

Auditor notification form

This form must be used by auditors approved under Chapter 12 Part 3A of the Environmental Protection Act 1994 to notify the administering authority of a matter, as required by the Queensland Auditor Handbook for Contaminated Land- Module 4: Code of professional conduct.

1. Type of notification

- ☐ My contact details have changed (complete sections 2 & 7)
- ☐ I have accepted a request to undertake work with a view to carrying out an auditor's function (complete sections 2, 3, 4, 5 & 7)
- ☐ I have stopped undertaking work prior to completing an auditor's function (complete sections 2, 3, 4, 5 & 7)
- ☐ I have been convicted of an offence under the EP Act in Queensland or another Act involving misleading or fraudulent conduct (complete sections 2, 6 & 7) in Queensland or another state or territory
- ☐ I have resigned or been terminated from my employment due to allegations of misconduct (complete sections 2, 6 & 7)
- ☐ My interstate auditor approval has been suspended or cancelled (complete sections 2, 6 & 7)

2. Auditor details

FULL NAME	
COMPANY	
REGISTERED ADDRESS	POSTCODE
TELEPHONE	FAX
EMAIL	
POSTAL ADDRESS (WRITE 'AS ABOVE' IF THE SAME AS REGISTERED ADDRESS)	POSTCODE
AUDITOR APPROVAL NUMBER	

3. Details of the person who commissioned the auditor

FULL NAME	
COMPANY	
REGISTERED ADDRESS	POSTCODE
TELEPHONE	FAX
EMAIL	
POSTAL ADDRESS (WRITE 'AS ABOVE' IF THE SAME AS REGISTERED ADDRESS)	POSTCODE

4. Details of the auditor's engagement

DATE THE REQUEST WAS ACCEPTED
OBJECT OF THE CONTAMINATED LAND INVESTIGATION DOCUMENT <input type="checkbox"/> to meet the requirements of a notice issued by the administering authority under the <i>Environmental Protection Act 1994</i> <input type="checkbox"/> to meet the requirements under the <i>Planning Act 2016</i> <input type="checkbox"/> being prepared voluntarily to remove land or change land on the land registers <input type="checkbox"/> other (if other provide details below)
DATE THE WORK CEASED (IF APPLICABLE)
REASONS WHY THE AUDITOR FUNCTION IS NOT BEING COMPLETED (IF APPLICABLE)

5. Site details

STREET ADDRESS	
LOT(S)	PLAN(S)

EMR/CLR ID (IFAPPLICABLE)
CERTIFICATE OF TITLE DETAILS
LOCAL GOVERNMENT AREA
AREA OF SITE (E.G.HECTARES)
CURRENT ZONING

6. Further details to support the notification

PROVIDE FURTHER DETAILS TO SUPPORT YOUR NOTIFICATION

I.e. Reasons why your interstate approval has been suspended or cancelled, details of your conviction, details of the allegations of misconduct made against you.

7. Declaration

I declare that:

- The information I have provided within this form is true and correct to the best of my knowledge.
- I understand that it is an offence under section 480 of the *Environmental Protection Act 1994* to give the administering authority a document containing information that I know is false, misleading or incomplete in a material particular.

Auditor's name
Auditor's signature
Date

Please lodge your notification form using one of the following methods:**Email:**

palm@des.qld.gov.au

The email subject line should be 'Auditor notification'.

The file size limit for submission via email is 14MB. Any submission via email which exceeds 14MB will need to be broken down into Parts, with each part clearly labelled Part X of X (e.g. Part 1 of 2) included in the subject line of the email.

Mail:

Customer Service Team

Department of Environment and Science

GPO Box 2454, BRISBANE QLD 4001

Courier or hand delivery:

Customer Service Team

Department of Environment and Science

Level 3, 400 George Street,

BRISBANE QLD 4001

Hours: 8.30 am—5.00 pm business days

Privacy statement

The Department of Environment and Science (the department) is collecting your information to update records containing your contact details, the auditor's functions being carried out by you, or to ensure you remain a suitable auditor under Chapter 12 Part 3A of the *Environmental Protection Act 1994* (EP Act). The information will only be accessed by authorised employees within the department. Any changes to your name, organisation, business address, telephone number and email address will be disclosed on the Register of approved auditors which will be publicly available on the relevant Queensland Government website. This disclosure is authorised by section 540A(1)(f) of the EP Act. This information provided on this form will not otherwise be used or disclosed unless required or authorised by law. For further information about privacy matters email: privacy@des.qld.gov.au or telephone: (07) 3330 5436.