

Annual Return

Environmental Protection Act 1994



Purpose

This form must be completed and submitted to Townsville City Council each year by the holder of the environmental authority (EA).

Environmental authority details

EA approval number

EA approval holder's name

Business trading name

Contact person name

Contact phone number

Email address

Have any of your details changed?

- ☐ No
- ☐ Yes
- ☐ Environmental authority holder name change (company has the same ACN)

New name

- ☐ Trading/business name change

New name

- ☐ Registered address change

Postal Address

Suburb

State

Postcode

Change in activity

Have the activities on your environmental authority changed since the time it was issued?

- ☐ No
- ☐ Yes- If any of the activities on your environmental authority have or will be changed since the time it was issued, your development approval and environmental authority may need to be amended. Contact the Environmental Health and Regulatory Services Team for further advice.

Compliance

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?

- ☐ Yes
- ☐ No-provide details below or attach information

Monitoring and reports

Does a condition of your development approval require you to carry out any monitoring and/or prepare reports on your ERA?

- ☐ No-Go to “Applicant declaration”
- ☐ Yes

Has all of the necessary environmental monitoring been carried out and all the reports prepared?

- ☐ Yes
Note: All reports must be held in the same place and be available for inspection by Townsville City Council during business hours. You must forward the reports to the Environmental Health and Regulatory Services Team on request or when the environmental authority has been surrendered or cancelled.
- ☐ No-provide details below or attach information.

List all of the monitoring data compiled and reports prepared since your last annual return.

1.Nature of report and/or monitoring

Prepared by

Dates covered

2.Nature of report and/or monitoring

Prepared by

Dates covered

3.Nature of report and/or monitoring

Prepared by

Dates covered

Has the monitoring that has been carried out shown any exceedance of the environmental limits set in the conditions of your development approval?

- ☐ No
- ☐ Yes-please attach a copy of the notification of exceedance

Applicant Declaration

I 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 *Environmental Protection Act 1994* to give to the administering authority (Townsville City Council) information that is known to be false, misleading or incomplete.

I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

Signature

Print name

Position

Date

Payment options

For current fees, please refer to the Regulatory Services schedule of fees and charges on Council's website.

- ☐ I will pay the applicable fee at Council's Customer Service Centre when submitting my application in person
- ☐ Credit card by phone: (Provide phone number to call) _____
(Visa or MasterCard payments are subject to a 0.5% payment processing fee.)
- ☐ Charge to my account with Townsville City Council:

Account name

Account number

Customer
reference
(optional)

Privacy Collection Statement

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009*. We are collecting your personal information in accordance with the *Environmental Protection Act 1994*. The information will be used to process this annual return, update Council's records, and undertake any compliance-related actions where necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

Submit the form

Email enquiries@townsville.qld.gov.au

Post Return your completed form together with cheque/money order payable to
Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810

In person **SERVE Centre - Townsville City**, 103 Walker Street, Townsville City - 8am to 5pm, Monday to Friday (cash, card, cheque, money order)
SERVE Centre - Citylibraries Riverway, 20 Village Boulevard, Thuringowa Central - 9am to 5pm, Monday to Friday (card only)