



Annual return

Section 316 — *Environmental Protection Act 1994*

Registration certificate

This form must be completed and submitted to Townsville City Council – Environmental Health Unit each year by the holder of the environmental authority or integrated authority under section 316 of the Environmental Protection Act 1994. Please answer the questions on this form in order, unless instructed to go to another question and label attachments alphabetically (e.g. “Attachment A”).

OFFICIAL USE ONLY DATE RECEIVED <table border="1"><tr><td> </td><td> </td><td> </td></tr></table> ASSESSMENT NO: COMPLETE FORM <input type="checkbox"/> CORRECT FEE <input type="checkbox"/> ENTERED BY [SIGNATURE] OFFICER REFERRED TO:				Registration certificate holder NAME: <table border="1"><tr><td> </td></tr></table>	
	Responsible person/contact person NAME: <table border="1"><tr><td> </td></tr></table>				
PHONE NUMBER: <table border="1"><tr><td> </td></tr></table>					
MOBILE: NUMBER: <table border="1"><tr><td> </td></tr></table>					
EMAIL ADDRESS: <table border="1"><tr><td> </td></tr></table>					
Current registration certificate number REGISTRATION CERTIFICATE NUMBER <table border="1"><tr><td> </td></tr></table>					

<p>All reports must be held in the same place and be available for inspection by the administering authority during business hours. You must forward the reports to the Environmental Health Unit on request or when the registration certificate has been surrendered or cancelled.</p> <p>See the guide for presenting data on pages 4 and 5.</p>	<p>Does a condition of your development approval or code of environmental compliance require you to carry out any monitoring and/or prepare reports on your environmentally relevant activity?</p> <p><input type="checkbox"/> YES → Please do not submit the report(s) with this annual return — fill out the information below. If you require more space, attach additional information.</p> <p><input type="checkbox"/> No → Go to section 6.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">LOCATION OF REPORTS AND/OR MONITORING</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="width: 50%;">NATURE OF REPORT AND/OR MONITORING</th> <th style="width: 20%;">PREPARED BY</th> <th style="width: 30%;">DATES COVERED</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NATURE OF REPORT AND/OR MONITORING	PREPARED BY	DATES COVERED						
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<p>If any of the activities on your registration certificate have or will be altered since the time it was issued, your development approval and registration certificate may need to be amended. Contact the Environmental Health Unit for further advice.</p>	<p>Section 5</p> <p>Have you completed all monitoring and/or reports as required as a condition of your development approval or code of environmental compliance?</p> <p><input type="checkbox"/> YES → Go to section 6.</p> <p><input type="checkbox"/> NO → You may be contacted by staff from the Environmental Health Unit regarding this.</p>									
<p>If you wish to submit information about non-compliance incident/s by way of a program notice (section 350 of the EP Act), please contact the Environmental Health Unit for the approved form. For information about your general environmental duty, see sections 319 and 320 of the EP Act.</p>	<p>Section 6</p> <p>Since your last annual return, have you fully complied with the conditions of your development approval or code of environmental compliance and your general environmental duty?</p> <p><input type="checkbox"/> YES → Go to section 7.</p> <p><input type="checkbox"/> NO → You may be contacted by staff from the Environmental Health Unit regarding this.</p>									
	<p>Section 7</p> <p>Is this annual return for environmentally relevant activity 83 — Regulated waste transport?</p> <p><input type="checkbox"/> YES → You will need to complete the form “Details of regulated waste vehicles” and submit it along with this annual return</p> <p><input type="checkbox"/> NO → Go to section 8.</p>									

<p>The annual fees for all ERAs are listed in Schedule 1 of the <i>Environmental Protection Regulation 2008</i>. You can also contact Environmental Health Unit for further advice.</p>	<p>Section 8</p> <p>Payment</p> <p>The applicable fee of \$</p> <p><input type="checkbox"/> is enclosed with this application (cheque, money order etc.); or</p> <p><input type="checkbox"/> paid in person / /</p> <p><input type="checkbox"/> paid via credit card over phone (this form must be mailed in separately) / /</p>		
	<p>Declaration</p> <p>Note: If you have not told the truth in this annual return you may be liable for prosecution under the relevant Acts or Regulations.</p> <ul style="list-style-type: none"> • I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge. I understand that it is an offence under s480 of the EP Act to give to the administering authority or an authorised person a document containing information that I know is false, misleading or incomplete in a material particular. • I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the <i>Freedom of Information Act 1992</i> and the <i>Evidence Act 1977</i>. <p>APPLICANTS SIGNATURE</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 70%; padding: 5px;">APPLICANTS NAME</td> <td style="width: 30%; padding: 5px;">DATE</td> </tr> </table>	APPLICANTS NAME	DATE
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<p>If you have any queries about how to complete this annual return correctly or need guidance on supporting information required please contact Environmental Health Unit on 1300 878 001</p>	<p>Annual return checklist</p> <p><input type="checkbox"/> Annual return completed and signed</p> <p><input type="checkbox"/> Annual fee paid</p> <p><input type="checkbox"/> Supporting information or accreditation attached (if applicable)</p>		

	<p>Contact Information</p> <p>Postal Address: Townsville City Council Environmental Health Unit PO Box 1268 Townsville Qld 4810</p> <p>Council Customer Service Centres:</p> <ul style="list-style-type: none">• 86 Thuringowa Drive, Kirwan• 103-141 Walker Street, Townsville City. <p>Contact Number: 1300 878 001</p> <p>Please Note: The Environmental Health Unit is located at the Kirwan, Customer Service Centre.</p>
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Guide to presenting data required as a condition of a development approval

(to be retained by the registration certificate holder unless required to be sent to the administering authority)

Presenting monitoring results quality and quantity of contaminant release

Data that is collected relating to the total quality and quantity of contaminants released as a result of your licensed activities should be presented in a table and graph showing raw data versus time and should include:

- date and times sampled or measured;
- all raw data; and
- any exceedance of the licensed parameters of contaminant release (as specified in the conditions of your licence).

Note: This information should also be provided in an electronic format when specifically requested by the Environmental Health Unit.