

APPLICATION GUIDELINES

for

REGISTRATION TO OPERATE AN ENVIRONMENTALLY RELEVANT ACTIVITY

1. APPLICATION TYPE

The operators of all Environmentally Relevant Activities are required to hold a current Registration Certificate to carry out that activity.

For new activities and 'deemed' approvals (which expire in 2010), an **application for development approval** must also be lodged.

For multiple activities on a single registration certificate, **attachment 1** must also be completed and submitted. It must be demonstrated that the activities are carried out as a 'single integrated operation' and the criteria against which this is assessed is outlined on the attachment.

For application to continue a current registration (transfer registration of an existing approved ERA), the name and signature/agreement of the current registered operator is required.

2A APPLICANT DETAILS

The applicant is the legal entity intending to carry out the environmentally relevant activity. A business name or trading name is not a legal entity and should not be entered here. Please provide applicant name as follows:

a company	full company name (eg Acme Pty Ltd)
a partnership	full names of partners (eg Michael James Smith and Mary Jane Smith)
a sole trader	full name of proprietor (eg Joshua John Smith)
a body corporate	full name of executive members of body corporate (eg Joe James Bloggs, Joan Mary Smith)
incorporated association	full name of executive members of body corporate

2B TRADING NAME

If the applicant trades under a business name, please insert the registered Queensland business name. A business name extract must be attached to the application and can be obtained from the Office of Consumer Affairs.

2C REGISTERED ADDRESS/POSTAL ADDRESS

Two addresses are required. These may be the same or different depending on the individual case.

- a Registered Address - this is the registered address of the applicant.
(Please note: It must not be a post office box)
- b Postal Address - this address is needed for correspondence and service of notices.

3 ACTIVITY INFORMATION

3A – Scheduled Activities

Please review the list of Environmentally Relevant Activities devolved to Local Government in Table One (1) below. Activities which correspond with your business must be inserted into Section 3A of the application form. Please ensure the ERA number, name and threshold (if applicable) is specified (e.g. 8 *Chemical Storage* or 12a *Plastic Manufacturing*).

TABLE ONE (1)

<p>4 Poultry farming consists of farming a total of more than 1000 birds for producing eggs or fertile eggs, or rearing hatchlings, starter pullets or layers, or rearing birds for meat.</p> <p>a. farming 1000 to 200 000 birds</p> <p>b. farming more than 200 000 birds</p>
<p>6 Asphalt manufacturing consists of manufacturing asphalt.</p> <p>a. less than 1000t of asphalt</p> <p>b. 1000t or more of asphalt</p>
<p>8 Chemical storage consists of storing 10m³ to 500m³ of chemicals of class C1 or C2 combustible liquids under AS 1940 or dangerous goods class 3.</p>
<p>12 Plastic product manufacturing consists of manufacturing in a year a total of-</p> <p>a. 50t or more of plastic products (other than foam, composite plastics or rigid fibre-reinforced plastics)</p> <p>b. 5t or more of foam, composite plastics or rigid fibre-reinforced plastics.</p>
<p>17 Abrasive blasting consists of cleaning equipment or structures on a commercial basis using a stream of abrasives in either a wet or dry pressure stream, including spraying a coating on equipment or a structure that has been subject to abrasive blasting, and carrying out the activity at any site.</p>
<p>18 Boilermaking or engineering consists of boilermaking, assembling, building or manufacturing a total of 200t to 10 000t of metal product in a year.</p>
<p>19 Metal forming consists of forming a total of 10 000t or more of metal in a year and includes pressing, forging, extending, extruding and rolling metal, forming metal into plate, wire or rods, and fabricating metal into sheets.</p>
<p>20 Metal recovery consists of recovering metal by operating a scrap metal yard or a facility for dismantling automotive or mechanical equipment, including debonding brake or clutch components.</p> <p>a. recovering less than 100t of metal in a day</p> <p>b. recovering 100t or more of metal in a day, or 10 000t or more of metal in a year (with or without using a fragmentiser)</p>

21 Motor vehicle workshop operation consists of operating a workshop on a commercial basis or in the course of carrying on a commercial enterprise, including, when related to motor vehicles, maintaining mechanical components, engine cooling radiators or body panels, spray-painting body panels, or detailing or washing.

A Motor Vehicle Workshop Operation **does not** include **ONLY**–

- operating a workshop for the purposes of a farming operation, or a gas, mining or petroleum activity; or
- operating a workshop to maintain a fleet of fewer than 10 vehicles; or
- operating a workshop to **only** maintain or repair –
 - auto electrical, exhaust, suspension or air conditioning components of motor vehicles;
 - wheels or tyres of motor vehicles, including wheel alignments;
 - minor scratches, chips or dents using a brush, air brush or paintless method; or
 - motor vehicle hoses; or
- operating a workshop if the relevant activity is carried out as a mobile and temporary environmentally relevant activity; or
- washing motor vehicles if all the water used is discharged to sewerage infrastructure under a trade waste approval, or the washing is required under a law of the State for weed or pest control.

37 Printing consists of printing 200t or more of printed materials in a year, not including photocopying, photographic printing or plateless printing.

a. 200t to 1000t

b. more than 1000t

38 Surface coating consists of using, in a year, 1t to 100t of surface coating material for anodising, electroplating, enamelling or galvanizing, or 1t to 100t of surface coating material for coating, painting or powder coating. Does not include using only a paintbrush, roller or sponge, or coating a surface in association with carrying out an activity to which ERA 17, 21, 48, 49 or 54 applies.

a. using, in a year, 1t to 100t of surface coating materials for anodising, electroplating, enamelling or galvanizing

b. using, in a year, 1t to 100t of surface coating materials for coating, painting or powder coating

43 Concrete batching consists of producing 200t or more of concrete or concrete products in a year, by mixing cement with sand, rock, aggregate or other similar materials.

48 Wooden and laminated product manufacturing consists of fabricating, in a year, a total of 100t or more of wooden products.

49 Boat maintenance or repair consists of operating, on a commercial basis, a boat maintenance or repair facility for maintaining or repairing hulls, superstructure or mechanical components of boats or seaplanes. Includes cleaning or maintaining hulls in water at a boat maintenance or repair facility.

61 Waste incineration and thermal treatment consists of operating a facility for incinerating waste vegetation, clean paper or cardboard.

3B ADDRESS

This is the street address of the place where the activity is to be carried out, or, if the activity is a mobile operation the local government area in which the activity will be carried out. Please note that where the activity is to be undertaken across more than one local government areas e.g. Gold Coast and Brisbane, then the application for registration is to be made to the Environmental Protection Agency.

3C REAL PROPERTY DESCRIPTION

This information is needed to provide the legal description of the premises or place (i.e. Lot 1 on RP....) at which the environmentally relevant activity is being or will be carried out and who owns the property. Where the premises or place covers more than one property, details are required for each property.

You can obtain this information from a Rates notice for the property or the owner of the property.

4 APPLICANT SUITABILITY

Details must be provided with regard to the applicant's environmental record. This information will be used to determine whether the applicant is a suitable holder of registration to operate an ERA.

APPLICATION FEES

No Fees are required for licensing or processing unless the applicant's business operations are based outside the City of the Gold Coast.

The following fees apply for mobile businesses who do not operate from a rateable property within the City of the Gold Coast –

- For new registration applications - **\$500.00** application fee (**plus annual fee**)
- For continuing registration applications - **\$100.00** application fee

Please note that the **application fee for Registration is not required if an application is made no later than 10 business days after the development application for carrying out the ERA is approved** (i.e. the fee does not have to be paid twice unless the application for registration is made more than 10 days after development approval for the activity has been granted).

TRADE WASTE APPROVAL

If your business activities produce liquid waste, sludges or slurries that are discharged to Councils wastewater system and/or are stored onsite for collection by a Licensed contractor, you need to contact Gold Coast Water - Retail Services on 1300 366 692 for further details on your Trade Waste Application and Approval.