need to answer no to this question. In very few situations will a fast track pathway be granted for non-licensed sites. This is for very low-risk sites in all other aspects, so the rest of the questions will still need to be completed.

6.2 Will there be an increase in the impact on the environment (existing premises only)

This means that with any increase at all from current operations, depending on what the increase is, along with its other defining features, a proposal may still be eligible for a fast track works approval. You will need to state the expected increases in this section. EPA will ask to see proof at the application stage and may at any time move an application from fast track to standard if an increase in impact is found.

6.3 Compliance with EPA Publication 1518, Recommended separation distances for industrial residual air emissions

You will need to read this document, including how to calculate the distance and answer the question. If your proposal does not meet the separation distance, then you will need to provide the actual distances in metres in this section. You will also need to clearly map out your site and distances to the sensitive receptors as defined in the publication. If you have other evidence that the reduced buffer will be acceptable and not cause impact on stakeholders or the environment, you may also provide this to support your case for a fast track approval.

6.4 Previously EPA-approved technology

If EPA has previously approved a certain piece of machinery or technology, in a plant, then the time to assess the potential impacts is significantly reduced. You can search the EPA portal for previous approvals specific to certain industries to see if your proposed technology has been previously approved. Works Approvals with high community interest have may have a dedicated web page. Search for 'Featured Works Approvals' on EPA's website.

If you are proposing a new or alternative technology, then you need to provide evidence that this would achieve similar or better outcomes than the proven technology at application stage. If you can provide alternative evidence of technologies previously proven, then EPA will also assess this. Evidence may include manufacturer statements; case studies of the performance of similar technology to what is being proposed, used in a different state or country etc.

6.5 Best practice technology and process

EPA has published guidelines about demonstrating best practice **Publication 1517: Demonstrating Best Practice Guidelines**. The guidelines outline what best practice is, its legal status in approvals and how to demonstrate that a proposal meets it. You will need to read these guidelines and then determine if your proposal meets the requirements. If you determine that your proposal is best practice, you need to write a brief summary about the reasons why. At application stage you will be required to provide evidence as outlined in the best practice guidelines.

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To look for works approvals that received high community interest, search for 'Featured Works Approval' on EPA's website. You may also refer to EPA Portal for other works approval applications.

6.6 Compliance with the relevant environmental guidelines?

There are a number of industry documents and Australian standards that a company can use when developing a proposal. EPA would like to know what guidelines you have used to develop your proposal and what standards you may plan to reach with the project. For example:

- Australian Pork: Environmental Guidelines for piggeries (2010)
- Australian Standard AS 4454 (2012) Composts, Soil Conditioners and Mulches (2012)
- *EPA Publication 1402: Thermal Treatment Technologies Publication*

6.7 New/refurbished equipment

New equipment purchased and installed from the manufacturer is less likely to cause risk to the environment as it is more likely to be up to date with new technologies. This section simply asks if the equipment is new or secondhand. If the equipment is secondhand but refurbished, your proposal may still be eligible for a fast track works approval, subject to the performance of the equipment.

Appendices

1. Scheduled Premises Categories

Scheduled Premises Summary*

Schedule Category
A Waste Treatment, disposal and recycling
A01 Prescribed industrial waste management
A02 Other waste treatment
A03 Sewage treatment
A04 Industrial wastewater treatment
A05 Landfills
A06 Land Disposal
A07 Composting
A08 Waste to energy
B Primary industry and allied operations
B01 Intensive Animal Industry
B02 Live Stock Sleyards
B03 Fish farms
C Mining
C01 Extractive industry and mining
D Animal derived by-products and food
D01 Abattoirs
D02 Rendering
D03 Animal skin tanning
D04 Seafood Processing
D05 Pet food processing
D06 Food processing
D07 Milk processing
D08 Edible oil
D09 Beverage manufacturing
E Textiles
E01 Textiles
F Wood and wood derivatives
F01 Timber Preservation
F02 Fibreboard
F03 Paper pulp mills
G Chemical including petroleum
G01 Chemical works
G02 Coal Processing

Schedule Category
G03 Oil and gas refining
G04 Bulk Storage
G05 Container Washing
H Non-metallic minerals
H01 Cement
H02 Bitumen (asphalt) batching
H03 Ceramics
H04 Mineral wool
H05 Glass works
I Metal and engineering
I01 Primary metallurgical
I02 Metal melting
I03 Metal galvanising
I04 Metal finishing
I05 Can and drum coating
I06 Vehicle assembly
J Printing
J01 Printing
K Utilities
K01 Power stations
K02 Carbon Geosequestration
K03 Potable water treatment plants
K04 Water desalination plants
L Other
L01 General emissions to air
L02 Contaminated sites–onsite soil containment
L03 Tunnel Ventilation Systems
L04 Contaminated sites–long term management

*Source: Schedule 1, *Environment Protection (Scheduled Premises and Exemptions) Regulations 2007*

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2. Class 3 indicators: Schedule A - State Environment Protection Policy (Air Quality Management)

Class 3
Acrolein
Acrylonitrile
Alpha chlorinated toluenes and benzoyl chlorinated
¹ Arsenic and compounds
Asbestos
Benzene
Beryllium and beryllium compounds
1,3 butadiene
Cadmium and cadmium compounds
Chromium VI compounds
1,2-dichloroethane (ethylene dichloride)
⁵ Dioxins and Furans (as TCDD I-TEQs)
Epichlorohydrin
Ethylene oxide
⁶ Hydrogen cyanide
MDI (Diphenylmethane diisocyanate)
Nickel and nickel compounds
PAH (BaP)
Pentachlorophenol
⁶ Phosgene
Propylene oxide
⁷ Radionuclides
¹ Respirable crystalline silica (inhaled in the form of quartz or cristobalite) (measured as PM _{2.5})
TDI (toluene-2,4-diisocyanate and toluene-2,6-diisocyanate)
Trichloroethylene
Vinyl chloride

¹ applies to point sources only. For area-based sources and roads, applicable criteria are specified in the relevant industry PEM.

² the fluoride content is calculated by dry weight and expressed as fluoride (F-) ppm

³ the International Agency for Research into Cancer, USEPA and Worksafe Australia classify formaldehyde as a probable human carcinogen. The USEPA and Worksafe Australia (NICNAS) have initiated reviews about the human health effects of formaldehyde. The SEPP (Air Quality Management) classification will be reassessed once the USEPA and Worksafe Australia reviews have been completed.

⁴ the wood panel industry has initiated a wood dust work place study, which will be taken into account in any future review of wood dust management.

⁵ TCDD I-TEQ means 2,3,7,8-tetrachloro-dibenzodioxin as international toxic equivalents.

⁶ due to the acute impacts of these substances the additional safety factor of 10 applied to Class 3 indicators has not been applied.

3. Stakeholder analysis table

The tables below can be used to help map out who your stakeholders are and what their interest/impact may be alongside the influence or power they may have on your company and the proposal. This will give you an indication of where to focus your engagement in order to help your project run more smoothly.

The following table lists some examples of potentially relevant stakeholders.

Table A3.1 Identifying Relevant Stakeholders

Category	Type	Description	Considerations
Neighbours	Community	Residents in close proximity to your site	Consider in light of recommended buffer distances and relevant modelling
	Business	Businesses in close proximity to your site	
	Downstream	e.g. downstream water users	
Government	Other regulators	<ul style="list-style-type: none"> State and local planning authorities Worksafe Water authorities 	There will be multiple regulations pertaining to your proposal
	Other	<ul style="list-style-type: none"> Local MPs Relevant departments (e.g. DoH, SV, DEPI)* 	MPs and departments may be an important source of information provision
Community	Local organised	<ul style="list-style-type: none"> Residents groups Nature conservation & 'Friends of' groups Other relevant groups 	Use local networks to gain greater participation and distribute information
	Non-government Organisations	<ul style="list-style-type: none"> Relevant interest groups Regional conservation groups 	It is beneficial to work proactively with groups who may be concerned with your proposal
Business	Peak Bodies	<ul style="list-style-type: none"> Local Chamber of Commerce Industry sector groups 	Gain relevant industry contacts and sector support

*DoH - Department of Health

SV - Sustainability Victoria

DEPI - Department of Environment and Primary Industries

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Table A3.2: Template for Mapping Stakeholder Interest versus Influence

INTEREST / IMPACT Level of interest or impact of the stakeholder	Stakeholder INFLUENCE/POWER on company at corporate level or on the project/issue			
	Low		High	
	High	Important stakeholder that often needs help to participate Keep informed Don't overlook - involve, collaborate		Potential advocate/potential partner Strategic threat or opportunity Focus efforts - actively engage
Low	Spectator / advisor Respond to requests Lower priority - but don't forget, provide access to information updates and feedback. Consult when necessary		Keep informed Keep satisfied Consult and seek feedback but don't over-service Potential aggressor	

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4. Stakeholder risk assessment

Use this matrix to assist assessment of the risk of your proposed project and the stakeholder consultation that can be carried out. If the project is high risk then it may be more beneficial for your company to have EPA-guided consultation and your project to go through the standard works approval pathway.

EPA suggests that this tool be used as a guide only. If you need assistance it would be beneficial to hire a qualified professional to determine what types of consultation will work best to engage with your community. Alternatively if you have limited capacity, EPA suggests consulting the iap2 resources online (www.iap2.org.au)

Table A4.1: Stakeholder Risk Assessment Template

Date:

Tick one box next to both columns.

	Environmental/health Risk	✓	Stakeholder interest/impact	✓
Very High (VH)	<ul style="list-style-type: none"> • Modelling near policy limit • Ongoing amenity impact possible • High-volume discharge/waste • High resource consumption • Hazardous materials 		<ul style="list-style-type: none"> • High level of pollution reports on current site/locality • Project opposed by stakeholders/environment group/s • Contentious industrial zone • Related planning/VCAT dispute; past/current/future • Interest in application extends beyond municipal area 	
High (H)	<ul style="list-style-type: none"> • Modelling in upper policy range • Moderate local amenity impact possible • Medium-volume discharge/waste • High resource consumption • Hazardous materials 		<ul style="list-style-type: none"> • Significant level of pollution reports on current site • Contentious industrial zone • Some concurrent planning issues (Planning scheme amendment, objections etc) • Local community have raised some concerns 	
Medium (M)	<ul style="list-style-type: none"> • Modelling within policy range • Some minor impacts to local amenity • Unlikely to breach health standards • Medium-volume discharge/ waste 		<ul style="list-style-type: none"> • Some pollution reports on current site/locality • No history of community opposition to development 	
Low (L)	<ul style="list-style-type: none"> • Modelling well within policy range • Unlikely impact to amenity/health • Unlikely health standards breach • Low-volume discharge/ waste 		<ul style="list-style-type: none"> • Appropriate location for industry type (correct planning zones) • Greenfield site away from residents • No history of pollution reports for site • Company has good reputation 	

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Table A4.2: Recommended Consultation Based on Stakeholder Risk Assessment

Use the results of the risk assessment to plan engagement activities. This should be used as a guide only.

Rating from matrix Environment risk/ community interest		Who should conduct consultation	Primary consultation	Secondary consultation	Level of engagement for your proposal
Environment risk	Community impact				
VH (standard works approval)	VH H M L	EPA conducts information session	EPA conducts 2OB conference or other as appropriate	Online interactive forum if appropriate	
H (standard works approval)	VH H M L	EPA conducts information session	EPA conducts 2OB conference or other as appropriate		
All other combinations (fast track works approval)		Applicant to undertake engagement	Completing the stakeholder consultation table and the consultation template will assist you in determining what types of consultation are best suited to your stakeholders		

Completing the stakeholder risk assessment template will assist you in determining what types of consultation are best suited to your stakeholders. You may still choose to carry out some of your own consultation even if you are on the standard works approval pathway.

5. Consultation template

Form

- Name
- Business
- Outline of proposal etc.

Purpose

The key purpose of engagement on the above approval application is to:

1. Notify interested and potentially affected parties about the proposal, including its construction, operation and decommissioning.
2. Identify issues raised by stakeholders in response to the proposal, and address these early in the proposal's development.
3. Establish and develop relationships with the community who are relevant to your application and ongoing operation.
4. Please provide any additional purpose relevant to your application.

Designing the engagement for your proposal

There are many ways of sharing information and obtaining feedback from potentially impacted stakeholders. These can include basic processes such as letters, advertising, and public information sessions, as well as more tailored events and processes.

You will need to ensure that all potentially interested or impacted stakeholders are made aware of your proposal.

The type of approach adopted will depend on specifics of the proposal and the community: are people interested or concerned? How many? Can they be easily addressed at one meeting or are many required? Are the issues relevant to the proposal complex?

Advertising and promotion

The community cannot be expected to know about your proposal unless you tell them. At this stage in your application information will be for the purpose of bringing stakeholders into contact with you.

Information provision

You will need to provide stakeholders with relevant information available in multiple formats (i.e. digital and hard copy). Such information should be communicated in plain English or other languages if applicable in the proposal area. It could include:

- proposal summaries/fact sheets
- power point presentations
- modelling and other specific technical information
- design descriptions and maps

Stakeholders will need an opportunity to provide feedback such as:

- information sessions
- informal meetings (in homes, cafes, places of business)
- online via websites
- reply paid postal

Relevant questions

- What are the discharges from the proposed facility?
- What are the potential impacts? (Noise, odour, dust, emissions etc.)
- How big is the development?
- How long will it operate for and at what times?
- Are there indirect impacts, for example, truck movements?

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Please outline how you have addressed the following:

Advertising

- Where was information advertised/provided?
- Were other channels used to notify community?

Events

- Who attended events?
- How many?
- What is the proportion of RSVPs compared to invitees to events held?

Direct contact

What other methods of engagement have been employed? E.g. local networks, letterbox drops/mailouts, telemarketing etc.

Stakeholder list

Name	Organisation	How or why are they interested or impacted by your proposal?	Approach to engagement (methods/tools used)	Stakeholder response to proposal	Issues encountered? (E.g. accessibility, ESL etc.)
Jim Brown	N/A	<ul style="list-style-type: none"> • lives adjacent to proposed site • concerned about odour and truck movements 	<ul style="list-style-type: none"> • letterbox drop • public information session 	<ul style="list-style-type: none"> • he would like second opinion on air modelling provided 	<ul style="list-style-type: none"> • limited English capability • Interpreting service used

Outcomes

1. Did the proposal change as a result of feedback obtained from stakeholders?
2. Is further engagement required?
3. Please summarise outcomes from the engagement process.

Appendices

Please provide:

- contact list for stakeholders you have made contact with in developing your project
- other relevant documentation of your engagement activities (e.g. meeting minutes, information sheets etc.).

6. Advertising for works approvals - Proposal Phase

Applicants wishing to engage with stakeholders at the proposal phase may wish to hold an information session or invite comments on their proposal.

The template below details how EPA requires advertising to be done for works approvals and what we expect from applicants

- If you decide to advertise yourself, you must complete your advertisement using the template below. Advertisements must be completed in this structure for EPA to consider it valid.
- Your advertisement needs to be at least the standard size of other advertisements in the newspaper you are advertising in.
- You must advertise in the Melbourne *Herald Sun* and the relevant local or regional newspapers. *This is to allow any member(s) of the public to make a submission to your company and EPA regarding their concerns about the proposed works.*
- Allow a minimum three-week period for making submissions.
- EPA will place advertisements in relevant newspapers as a part of all works approvals.

Company logo	Potential Approval Application - NAME	
<i>Company name will soon be applying for an approval for the following work from EPA Victoria. This will be to issue an approval or licence which will permit work to be undertaken, which will result in a discharge of waste to the environment or an increase or alteration in an existing discharge.</i>		
Name of works	Location of works	
	Short description of what the works will do. i.e. milk processing plant, oil refinery, waste water treatment system	
A copy or a summary of the draft proposal, accompanying draft plans, specifications and other information can be viewed at no charge at {company address}, online at {www.} or request a copy by contacting {company email and phone number}. Interested persons may, within 21 days of the date of advertisement, comment in writing on the draft application and may request in writing to be notified by EPA if the works approval/licence is accepted by EPA to review. Please note that any comments received will usually be made publicly available at some stage of the EPA approvals process.		

How to advertise:

Each newspaper will have its own requirement for advertising and you may like to employ the help of a graphic designer to make your advertisement look more appealing and ensure it is the correct size. Make sure you contact the newspaper well in advance of preparing your advertisement and of the date you want to advertise.