



## ANNUAL RETURN FOR A REGISTRATION CERTIFICATE

*Environmental Protection Act 1994 Section 316*

Return before:  
File Number:  
ERA type:

**Office Use Only**  
Registration fee: \_\_\_\_\_  
Date determined: \_\_\_\_\_  
By officer: \_\_\_\_\_

This form must be completed and returned annually by the holder of all Registration Certificates issued by Council under the *Environmental Protection Act 1994*. Please review the details provided in the column on the left and provide any corrections in the column on the right. **Please use block letters.**

Registration certificate number	Provide corrections in this column.		
Full name of applicant or company name	Full name of applicant or company name		
Trading name	Trading name		
Activity street address	Activity street address		
Postal address	Postal address		
Contact name	Contact name		
Business telephone	After hours telephone	Business telephone	After hours telephone
Real property description/Property number	Real property description/Property number		

**Please note:** Minor changes, such as change of name after marriage, can be made as an amendment by agreement. A change of name and a change in ABN/CAN will require a continuing registration. Refer to Central Highlands Regional Council for more information.

**1 Do you have a copy of the development approval/s or Code of Environmental Compliance to which your registration certification applies?**

- Yes
- No

**2 Have any of the activities on your registration certificate altered since the time it was issued?**

- Yes – Your development approval and registration certificate may need to be amended. Contact Central Highlands Regional Council for advice
- No

**3 Since your last annual return, have you fully complied with the conditions of your development approval or code of environmental compliance and your general environmental duty?**

Yes

No – Provide details below. If you require more space, attach additional information

**4 Does a condition of your development approval or code of environmental compliance require you to carry out any monitoring and/or prepare reports on your ERA?**

Yes

No

**5 Has all of the necessary environmental monitoring been carried out and all the reports prepared?**

Yes

No – Please provide details below. If you require more space, attach additional information

**6 Where are the monitoring data and copies of reports kept?**

Please do not submit the report(s) with this annual return – fill out the information below. If you require more space, attach additional information.

Location of reports and/or monitoring

**7 Please provide a list of all the monitoring data compiled and the reports prepared since your last annual return.**

Please do not submit the report(s) with this annual return – fill out the information below. If you require more space, attach additional information.

Nature of report and/or monitoring	Prepared by	Dates covered

**8 Has the monitoring that has been carried out shown any exceedance of the environmental limits set in the conditions of your development approval?**

- Yes – Please attach a copy of the notification of that exceedance that you gave to the administering authority.
- No

**9 Declaration**

- 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 s480 of the *Environmental Protection Act 1994* to give the administering authority, or an authorised person, a document containing information that I know is false, misleading or incomplete in a material particular.
- I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

**Please note:** If you haven't told the truth in this annual return you may be liable for prosecution under the relevant Acts or Regulations. It is an offence under s480 of the *Environmental Protection Act 1994* to give to the administering authority a document containing information that is false, misleading or incomplete in a material particular. This offence carries a maximum penalty of \$166,500 or 2 year imprisonment.

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Applicants signature

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Date

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Applicants name

**Please return your completed annual return to:**

Central Highlands Regional Council  
Environmental Health  
PO Box 21  
Emerald Qld 4720

**Enquiries:** (07) 49828 318

**Fax:** 1300 242 687

**Email:** [gatherfold@chrc.qld.gov.au](mailto:gatherfold@chrc.qld.gov.au)

**Thank you for the time you have spent completing this form.**