**Application form**

***Environmental Offsets Act 2014***

**Application for aNotice of Election Form**

*This form is an approved form under section 92 of the* Environmental Offsets Act 2014*.*

*Under Part 6 of the Environmental Offsets Act 2014 where an offset condition has been or may be imposed on an authority for a significant residual impact of a prescribed activity on a prescribed environmental matter, an entity (i.e. authority holder) may by notice elect to deliver an environmental offset for the prescribed activity or for a stage of the prescribed activity.*

This form is necessary for all environmental offset applications (excluding Advanced Offsets, Expressions of Interest and the pre-approval of a Direct Benefit Management Plan applications).

**Part A Lodgement Details**

# Authority or application details (e.g. Development Approval or Environmental Authority)

|  |  |
| --- | --- |
| **Administering agency reference number (permit/licence or authority number)** | |
| **Application or Authority category (relevant prescribed activity) *tick all that apply***  *Environmental Protection Act 1994* / Resource Activity  *Environmental Protection Act 1994* / Prescribed Environmentally Relevant Activity (ERA)  *Marine Parks Act 2004* / Marine Park Works  *Nature Conservation Act 1992* / Protected Area Activity  *Nature Conservation Act 1992* / Protected Plant Clearing  Sustainable Planning Regulation 2009 / Environmentally Relevant Activity (ERA)  Sustainable Planning Regulation 2009 / Fisheries Resources  Sustainable Planning Regulation 2009 / Native Vegetation Clearing  Sustainable Planning Regulation 2009 / Coastal Protection  Sustainable Planning Regulation 2009 / Wetland Protection Area  State Development Assessment Provision / Coastal Development and Tidal Works  State Development Assessment Provision / Great Barrier Reef Wetland Protection Areas  State Development Assessment Provision / Removal, Destruction or Damage of Marine Plants  State Development Assessment Provision / Development in a Declared Fish Habitat  State Development Assessment Provision / Native Vegetation Clearing  State Development Assessment Provision / Constructing or Raising Waterway Barrier Works in Fish Habitats  State Development Assessment Provision / Environmentally Relevant Activity (ERA)  State Development Assessment Provision / Development in South East Queensland Koala Habitat Areas  Local Planning Instrument / Development | |
| **Project name** | **Offset stage number (if applicable)**        of |

# Notice of election

*An entity gives this notice to the administering authority for an offset condition pursuant to section 18 of the Environmental Offsets Act 2014.*

|  |
| --- |
| This form provides official notification that an offset condition for a prescribed activity pertaining to the Administering agency reference number listed in *Part A* of this form will be met by the authority holder by way of the following environmental offset delivery mechanism: (*select one*) |
| **A proponent-driven offset**  I have completed the following sections of this Notice of Election form:  Part B – Offset Delivery Plan details  Part C – Offset Area details  Part D – Habitat Quality Details  Part E – Staged Offset Details *(only applicable for staged offsets)*  Part G – Lodgement Declaration  I have attached the following supporting documents:  Offset Delivery Plan  Offset area owner’s consent for proposed offset  Approved significant residual impacts document as approved by the authority held by the applicant *(only applicable for staged offsets)* |
| **A financial settlement offset**  I have completed the following sections of this Notice of Election form:  Part E - Staged Offset Details *(only applicable for staged offsets)*  Part F - Financial Settlement Details  Part G - Lodgement Declaration  I have attached the following supporting documents:  Financial Settlement Results |
| **A combination of a proponent-driven offset and a financial settlement offset**  *To work out your breakdown of proponent-driven and financial settlement offsets, please use the* [*Combined Offsets Delivery Calculator*](https://environment.des.qld.gov.au/assets/documents/pollution/management/offsets/combined-offset-calculator.xlsx)*.*  I have completed the following sections of this Notice of Election form:  Part B – Offset Delivery Plan details  Part C – Offset Area details  Part D – Habitat Quality Details  Part E – Staged Offset Details *(only applicable for staged offsets)*  Part F - Financial Settlement Details  Part G - Lodgement Declaration  I have attached the following supporting documents:  Offset Delivery Plan  Offset area owner’s consent for proposed offset  [Financial Settlement](https://apps.des.qld.gov.au/offsets-calculator/?calculate=financial) Results |

**Part B Offset Delivery Plan Details**

# Offset delivery type

|  |
| --- |
| The attached offset delivery plan relates to a proponent-driven offset that is proposed to be delivered as: (*select one*) |
| ☐ A land-based offset |
| ☐ A Direct Benefit Management Plan (DBMP) offset |
| ☐ A combination of a land-based offset and DBMP offset |

# Mandatory offset delivery plan requirements

The *Environmental Offsets Act 2014* and *Environmental Offsets Regulation 2014* stipulate that the information outlined below must be provided for the delivery of a proponent-driven offset.

An offset delivery plan must:

* Describe how an environmental offset will be undertaken and how a conservation outcome will be achieved, including how the plan will:
  + effectively account for and manage the risks of the offset failing to achieve the conservation outcome;
  + ensure the environmental offset provides benefits in relation to the prescribed environmental matter(s) in addition to any other benefit provided under a requirement of an Act, or agreed to under other schemes or programs, and additional to the conditions of the approval associated with the prescribed activity held by the authority holder;
  + have transparent governance arrangements that can be readily measured, monitored, audited and enforced; and
  + ensure the environmental offset is of a size and scale proportionate to the significant residual impact on the prescribed environmental matter(s).
* State that the authority holder, and any other entity/person(s) that owns the land on which the environmental offset will be undertaken, agree to the offset being undertaken;
* Describe the prescribed environmental matter(s) to which the offset condition relates;
* State whether the offset condition will be delivered wholly or partly on the land on which the environmental offset will be undertaken;
* Include particulars of, or a description sufficient to identify, the land on which the environmental offset will be undertaken;
* Identify, and contain details of, any person(s) with an interest in the land on which the environmental offset will be undertaken;
* Describe the existing land use of the land on which the environmental offset will be undertaken and any impact that land use may have on the delivery of the offset; and
* State –
  + the measures the authority holder will take to secure the land on which the environmental offset will be undertaken as a legally secured offset area;
  + why the authority holder considers the stated measures are reasonable and practicable;
  + the period during which the authority holder will take the measures; and
  + why the authority holder considers the stated period is reasonable for the purpose of securing the land.
* Be signed by the authority holder and any other entity that owns land on which the environmental offset will be undertaken.

If you are delivering a **staged offset**, you must also indicate if there are any debits or credits from the previous stage(s), and how these are accounted for. Attach your delivery plan to this form as directed above.

**Part C Offset Area Details**

# Legal description and spatial data requirements

a) Is the proposed offset area within a Strategic Offset Investment Corridor?

Yes → Name of the Strategic Offset Investment Corridor:

No

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Lot | Plan | No. | Lot | Plan | No. | Lot | Plan |
| 1 |  |  | 2 |  |  | 3 |  |  |
| 4 |  |  | 5 |  |  | 6 |  |  |
| 7 |  |  | 8 |  |  | 9 |  |  |

b) Provide a list of all lot and plan numbers for the offset site in the table below.

If the total number of lots is 10 or more, please provide the additional records in an attached spreadsheet and indicate the total number of lots here:

c) For the proposed offset area as a whole and for each matter area (i.e. area that contains a single prescribed environmental matter), provide the following spatial information as below:

Digital data in a format such as ESRI File Geodatabase (.gdb) (preferred), GeoPackage (.gpkp), or ShapeFile package; (note, all digital data must be submitted in GDA 2020), **and**

A map showing all of the following:

1. scale and north arrow;
2. boundary of the offset area on an image[[1]](#footnote-1) base;
3. location of the offset area in realtion to the property boundary, other secured offset areas, and areas of Catergory A Vegetation as per the Property Map of Assessible Vegetation;
4. all vertices of the area to be registered are identified and labelled;
5. if multiple polygons are to be registered, then in the legend the areas are detailed accordingly;
6. an estimate of the area(s) in hectares; and
7. be presented in GDA 2020**; and**

a table in csv or excel table (xlsx) format that stores:

1. details the co-ordinates (latitude and longitude) of each vertex to 5 decimal points;
2. for each point information on the matters and vertex identifiers related to those coordinates;
3. be presented in GDA 2020.

d) For each proposed offset area, provide evidence of consent from the relevant owner of land to have the land used as an offset.

# Legal interests in the land

Are there any legal interests in the land detailed in Section 5 other than the owner of the land?

A legal interest can include, but is not limited to, a bank issued mortgage or a Resource tenure overlapping the property.

Yes → *provide details of interest in the table below*

No → *continue to next section*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of interest | Name of interest holder | Details (where relevant) | Has the interest holder been contacted about the proposed offset? | Has the interest holder granted permission for the proposed offset? | Evidence attached |
|  |  |  | Yes  No | Yes  No |  |
|  |  |  | Yes  No | Yes  No |  |
|  |  |  | Yes  No | Yes  No |  |
|  |  |  | Yes  No | Yes  No |  |
|  |  |  | Yes  No | Yes  No |  |
|  |  |  | Yes  No | Yes  No |  |

**Part D Habitat Quality Details**

Part D is necessary for all land-based offset applications where the offset is for vegetation or wildlife habitat.

A *land-based offset* is an offset requirement that has been conditioned on an authority and is carried out by the proponent or a third-party contracted by the proponent.

***Note****:* For more information about how to undertake a habitat quality assessment, please refer to the *Guide to determining terrestrial habitat quality (v1.3)* (and/or any other advices provided by the Department of Environment and Science or the relevant technical agency). For further guidance, please contact [offsets@des.qld.gov.au](mailto:offsets@des.qld.gov.au)

# Land-based offset details

Attach the following data from your habitat quality assessment (refer to Appendices 1, 2 and 3 of the *Guide to determining terrestrial habitat quality* *(v1.3)* available for download on the Queensland Government [website).](https://www.qld.gov.au/environment/management/environmental/offsets/resources)

**Impact site:**

Data sheet(s) from site assessment

Completed habitat quality scoring template

Evidence of any advice provided by the Department of Environment and Science and/or the relevant technical agency for the prescribed environmental matter(s) about habitat quality assessment methodology *(if applicable)*

**Offset site:**

Data sheet(s) from site assessment

Completed habitat quality scoring template

Evidence of any advice provided by the Department of Environment and Science and/or the relevant technical agency for the prescribed environmental matter(s) regarding the habitat quality assessment methodology *(if applicable)*

# Habitat quality assessment summary

In the table below, summarise the results of your habitat quality assessment for each matter area (i.e., area that contains a single prescribed environmental matter) relevant to the offset.

**Impact Site Habitat Quality Assessment Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prescribed environmental matter group | Prescribed environmental matter details *(e.g., regional ecosystem, species)* | Matter area (hectares) | Habitat quality score (out of 10) | Impacted Individual Counts Protected Plant Numbers OR Number of Non-juvenile Koala Habitat Trees |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
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| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |

**Offset Site Habitat Quality Assessment Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prescribed environmental matter group | Prescribed environmental matter details *(e.g., regional ecosystem, species)* | Matter area (hectares) | Habitat quality score (out of 10) | Existing  Individual Counts Protected Plant Numbers OR Number of Non-juvenile Koala Habitat Trees |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
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| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |

**Part E Staged Offset Details**

Part E is necessary only for staged environmental offset applications.

# Staging details

|  |
| --- |
| **Intended number of stages** |
| **Maximum likely extent of entire project (ha)** |
| **Maximum likely duration of entire project** |

# Approved staging of the prescribed activity

|  |  |  |  |
| --- | --- | --- | --- |
| Stage number | Duration of stage | Prescribed activity approved to be conducted for stage | Approved quantum of impact on each prescribed environmental matter to be offset for each stage |
|  |  |  |  |
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Record the approved approach to staging of the prescribed activity in the table below.

If the total number is 10 or above, please provide the additional records in an attached spreadsheet and indicate the total number of stages here:

# Offset obligation debits and credits

Record in the table below if there are any offset obligation debits or credits from the previous stage, and how these are accounted for in the current stage.

|  |  |  |  |
| --- | --- | --- | --- |
| Stage number | Conditioned offset area (ha) | Delivered offset area (ha)  *(based on financial offset settlement calculation or on ground offset delivery areas)* | Debit/Credit area (ha) |
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If insufficient room, please provide the additional records in an attached spreadsheet and indicate the total number of stages with obligation debits or credits here:

**Part F Financial Settlement Details**

# Offset calculator results

To provide a financial settlement offset you must calculate the payment amount in accordance with Appendix 4 of the Queensland Environmental Offsets Policy. The methodology to calculate a financial settlement offset payment amount has been incorporated into the Financial Settlement Offset Calculator. This online calculator is available at <http://apps.des.qld.gov.au/offsets-calculator/>

The calculated financial settlement offset results must be presented in either of the following formats:

Environmental offsets calculator results email

Environmental offsets calculator results email attachment (offset-data.csv)

OR

A manual breakdown of the financial settlement offset payment amount in accordance with Appendix 4 Queensland Environmental Offsets Policy.

**Financial settlement payment process**

In order to make a payment for a financial settlement offset please follow these steps:

1. Submit the completed EOD1: Environmental Offsets Delivery Form 1 – Notice of Election (and any mandatory attachments) to the relevant administering agency.
2. Enter into an ‘Agreed Delivery Arrangement’ with the relevant administering agency.
3. Send copies of the following to the Offset Fund Management Team (OFMT) at the Department of Environment and Science via: [financialoffsets@des.qld.gov.au](mailto:financialoffsets@des.qld.gov.au)
   * Notice of Election
   * Financial Settlement Calculator output
   * Agreed Delivery Arrangement
   * Relevant permit/license
4. Once received the OFMT will generate an invoice for the agreed amount.
5. Once payment has been received and confirmed the OFMT will provide a receipt for the payment.

**Part G Lodgement Declaration**

# Lodgement declaration

This notice of election is lodged by the following entity:

☐ Authority holder for the authority listed in Part A;

☐ Applicant for authority listed in Part A; or

☐ Other entity, with the consent of the authority holder (*relevant consent attached*).

By signing this declaration: *(tick all boxes)*

I do solemnly and sincerely declare that the information I have provided is true and correct to the best of my knowledge.

I understand that all information supplied in or with this application will not otherwise be used or disclosed unless authorised or required by law*.*

(*If not being completed by the authority holder)* I confirm that I have obtained the consent of the authority holder to lodge this notice of election on their behalf. Evidence of that consent is attached (Attachment 1).

|  |  |
| --- | --- |
| **Name (individual or principal contact if applicant is an organisation)** | **Position (if applicant is an organisation)** |
| **Organisation name (if applicant is an organisation)** | **ACN/ABN (if an organisation)** |
| **Postal address** | |
| **Phone** | **Mobile phone** |
| **Email address** | |
| **Signature (*print and sign or insert as image*)**  Shape  Description automatically generated with low confidence | **Date** |

**Submitting a notice of election application**

This form along with any mandatory attachments serve as the ‘Notice of Election’. To submit a Notice of Election application for assessment purposes, ensure all relevant parts of the form have been filled in correctly and forward it together with any mandatory attachments to the relevant administering agency responsible for administering the offset condition (i.e., the administering agency of the approval permit/license).

**Pre-lodgement meetings**

To apply for a pre-lodgement meeting relating to Development Approvals assessed by the State Assessment and Referral Agency, please fill in the online form [here](https://planning.statedevelopment.qld.gov.au/).

To apply for a pre-lodgement meeting relating to Notice of Elections assessed by the Department of Environment and Science, please fill in and submit the [pre-design/pre-lodgement application form](https://environment.des.qld.gov.au/__data/assets/word_doc/0032/88628/cor-ap-pre-design-meeting.docx).

**Further information**

For further information about environmental offsets, please email [offsets@des.qld.gov.au](mailto:offsets@des.qld.gov.au).

To discuss a current offset application, please phone 13 QGOV (13 74 68).

1. Image base means an image or mosaic of images including, for example, an aerial photograph or a satellite image. [↑](#footnote-ref-1)