

# ANNUAL RETURN

Environmental Protection Act 1994



<b>Purpose</b>	This form must be completed and submitted to Townsville City Council each year by the holder of the environmental authority (EA).
<b>Environmental authority details</b>	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? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Environmental authority holder name change (company has the same ACN) New name _____ <input type="checkbox"/> Trading/business name change New name _____ <input type="checkbox"/> Registered address change Postal address _____ Suburb _____ State _____ Post code _____
<b>Change in activity</b>	Have the activities on your environmental authority changed since the time it was issued? <input type="checkbox"/> No <input type="checkbox"/> 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.
<b>Compliance</b>	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? <input type="checkbox"/> Yes <input type="checkbox"/> No–provide details below or attach information _____ _____ _____ _____ _____ _____ _____

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## 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.

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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 \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

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<b>Payment</b>	Invoiced amount _____ <input type="checkbox"/> <b>In person:</b> Customer Service Centres are located at: » 103 Walker Street, Townsville City (Cash, cheque, EFTPOS and/or credit card (Mastercard or Visa)). » CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central – card payments only. <input type="checkbox"/> <b>Cheque</b> <input type="checkbox"/> In person <input type="checkbox"/> Post <input type="checkbox"/> <b>Credit card by phone:</b> (Provide phone number to call) _____ (Visa or MasterCard payments are subject to a 0.5% payment processing fee.) <input type="checkbox"/> <b>Charge to my account</b> with Townsville City Council: Account name _____ Account number _____ Customer reference (optional) _____
<b>Privacy collection statement</b>	Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the <i>Information Privacy Act 2009</i> . We are collecting your personal information in accordance with the <i>Environmental Protection Act 1994</i> . 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.
<b>Submit the form</b>	<b>Email:</b> enquiries@townsville.qld.gov.au <b>Mail:</b> Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810. <b>In person:</b> Customer Service Centres are located at: » 103 Walker Street, Townsville City » CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central.