



Environmental Protection Authority

**EPA REFERRAL
FORM
DMA**

Referral of a Proposal by a Decision-making authority to the Environmental Protection Authority under Section 38(5) of the Environmental Protection Act 1986

PURPOSE OF THIS FORM

Section 38(5) of the *Environmental Protection Act 1986* (the EP Act) provides that a decision-making authority that has notice of a proposal that appears to it to be a significant proposal or a proposal of a prescribed class is to refer the proposal the Environmental Protection Authority (EPA) for a decision on whether or not it requires assessment under the EP Act. This form sets out the information requirements for the referral of a proposal by a decision-making authority.

Before completing this form, decision-making authorities are encouraged to familiarise themselves with the EPA's *General Guide on Referral of Proposals* [see Environmental Impact Assessment/Referral of Proposals and Schemes].

A referral under section 38(5) by a decision-making authority must be made on this form. This form will be treated as a referral provided all required information is included to the extent that it is pertinent to the proposal being referred. Referral documents are to be submitted in two formats – hard copy and electronic copy. The electronic copy of the referral will be provided for public comment for a period of 7 days, prior to the EPA making its decision on whether or not to assess the proposal.

CHECKLIST

Before you submit this form, have you

	Yes	No
Completed all applicable questions		
Included Attachment 1 – location maps		
Included Attachment 2 – Supporting information (if applicable)		
Enclosed the CD of all referral information, including spatial data and contextual mapping.		

Following a review of the information presented in this form, please consider the following question. (A response is Optional)

DO YOU CONSIDER THE PROPOSAL REQUIRES FORMAL ENVIRONMENTAL IMPACT ASSESSMENT?

YES NO NOT SURE

IF YES, WHAT LEVEL OF ASSESSMENT?

ASSESSMENT ON PROPONENT INFORMATION
 PUBLIC ENVIRONMENTAL REVIEW

REFERROR'S DECLARATION

I,, (*full name*) submit this referral to the Environmental Protection Authority for consideration of the environmental significance of its impacts.

Signature	Name (print)
Position	Responsible Authority
Date	

1. DMA, PROPOSAL, PROPONENT AND LOCATION INFORMATION

1.1 REFERRING DMA

Name	
Postal Address	
DMA contact for the proposal <ul style="list-style-type: none">• Name• Phone• Email	

1.2 PROPONENT

Name of person/entity proposing to implement the proposal	
Joint Venture parties (if applicable)	
Postal Address	
Key proponent contact for the proposal <ul style="list-style-type: none">• Name• Address• Phone• Email	

1.3 PROPOSAL

Title	
Description	

1.4 LOCATION

Name of the Shire in which the proposal is located	
For urban areas – <ul style="list-style-type: none">• street address• lot number• suburb• nearest road intersection	
For remote localities – <ul style="list-style-type: none">• nearest town• distance and direction from that town to the proposal site	
Electronic spatial data - GIS or CAD on CD, geo-referenced and conforming to the following parameters: <ul style="list-style-type: none">• GIS: polygons representing all activities	Enclosed: Yes / No

<ul style="list-style-type: none"> • and named • CAD: simple closed polygons representing all activities and named • datum: GDA94 • projection: Geographic (latitude/longitude) or Map Grid of Australia (MGA) • format: Arcview shapefile, Arcinfo coverages, Microstation or AutoCAD 	
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2. APPROVALS/CONTROL MECHANISMS

What approval(s) is (are) required from you as a Decision Making Authority?	
<p>Is an amendment to a planning scheme proposed or required to enable implementation of the proposal?</p> <p>If yes, please provide details.</p>	Yes / No
<p>Have you sought comments from a State Government Agency or Local Authority regarding this proposal?</p> <p>If yes, name all agencies and Local Authorities contacted.</p>	Yes / No
What conditions can you place on the proposal to manage environmental impacts?	

3. ENVIRONMENTAL CONSIDERATIONS

In what ways do you consider the proposal may have a significant effect on the environment and warrant referral to the EPA?	
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4. SUPPORTING INFORMATION

Please attach copies of relevant information you have received or can provide on the proposal and list documents below.

Document	Description/Title
1.	
2.	
3.	