



BRISBANE CITY COUNCIL

Environmentally Relevant Activity - ERA (Chapter 4 Activity) Registration Certificate Application

Environmental Protection Act 1994

ABN 72 002 765 795
GST does not apply
to these licences

Please read the Application Guidelines and the Environmentally Relevant Activity Development Approval and Registration Guide before completing and submitting your application. Applications that are incomplete will not be accepted.

1 Application type *Select ONE only*

- Application for one or more new ERAs subject to development approval**

Development Approval no.

Select activity then complete Parts A, B, C, E and F

- Site based activity**
 Mobile activity
 Temporary activity

or

- Application to surrender Registration Certificate *Complete Parts A, E and F***

Registration Certificate no.

Office Use Only

DART Application no.

DART Permit no.

2 Multiple ERA integrated operation *Tick if applicable*

- This application is for a single registration certificate for multiple ERAs under s73D. **NOT for multiple ERAs being conducted on the same site subject to the same Development Approval.**
Complete Part D

PART A

3 Premises address *Give official address of premises. For Mobile Activity give the business or residential address*

Unit no.	Street no.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Real Property description

Lot	Plan	Lot	Plan
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Applicant

Individual's full name *Person/s applying to be the holder of the registration certificate*

Title	Surname/Family name	First name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

or

Organisation's full name *Organisation applying to be the holder of the registration certificate*

PART B

6 ABN Mandatory

7 Registered address *Not a PO Box*

8 Postal address

9 Business/Trading name *If applicable*

10 Contact person's name

11 Contact details

Business phone no.	Business fax no.	Business mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

12 Agent or Consultant *Details of person making application on behalf of the operator*

Name		
<input type="text"/>		
Address		
<input type="text"/>		
Business phone no.	Business fax no.	Business mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

PART C

Activity details

13 ERA activity

Activity A

ERA no.	and	ERA description
<input type="text"/>		<input type="text"/>

Activity B

ERA no.	and	ERA description
<input type="text"/>		<input type="text"/>

14 Area where proposed activity will be carried out *Mobile and temporary activity only*

Brisbane City Council area

15 Temporary activity only

What time period is the registration required?

Date from	Date to
<input type="text"/>	<input type="text"/>

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PART D

Multiple ERA integrated operation

16 Are the activities listed in Part C carried out under the day-to-day management of a single responsible person, eg. *site manager or operations manager*?

No You will not be issued with a single registration certificate

Yes Responsible person's details

Name	Position
<input type="text"/>	<input type="text"/>

17 Are the activities to be carried out at two or more places at or about the same time?

No You will not be issued with a single registration certificate

Yes **Complete questions 18-20**

18 Are the activities sufficiently close in distance to make the integrated day-to-day management of the activities effective?

No You will not be issued with a single registration certificate

Yes *Attach supporting information*

19 Are the activities operationally interrelated?

No You will not be issued with a single registration certificate

Yes *Attach supporting information*

20 Does the intergrated operation of the activities result in a lower risk of environmental harm being caused by the activities?

No You will not be issued with a single registration certificate

Yes *Attach supporting information*

PART E

21 Completion checklist *Required with this application* *Tick box/es*

- | | |
|---|--------------------------|
| 1. Completed and signed application form | <input type="checkbox"/> |
| 2. Correct fee paid or enclosed | <input type="checkbox"/> |
| 3. Attachment relating to suitability statements required if answering 'yes' to question 22 below | <input type="checkbox"/> |
| 4. Development approval number provided | <input type="checkbox"/> |
| 5. Completed Part D - if applying for multiple activities and the activities are NOT on the same Development Approval | <input type="checkbox"/> |

Office Use Only
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

PART F

22 Applicant's suitability statement, declaration and signature

Have you ever had a registration certificate, licence or approval refused, suspended or cancelled, or been found guilty of an offence against the Environmental Protection Act 1994 or corresponding law in other States or Territories.

No Yes *Give details in an attachment*

I understand that the information provided in and with this application may be disclosed publicly under the Freedom of Information Act 1992 and the Evidence Act 1977.

I am aware that it is an offence to knowingly provide false or misleading information.

Name *Individual or organisation*

Name *Individual*

Name of Signatory *If applicant is an organisation*

Position *Proprietor, Director, Manager*

Signature and date

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Lodge your completed application at any Council Regional Business Centre or mail to your nearest Centre

Council's Regional Business Centres provide localised business and community services around Brisbane to builders, developers, small business, the trades, industry and community groups. Multi-disciplinary teams service these regional offices.

In person EFTPOS available

Central Region

Brisbane Administration Centre, Level 1, 69 Ann Street, Brisbane

Mail to: Brisbane City Council, GPO BOX 1434, BRISBANE QLD 4001

East Region

Westfield Carindale, 2 Millennium Boulevard, Carindale

Mail to: Brisbane City Council, Locked Bag 50, MANSFIELD DC QLD 4122

North Region

960 Gympie Road, Chermside (opposite the Tax office)

Mail to: Brisbane City Council, Locked Bag 960, VIRGINIA DC QLD 4014

South Region

Sunnybank Hills Shoppingtown, Shop 301, Level 1, 661 Compton Road, Sunnybank Hills

Mail to: Brisbane City Council, Locked Bag 301, ACACIA RIDGE DC QLD 4110

West Region

46-56 Coonan Street, Indooroopilly (opposite roundabout)

Mail to: Brisbane City Council, Locked Bag 3046, TOOWONG DC QLD 4066

General Postal Address

Brisbane City Council

GPO BOX 1434

BRISBANE QLD 4001

Environmentally Relevant Activity Registration Certificate Application Guidelines

Notes in relation to specific fields on the application

For all fields, if the space is insufficient please provide the required information in a clearly marked attachment.

1 Application type

Select the applicable type of application in relation to a Registration Certificate for an ERA.

- Select **New Registration** where you are making an application to carry out one or more ERAs, either on a site or as a mobile activity. You would also select **New Registration** if you already hold a registration certificate, but propose to add another activity that you have received a Development Permit for.
- Select **Surrender Registration Certificate** if you have stopped the activity, and wish to surrender the registration. If you lodge a surrender application, you must also submit an audit statement advising of the extent to which the activities comply with all development conditions including any conditions relating to the rehabilitation or ongoing management of the site.

2 Multiple ERA integrated operation

The term multiple ERA activities includes two or more ERAs at a single premises or one or more ERAs at two or more premises. Any of these combinations can include a 'Mobile and Temporary ERA'

Part A

3 Premises address

You must use the official address of the location where the activity will be carried out, and include any unit number if applicable. The official address is listed on your development permit for the ERA, as well as on the rates notice. If you are unsure of the official (rateable) address, please confirm by contacting the landowner or alternatively phone Council on 3403 8888. This address cannot be a post office box. If you are applying for a mobile activity, you must list the business or residential address in this field.

4 RPD

This is the Real Property Description, ie. *the lot and plan*, of the parcel of land. List all applicable lots such as Lots 1-3 on Plan RP1234 or Lot 1 on RP1234 and Lot 3 on SL4321. The RPD is listed on the rates notice as well as on the Development Approval for the ERA that applies for your activity. If you are unsure please confirm by contacting the landowner or alternatively phone Council on 3403 8888.

Part B

5 Applicant

The primary applicant must be the person who will hold the registration certificate and be legally responsible for the operation.

- Where the applicant is an individual, provide full name, eg. *Mr John Peter Smith*
- Where the applicant is a partnership of individuals, provide full name of all individuals, eg. *Mr John Peter Smith, Mr David Geoffrey Smith and Miss/Mrs/Ms Mary Jane Smith*
- Where the applicant is a corporation, provide full name of corporation as registered, eg. *Queensland Best Pty Ltd or My Company Ltd*. Note that a business name is not a legal entity and **cannot** hold the registration certificate.

6 ABN

List your Australian Business Number. Any person or organisation that conducts a business is issued with an ABN.

7 Registered address

This is the address of the registered office where you can receive legal documents. This may be the same address as the location of the activity. A post office box **cannot** be a registered office.

10 Contact person

You may want to nominate a contact person for the application, eg. *your manager*. An organisation **must** nominate a contact person.

11 Contact details

List contact details where you can be reached on a daily basis during business hours.

12 Agent or Consultant

If an agent or consultant is assisting you with the application, the relevant details must be supplied. This person will receive all correspondence in relation to the application, but will not be listed as the holder of the registration certificate or receive future correspondence such as renewal notices. *Leave this section blank if you are not using an agent.*

Part C

Activity details

13 ERA activity

List your ERA by giving either number and description. Note that threshold applies to some of the ERAs, where applicable you must specify this threshold. If you operate more than one activity or the same activity both at a fixed site and as a mobile activity, list these as Activity A, B, C, etc. The form has room for two different ERAs, if you carry out more than two activities, provide details in an attachment. Additional information is available in the 'Environmentally Relevant Activity Development Approval and Registration Guide'.

Level 1 ERAs

ERA 4 (a)	Poultry farming - 200,000 birds or more
ERA 14	Crematorium - human, pet or animal remains
ERA 23 (a), (b) or (c)	Abrasive blasting - (a) on-site (b) mobile (c) both on-site and mobile
ERA 25 (a) or (b)	Metal surface coating - production capacity (a) up to 2000 tonnes (b) 2001 to 10 000 tonnes per year
ERA 27	Metal recovery - scrap metal yard, dismantling automotive and mechanical equipment
ERA 28	Motor vehicle workshop - includes panel beating, mechanical repair, spray painting and detailing
ERA 47	Pet, stock or aquaculture food manufacturing
ERA 51 (a) or (b)	Plastic manufacture - production capacity (a) 1 to 5 tonnes (b) more than 5 tonnes per year
ERA 62	Concrete batching - producing concrete, (including mobile works) more than 100 tonnes per year
ERA 69	Boat maintaining or repairing facility
ERA 73 (a) or (b)	Marina or seaplane mooring - (a) 20 to 99 berths or moorings (b) 100 or more berths or moorings

Level 2 ERAs

ERA 4 (b)	Poultry farming - between 1000 and 200,000 birds
ERA 11 (a)	Crude oil or petroleum product storing - between 10,000 and 500,000 litres
ERA 20 (a)	Extracting rock - 5000 tonnes per year or less
ERA 22 (a)	Screening materials - between 50 and 5000 tonnes per year
ERA 24	Boiler making or engineering
ERA 26	Metal forming
ERA 43	Animal housing
ERA 52	Printing
ERA 59	Asphalt manufacturing
ERA 65 (b)	Motor racing - non international
ERA 68	Wooden product manufacturing - includes prefabricating, more than 1 tonne per year
ERA 70	Heliport
ERA 73 (c)	Marina or seaplane mooring - less than 20 berths or moorings
ERA 76 (a) or (b)	Incinerating waste - (a) vegetation (b) clean paper or cardboard

14 Area where activity will be carried out *Mobile activities only*

You **cannot** make application for other local government areas on this form. If you intend to operate in more than one local government area you need to lodge an application for a registration certificate with the Environmental Protection Agency.

15 Temporary activity only

Where your application is for a temporary ERA, give details of the time period that the activity will be carried out, eg. *1 July 2005 to 21 July 2005*.

Part D

16-20 Multiple ERA integrated operation

If you are proposing to carry out multiple activities on a single registration certificate you are required to complete this section, unless all activities are on the same development approval. Note that you will not be issued with a single registration certificate if your activities are on more than one site unless in very close proximity.

- Supporting information could include an operations manual, map or plan showing where all the activities are located and how environmental management is integrated across these activities.
- If you operate under a certified management system or equivalent system, you may consider submitting this document, as this can be one way you can demonstrate that all environmental impacts are effectively managed.

Note that a single registration certificate will not be issued if Council is not satisfied that the activities will be carried out as a single integrated operation in accordance with section 73F(3) of the Environmental Protection Act 1994.

Part E

21 Completion checklist

The checklist is used both by the applicant to make sure that the application is complete and by Council officers to quickly assess if all vital elements of the application have been included.

Part F

22 Applicant suitability, declaration and signature

Please provide complete details (such as location of offence or incident, date of offence or incident, amount of fine, facts and circumstances surrounding the offence or incident, name of court, court reference number, etc.) in an attachment; and attach any submission you would like the administering authority to consider in assessing this information, which will be used in deciding whether you are a suitable person to be a registered operator.

If you are supplying commercially sensitive or confidential information, please ensure you mark such information clearly. If the application is made by an organisation, the person signing this form must occupy a position that is legally entitled to make an application on behalf of the organisation.

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