***Waste Reduction and Recycling Act 2011***

Baseline volumetric survey

The operator of a waste disposal site located within the waste levy zone and the entity having responsibility for the operation of a resource recovery area (RRA) within the site must, under section 323 and 324 of the Waste Reduction and Recycling Act 2011 (the Act), ensure that a baseline volumetric survey is carried out for the waste disposal site’s declared RRA and levyable waste disposal site (the levyable area within the waste disposal site). If a separate entity manages the RRA, this form may be completed and submitted by the relevant entity responsible for the management of the RRA.

Baseline volumetric surveys must be completed between 1 June 2019 and 31 August 2019. The results of the survey must be sent electronically to the Department of Environment and Science (the department), accompanied by a topographical plan of the levyable waste disposal site and any RRA, and be certified as accurate by a surveyor under the Surveyors Act 2003.

If all requirements of a baseline volumetric survey are met, the department will send an acknowledgement response letter via email and the results will be accessible to the operator on the volumetric survey results page in the Queensland Waste Data System (QWDS).

*When completing this form, it is recommended that operators read the information regarding the waste levy on the Queensland Government’s website* at www.qld.gov.au/wastedisposallevy*. This information will assist the operator in identifying any fees and supporting information that may be needed for the form.*

1. **Business details**

|  |
| --- |
| NAME OF COMPANY/ORGANISATION OPERATING THE WASTE DISPOSAL SITE AND/OR RESPONSIBLE FOR THE OPERATION OF THE SITE’S RRA. *<NOTE: this must be the legal entity holding the relevant environmental authority.>*      |
| TRADING NAME (if applicable)       |
| ABN/ACN       |
| CHIEF EXECUTIVE OF COMPANY/ORGANISATION       |
| REGISTERED OFFICE ADDRESS (not a post office box)      |
| SUBURB       | POSTCODE       |
| POSTAL ADDRESS (if different from above)      |
| SUBURB       | POSTCODE       |
| OFFICE MAIN PHONE       |
| EMAIL OF ENTITY (if applicable)       |

|  |
| --- |
| CONTACT PERSON FOR VOLUMETRIC SURVEY RESULTS      |
| POSITION       |
| PHONE       | MOBILE       |
| EMAIL       |

How would you like to receive correspondence from the department?

|  |  |
| --- | --- |
| [ ]  To your nominated email addresses above | [ ]  Mailed to your postal address above |

1. **Waste disposal site details**

|  |
| --- |
| SITE NAME       |
| SITE ID <from QWDS>        |
| ENVIRONMENTAL AUTHORIITY NUMBER       |
| SITE ADDRESS <physical address, Lot/Plan, Global Positioning System (GPS) coordinates>       |
| TOTAL AREA OF WASTE DISPOSAL SITE (m2)       |
| TOTAL AREA OF RESOURCE RECOVERY AREA (m2)       |
| LANDFILL’S ESTIMATED CLOSURE DATE       |

1. **Landfill capacity details**

|  |
| --- |
| TOTAL DESIGN CAPACITY (m3)       |
| TOTAL AVAILABLE AIR SPACE AT THE TIME OF SURVEY PERIOD (m3)      |
| COMPACTION RATE (t/m3)      |

|  |
| --- |
| IF MORE THAN ONE CELL, COMPLETE THE FOLLOWING: |
| CELL 1DESIGN CAPACITY (m3)      AVAILABLE AIRSPACE AT THE TIME OF SURVEY PERIOD (m3)      COMPACTION RATE (t/m3)       |
| CELL 2DESIGN CAPACITY (m3)      AVAILABLE AIRSPACE AT THE TIME OF SURVEY PERIOD (m3)      COMPACTION RATE (t/m3)       |

Please indicate if further supporting information has been attached. [ ]

1. **Onsite stockpiles–in levyable area**

*<NOTE: If needed, attach a separate page with stockpile details.>*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stockpile number** | **Details of materials stored** | **Volume (m3)** | **Conversion factor (t/m3)** | **Weight (t)** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|  | **TOTAL** |       |  |       |

Please indicate if further supporting information has been attached. [ ]

1. **Onsite stockpiles–in RRA**

*<NOTE: If needed, attach a separate page with stockpile details.>*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RRA code** | **Details of materials stored** | **Volume (m3)** | **Conversion factor (t/m3)** | **Weight (t)** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|  | **TOTAL** |       |  |       |

Please indicate if further supporting information has been attached. [ ]

1. **Survey information**

|  |  |
| --- | --- |
| DATE THE LEVYABLE AREA VOLUMETRIC SURVEY WAS UNDERTAKEN (DD/MM/YYYY)      | DATE THE RESOURCE RECOVERY AREA VOLUMETRIC SURVEY WAS UNDERTAKEN (DD/MM/YYYY)      |
| NAME AND COMPANY OF SURVEYOR      | NAME AND COMPANY OF SURVEYOR      |

Topographic plan for the site and any RRA (if applicable) are attached. *<NOTE: The plan should be submitted electronically (PDF A1 format) via e-mail. The submission must reach the department by the due date to avoid penalties.>*

[ ]  Yes

Topographic plan for the levyable area and any RRA (if applicable) are signed and certified as accurate by a surveyor registered under the *Surveyors Act 2003.*

[ ]  Yes

The topographic plan complies with the following specifications:

[ ]  The topographical plan is drawn at scale 1:250, 1:500 or 1:1000 (different scales or plan sizes may be adopted)

[ ]  The terrain levels represented in the plan by contours at one-metre intervals (or less)

[ ]  All levels relate to Australian Height Datum and the origin of levels noted on the plan

[ ]  Spot levels are taken at sufficient frequency to allow interpolation of levels from the plan to ± 0.2 metres at the 90 per cent confidence level (or better)

[ ]  Geocentric Datum of Australia 1994 (GDA94) is used for the topographic plan.

1. **Declaration**

*<Note: This section is to be completed by the person authorised to sign this form on behalf of the entity. If you have provided false or misleading information in this form you may be liable for prosecution under the Act.>*

* I am submitting the results of a baseline volumetric survey.
* 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 sections 265 and 265A of the *Waste Reduction and Recycling Act 2011* to give to the chief executive information, or a document containing information that I know to be false, misleading or incomplete in a material particular.
* I understand that all information supplied on or with this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

|  |  |
| --- | --- |
| FULL NAME      | POSITION      |
| SIGNATURE | DATE       |

*<NOTE: For more information please refer to Basic Guide to Confidentiality on the Queensland Office of the Information Commissioner website (*[*https://www.oic.qld.gov.au/about/news/what-is-confidentiality*](https://www.oic.qld.gov.au/about/news/what-is-confidentiality)*).>*

1. **Applicant checklist**

[ ]  Form completed and signed.

[ ]  Fees paid or enclosed (if applicable). <NOTE: There is no fee applicable to this form.>

[ ]  Supporting information attached (if applicable).

**Please submit this completed application form and supporting information using one of the following methods:**

**Email:** **palm@des.qld.gov.au**

The email subject line should state ‘Baseline volumetric survey’. The file size limit for submission via email is 20MB. Any submission via email which exceeds 20MB will need to be broken down into separate emails, with each email subject line clearly stating ‘Part X of X’ (e.g. Part 1 of 2).

**Post to:**

Permits and Licensing

Department of Environment and Science

GPO Box 2454

Brisbane QLD 4001

Documents referred to throughout this form are available at [www.qld.gov.au/wastedisposallevy](http://www.qld.qld.gov.au/wastedisposallevy) or by contacting the Permits and Licensing Team on the below contact details.

Enquiries: 13 QGOV (13 74 68)

Email: palm@des.qld.gov.au

**Privacy statement**

The Department of Environment and Science is committed to protecting the privacy, accuracy and security of your personal information in accordance with the *Information Privacy Act 2009*. The department is collecting your personal information in this form in order to determine what information is available and respond to your request. The information will only be accessed by authorised employees within the department. Your information will not be given to any other person or agency unless you have given us permission or we are authorised or required by law. All information supplied on this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977*. For queries about privacy matters email: privacy@des.qld.gov.au or telephone: 13 74 68.