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

Amendment or change to a declared resource recovery area

**IMPORTANT INFORMATION FOR COMPLETING THIS FORM**

The operator of a waste disposal site must complete this form to notify of an amendment to a declared resource recovery area (RRA) under section 72U of the Waste Reduction and Recycling Act 2011 (the Act) or notifying of a change to the RRA under section 73C of the Act.

**Amendment or change**

To notify of an amendment to the declared RRA under section 72U of the Act you need to complete PART A, PART B and PART D of this form.

However, if the only change to the RRA is a change to:

1. *The recycling activities conducted in the RRA; or*
2. *The physical barrier or points of access for the RRA that do not change the boundaries of the RRA; or*
3. *The entity having responsibility for the operation of the RRA,*

*you need to notify the change pursuant to section 73C of the Act and complete PART A, PART C and PART D of this form.*

**Amendment under section 72U of the Act**

The operator of the waste disposal site must submit this form at least 20 days before the amendment of the declared RRA will take effect.

If the amendment to the declared RRA results in part of the RRA being within the levyable waste disposal site then the additional area will form part of the levyable waste disposal site and any waste within that area will be, for the purposes of the levy, waste delivered to the levyable part of the site.

When using this form to notify of an amendment under section 72U of the Act, the form must be signed by the operator of the waste disposal site and any other entity that will be responsible for the RRA.

**Change under section 73C of the Act**

For a change to the declared RRA under section 73C of the Act, this form must be submitted within 7 days after the change happens. A change under section 73C of the Act is a change to only one of the following:

1. *The recycling activities conducted in the RRA ; or*
2. *The physical barrier or points of access for the RRA that do not change the boundaries of the RRA; or*
3. *The entity having responsibility for the operation of the RRA.*

When using this form to notify of a change under section 73C of the Act, this form must be given by the operator of the waste disposal site, unless notifying of a change to the entity having responsibility for the operation of the RRA, in which case the form must be given by the entity having responsibility for the RRA immediately before that change.

*It is an offence under the Act to:*

* *Fail to notify of a change to the physical barrier or points of access for the RRA that does not change the boundaries of the RRA in accordance with section 73C(2);*
* *Fail to notify of a change to the recycling activities in accordance with section 73C(3); and*
* *Fail to notify of a change to the entity responsible for the operation of the RRA in accordance with section 73C(4).*

**Other information**

In order for this amendment form to be compliant, all relevant sections must be completed. If all requirements of the amendment are met, the department will send an acknowledgement response email. The details of the declared RRA will not change on your site profile page in the Queensland Waste Data System (QWDS).

*When completing this form, it is recommended that operators read the information regarding RRAs and the waste levy on the Queensland Government’s website at www.qld.gov.au/wastedisposallevy.*

**PART A**

1. **Business details of the operator[[1]](#footnote-1)**

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| --- |
| NAME OF COMPANY/ORGANISATION      |
| 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)       |

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| CONTACT PERSON FOR DECLARATION      |
| 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 and RRA details**

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| CLIENT ID <from QWDS>W      |
| SITE NAME      |
| SITE ID <from QWDS>C       |
| RRA ID <from QWDS>RRA      |
| SITE ADDRESS <physical address, Lot/Plan, Global Positioning System (GPS) coordinates>       |

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| ENVIRONMENTAL AUTHORITY NUMBER OF WASTE DISPOSAL SITE      |
| ENVIRONMENTAL AUTHORITY HOLDER NAME      |
| TRADING NAME (if applicable)      |

**PART B**

1. **Amendment details – section 72U of the Act**

Please indicate the date that the amendment is to take effect:

<NOTE: For notification of an amendment under section 72U of the Act, the form must be submitted 20 days prior to the amendment taking effect.

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| --- |
| DD/MM/YYYY      |

Please select all amendments being made:-

<NOTE: Please select each relevant amendment listed below and populate the details required in the relevant sections.>

[ ]  Amendment to the RRA boundary (increasing or decreasing the area of the RRA) and/or vehicles access points – please complete question 4

[ ]  Amendment to the physical barrier of the RRA - please complete question 5

[ ]  Amendment to the recycling activities conducted in the RRA – please complete question 6

[ ]  Amendment to the entity having responsibility for the operation of the RAA – please complete question 7

1. **Amendment to RRA boundary**

A plan of the waste disposal site must be submitted with this form, indicating the amended RRA and clearly showing:

* the location of the physical barrier between the RRA and the rest of the site, and
* the points of access allowing vehicles to move between the RRA and the rest of the site.

GPS coordinates (in Geocentric Datum of Australia 1994 (GDA 94)) of key points of the amended RRA boundary and vehicle access points are also to be provided on the plan or in the table below.

|  |  |
| --- | --- |
| **Feature description**  | **GPS coordinates (in GDA 94)** |
|       |       |
|       |       |
|       |       |
|       |       |
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|       |       |
|       |       |

<NOTE: If additional rows are needed, a separate table should be attached to this form.>

[ ]  A plan of the site has been provided with this form.

1. **Amendment to RRA physical barrier**

Please provide details of the physical barrier (e.g. its materials and height) separating the RRA from the rest of the site, and how it prevents vehicles from moving between the RRA and the rest of the site other than through points of access, shown on the plan:

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| PROVIDE DETAILS:      |

1. **Amendment to recycling activity details**

What recycling activities will be conducted in the amended RRA?

[ ]  re-using waste resources

[ ]  recycling waste resources to make the same or different products

[ ]  recovering waste resources, including extracting energy from those resources

|  |
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| PROVIDE DETAILS OF EXISTING ACTIVITIES AND THE PROPOSED CHANGES:      |

1. **Amendment to entity having responsibility for the operation of the RRA**
2. Please provide details of the entity that will be responsible for the operation of the RRA (*New Responsible Entity)*:

[ ]  Waste disposal site operator.

[ ]  Separate responsible entity – provide details below:

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| NAME OF NEW RESPONSIBLE ENTITY       |
| ACN/ABN OF NEW RESPONSIBLE ENTITY |
| NAME OF PERSON MANAGING RRA FOR NEW RESPONSIBLE ENTITY      |
| CONTACT DETAILS OF PERSON MANAGING RRA Phone:      Email:      Postal address:        |

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| ENVIRONMENTAL AUTHORITY NUMBER OF RECYCLING ACTIVITY/ACTIVITIES      |
| ENVIRONMENTAL AUTHORITY HOLDER NAME      |
| TRADING NAME (if applicable)      |

1. Please provide details of the entity that will no longer be responsible for the operation of the RRA (*Outgoing Responsible Entity)*:

[ ]  Waste disposal site operator.

[ ]  Separate responsible entity – provide details below:

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| NAME OF OUTGOING RESPONSIBLE ENTITY       |
| ACN/ABN OF OUTGOING RESPONSIBLE ENTITY |
| NAME OF PERSON MANAGING RRA FOR OUTGOING RESPONSIBLE ENTITY      |
| CONTACT DETAILS OF PERSON MANAGING RRA FOR OUTGOING RESPONSIBLE ENTITYPhone:      Email:      Postal address:        |

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| ENVIRONMENTAL AUTHORITY NUMBER OF RECYCLING ACTIVITY/ACTIVITIES       |
| ENVIRONMENTAL AUTHORITY HOLDER NAME      |
| TRADING NAME (if applicable)      |

(c) When the amendment takes effect, will there be more than one entity responsible for the operation of the RRA?

[ ]  No, the New Responsible Entity will be the only entity responsible for the operation of the RRA.

[ ]  Yes, there will be multiple entities responsible for the operation of the RRA – provide an attachment to this application that includes the details in 7(a) above for each responsible entity.

**PART C**

1. **Change details – section 73C of the Act**

Please indicate the date that the change took effect:

<NOTE: For notification of a change under section 73C of the Act, the form must be submitted within 7 days after the change happened.

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| DD/MM/YYYY      |

Please select the change that has happened:

<NOTE: Please select only one change listed below and populate the details required in the relevant sections.>

[ ]  Change to the physical barrier or points of access for the RRA (where there is no change to the boundary) - please complete question 9

[ ]  Change to the recycling activities conducted in the RRA – please complete question 10

[ ]  Change to the entity having responsibility for the operation of the RAA – please complete question 11

1. **Change to RRA physical barrier or points of access**
2. For a change to the physical barrier or points of access for the RRA that does not change the boundaries of the RRA, please provide an amended plan of the waste disposal site indicating the RRA and clearly showing:
	* The physical barrier; and
	* Points of access.

Please also provide GPS coordinates (in Geocentric Datum of Australia 1994 (GDA 94)) of points of access on the plan or in the table below.

|  |  |
| --- | --- |
| **Feature description**  | **GPS coordinates (in GDA 94)** |
|       |       |
|       |       |

1. For a change to the physical barrier, please provide details of the physical barrier (e.g. its materials and height) separating the RRA from the rest of the site, and how it prevents vehicles from moving between the RRA and the rest of the site other than through points of access, shown on the plan:

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| PROVIDE DETAILS:      |

1. **Change to recycling activity details**

What recycling activities are now conducted in the amended RRA?

[ ]  re-using waste resources

[ ]  recycling waste resources to make the same or different products

[ ]  recovering waste resources, including extracting energy from those resources

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| PROVIDE DETAILS OF PREVIOUS ACTIVITIES (PRIOR TO THE CHANGE) AND THE CURRENT ACTIVITIES (AFTER THE CHANGE):      |

1. **Change to entity having responsibility for the operation of the RRA**
2. Please provide details of the new entity that is responsible for the operation of the RRA (*New Responsible Entity)*:

[ ]  Waste disposal site operator.

[ ]  Separate responsible entity – provide details below:

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| NAME OF NEW RESPONSIBLE ENTITY       |
| ACN/ABN OF NEW RESPONSIBLE ENTITY |
| NAME OF PERSON MANAGING RRA FOR NEW RESPONSIBLE ENTITY      |
| CONTACT DETAILS OF PERSON MANAGING RRA Phone:      Email:      Postal address:        |

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| ENVIRONMENTAL AUTHORITY NUMBER OF RECYCLING ACTIVITY/ACTIVITIES      |
| ENVIRONMENTAL AUTHORITY HOLDER NAME      |
| TRADING NAME (if applicable)      |

1. Please provide details of the entity that has ceased to be responsible for the operation of the RRA (*Outgoing Responsible Entity)*:

[ ]  Waste disposal site operator.

[ ]  Separate responsible entity – provide details below:

[ ]  Not applicable – a new entity has been added in addition to the existing responsible entities.

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| --- |
| NAME OF OUTGOING RESPONSIBLE ENTITY       |
| ACN/ABN OF OUTGOING RESPONSIBLE ENTITY |
| NAME OF PERSON MANAGING RRA FOR OUTGOING RESPONSIBLE ENTITY      |
| CONTACT DETAILS OF PERSON MANAGING RRA FOR OUTGOING RESPONSIBLE ENTITYPhone:      Email:      Postal address:        |

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| ENVIRONMENTAL AUTHORITY NUMBER OF RECYCLING ACTIVITY/ACTIVITIES       |
| ENVIRONMENTAL AUTHORITY HOLDER NAME      |
| TRADING NAME (if applicable)      |

1. Is there more than one entity responsible for the operation of the RRA?

[ ]  No, the New Responsible Entity is the only entity responsible for the operation of the RRA.

[ ]  Yes, there are multiple entities responsible for the operation of the RRA – provide an attachment to this application that includes the details in 11(a) above for each responsible entity.

**PART D**

1. **Declaration**

<Note: This section is to be completed by the person authorised to sign this declaration on behalf of the waste disposal site operator unless notifying of a change to the entity having responsibility for the operation of the RRA under section 73C(4) of the Act, in which case the declaration must be given by the person authorised to sign this declaration on behalf of the entity having responsibility for the operation of the RRA immediately before that change.

If you have provided false or misleading information in this declaration you may be liable for prosecution under the Act.>

* This form is to notify the chief executive of an amendment or change to the RRA and the form (and supporting information) contains the full details of the amendments or change to the RRA.
* 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 section 265 and 265A of the Act 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 declaration may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

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

# Signature of entity or entities, other than the waste disposal site operator, managing the RRA (if applicable)

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| entity responsible for the RRA      |
| FULL NAME OF PERSON authorised to sign on behalf of the entity responsible for the RRA      | POSITION      |
| SIGNATURE | DATE      |

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| entity responsible for the RRA      |
| FULL NAME OF PERSON authorised to sign on behalf of the entity responsible for the RRA      | POSITION      |
| SIGNATURE | DATE      |

# Checklist

[ ]  Amendment or change form completed and signed by the waste disposal site operator (or the entity responsible for the operation of the RRA immediately before a change in the entity having responsibility if the notification is made pursuant to section 73C(4) of the Act).

[ ]  Amendment or change form signed by each other entity, other than the waste disposal site operator, responsible for the operation of the RRA (if applicable).

[ ]  GPS coordinates indicating the outline of the RRA and vehicle access points (if applicable).

[ ]  Site plan is attached (if applicable).

[ ]  Supporting information attached (if applicable).

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

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

The email subject line should state ‘amendment or change to a declared resource recovery area’.

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).

If needed, please contact Levy Services at wastelevyapps@des.qld.gov.au

**Privacy statement**

The Department of Environment, Science and Innovation 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.

1. If you are notifying of a change to the entity responsible for the operation of the RRA under section 73C(4) of the Act, the form should be completed by the entity having responsibility for the operation of the area immediately before the change. [↑](#footnote-ref-1)