



INFORMATION BULLETIN

INSTRUCTIONS FOR COMPLETING WORKS APPROVAL, LICENCE & LICENCE AMENDMENT APPLICATIONS

Publication 375.8* July 2009

These notes are to assist applicants in ensuring that all WORKS APPROVAL AND LICENCE applications are submitted to the Authority with the correct information and appropriate attachments. The Authority cannot accept applications which are incomplete due to lack of technical data, site plan, fees (where applicable), etc.

Applicants wishing to apply for a WORKS APPROVAL or LICENCE are therefore encouraged to discuss the application with the appropriate regional staff (see attached page) prior to forwarding the application to the Authority.

INFORMATION TO BE SUBMITTED

All applications must be submitted (see last page for appropriate address) in QUADRUPPLICATE (4), comprising of one (1) original and three (3) copies, and should include:

- an application for that is completed, signed and dated by either the applicant or a person authorised to act on behalf of the applicant. Written confirmation of this authorisation should accompany the application.
- an application fee if applicable (see under APPLICATION FEES overleaf)
- where applicable, a Certificate of Incorporation. Business Name certificate or Registered Plan
- plans and specifications of the works and design calculations for all control equipment
- an A4 site plan indicating discharge points where applicable. For storage/treatment facilities the plan should indicate the site layout etc.
- supporting Technical information (for Public viewing).

Please note, if supporting technical documentation extends beyond 10 pages, a SUMMARY must be provided.

Specific technical requirements for submitting applications relating to AIR, WATER/LAND discharges, LANDFILLS (tips), NOISE EMISSIONS, INDUSTRIAL WASTES and BIOMEDICAL WASTES are listed

separately for each category, Please telephone the appropriate region if you have not received the list of additional technical requirements relevant to your application.

CONFIDENTIALITY OF APPLICATIONS

The information contained in an application including any further information requested by the Authority is generally available for public inspection. Applicants wishing certain information to be treated as confidential, should clearly indicate this requirement. Subject to the exemptions which apply, applicants should be aware that all information submitted to the Authority may be required to be disclosed by compulsion of law.

The APPLICANT must be the occupier of the premises who will be in control of either the use, the discharge of waste or emission of noise, or in the case of certain scheduled premises* the treatment/storage of prescribed industrial waste.

In the case of a Partnership, in addition to referring to the business name and supplying a business name certificate, the application must specify the full names of the individual partners.

The relevant documentation must be provided if the applicant is:

- a COMPANY, the address of its registered Office in Victoria or principal place of business in Victoria, as the case may be, together with the Certificate of Incorporation
- a BODY CORPORATE within the meaning the *Strata Titles Act 1967*, the address for service of notices, together with a certified copy of its Registered Plan
- an INCORPORATED ASSOCIATION under the *Associations Incorporation Act 1981*, the name and address of the public officer, together with a Certificate of Incorporation.

* *Scheduled premises are set out in the Environment Protection (Scheduled Premises and Exemptions) Regulations 1996. Prescribed industrial waste is listed in the Environment Protection (Prescribed Waste) Regulations, 1998.*

* This document replaces EPA publication 375.7, released July 2008.



LOCATION OF PREMISES

If a street address is not available, an accurate description of the land/premises including municipality is required. Where applicable, the number, plan number, crown allotment or crown portion number, section, township/parish, volume/book and folio number must be provided. An APPLICATION FEE must accompany all WORKS APPROVAL applications. Where a WORKS APPROVAL was required and NOT obtained prior to commencing works, an application fee must also accompany the LICENCE application. Application fees are determined as follows and are subject to change:

PLANNING PERMIT

The *Environment Protection Act 1970* states that a WORKS APPROVAL or LICENCE cannot take effect if a PLANNING PERMIT is required and has not been granted. Accordingly, an applicant for a planning permit should be lodged (where required), with the relevant planning authority prior to or concurrent with the application.

A WORKS APPROVAL or LICENCE does not take effect until a copy of the permit is served on the Authority by the applicant.

COST OF WORKS

Less than \$10,000	\$722.40
\$10,000 or greater but less than \$50,000	\$1,444.90
\$50,000 or greater but less than \$250,000	\$3,010.20
\$250,000 or greater but less than \$1 million	\$5,057.10
\$1 million or greater but less than \$5 million	\$8,428.50
\$5 million or greater but less than \$25 million	\$16,857.00
\$25 million or greater but less than \$100 million	\$25,285.50
\$100 million or greater	\$52,605.00

PLEASE NOTE: Licence amendments (when initiated by the licensee), incur an application fee of 10 per cent of the licensee's current annual fee, up to a maximum of \$993.70.

GENERAL INFORMATION

A WORKS APPROVAL is required pursuant to section 19A of the *Environment Protection Act 1970* for works at scheduled premises which will or is likely to alter or increase the discharge of wastes or emission of noise to the environment, or be used for the treatment/storage of prescribed industrial wastes. A works approval MUST be obtained PRIOR to commencing works, or use that will make the premises or any alteration in plant regardless of use or impact on discharge at a scheduled premises.

A LICENCE is required pursuant to Section 20 of the *Environment Protection Act 1970* **PRIOR** to discharging waste, emitting noise and/or the treatment/storage of prescribed industrial waste from/at the scheduled premises and commissioning any works subject to works approval.

APPLICATION FEES

An application fee must accompany all WORKS APPROVAL applications. Where a WORKS APPROVAL was required and NOT obtained prior to commencing works, an application fee must also accompany the LICENCE application. Application fees are determined as follows and are subject to change: