Research, development and demonstration (RD&D) approvals application form

Form F1011 December 2017

## Purpose

This form is for applicants seeking approval for research, development and demonstration (RD&D) projects.

## How to complete this form

Guidance on how to complete this form is provided in the guideline *Research, development and demonstration (RD&D) approval*   
(EPA publication 1369), available on the EPA website. If you require further clarification you can contact EPA by email at [approvals.applications@epa.vic.gov.au](mailto:approvals.applications@epa.vic.gov.au) or by phone on 1300 EPA VIC (1300 372 842).

Please email the completed application form to [approvals.applications@epa.vic.gov.au](mailto:approvals.applications@epa.vic.gov.au) or mail a hard copy to   
Environment Protection Authority (GPO Box 4395, Melbourne 3001) along with a payment of 60 fee units, which for the year   
2017-2018 is $853.20. Note that incomplete forms will be returned to the applicant with a request to provide further information.

## Structure

The form is divided into five parts:   
1. Applicant details.   
2. Description of the RD&D project and trial plan.   
3. RD&D environmental appraisal.   
4. RD&D environmental monitoring and reporting.  
5. Applicant statement.

## 1. Applicant details

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| 1.1 General information | | | |
| Individual/Company name (Legal) |  | | |
| ABN |  | **ACN** (if applicable) |  |
| Registered office address |  | | |
| Billing address |  | | |
| Relevant current EPA approval/ licence number (for existing approval/licence holders) |  | | |
| CEO contact details | | | |
| Name |  | | |
| Phone |  | | |
| Email |  | | |
| Premises where the RD&D project will be located | | | |
| Premises address |  | | |
| Municipality |  | | |
| Nature of tenure of applicant | Owner & occupier  Occupier | | |

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| 1.2 Relevant offence declaration (to be completed by all applicants, including corporations) |
| Has the applicant been found guilty of a ‘relevant offence’ (as defined in Section 20C of the *Environment Protection Act 1970*) in the past 10 years?  Yes If yes, please attach a statutory declaration to this RD&D application, setting out the specific circumstances and why those circumstances should not prevent this application from being approved.  No  *Relevant offences are defined in Section 20C of the EP Act. They include any indictable offences and certain summary offences. Relevant offences are considered by EPA in determining whether an applicant is a fit and proper person to hold an RD&D approval. Please refer to the guideline* *for more information.* |

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| 1.3 Relevant offence declaration (to be completed only if the applicant is a corporation) |
| If the RD&D applicant is a corporation, has any director or person concerned in the management of the corporation been found guilty of a ‘relevant offence’ as defined in Section 20C of the *Environment Protection Act 1970* in the past 10 years?  Yes If yes, please attach a statutory declaration from that person (or each of those persons) to this permit application, setting out the specific circumstances and why those circumstances should not prevent this application from being approved.  No  *Relevant offences are defined in Section 20C of the EP Act. They include any indictable offences and certain summary offences. Relevant offences are considered by EPA in determining whether an applicant is a fit and proper person to hold an RD&D approval. Please refer to the guideline for more information.* |

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| 1.4 Primary company contact details for this RD&D application | |
| Name |  |
| Position |  |
| Phone |  |
| Email |  |
| Postal address |  |
| If a consultant/Environmental Auditor has been engaged, please provide details | |
| Name |  |
| Position |  |
| Company |  |
| Phone |  |
| Email |  |

### Documentation to be included

Please provide the following information with your application. Documents supporting answers given in sections 2, 3 and 4 need to be included. Further details are provided in *Research, development and demonstration (RD&D) approval* (EPA publication 1369).

**Administrative**

* Certificate of Incorporation (Company); or Certificate of Registration (Business) as appropriate
* Valid planning permit for the proposal at the premises

**Maps**

* Site plan
* Locality plan
* Planning zone map
* Attach a map of any sensitive receptors in the area

**Supporting documents**

Please submit any documents you may have supporting the information provided in this form.

**Commercial in confidence**

Commercially confidential material should only be submitted where it is pertinent to the proposal. It should be:   
(a) provided only within a separate appendix and not within the proposal, and   
(b) clearly marked ‘COMMERCIAL IN CONFIDENCE’.   
EPA prefers to receive any commercial-in-confidence document as hard copy rather than electronic copies. This material will be filed separately to ensure security.

## 2. Description of the RD&D project and Trial Plan

In answering the questions in this section, together with sections 3 and 4, you must provide EPA with sufficient information to assess the RD&D proposal. Please insert your answers in the text boxes below and/or in RD&D Trial Plan and RD&D Trial Monitoring and Sample Plan cross-referenced appendices where appropriate (i.e. for plans, emissions data or estimations etc.).

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| 2.1 Works details | | | |
| Project title |  | | |
| Duration of the RD&D approval sought | When will the works start? | Date (dd/mm/yy) | / / |
|  | When will the works end? | Date (dd/mm/yy) | / / |

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| 2.2 What type of business is the premise? |
| *See Schedule 1 in the* [*Environment Protection (Scheduled Premises) Regulations 2017*](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/93eb987ebadd283dca256e92000e4069/C6F01585296317ADCA25813F001E0CC5/$FILE/17-045sra%20authorised.pdf) |
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| 2.3 Describe the purpose and proposed activities you are seeking RD&D approval for |
| *Clearly set out the purpose and expected outcomes of the proposed project; proposed location of the facility and the trial unit/plant within the facility (including where equipment would be installed); and approximate size of the project.* |
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| 2.4 Describe the scale of the proposed plant and process description | | | | | |
| *In detail and using tables, schedules and clearly readable plans/figures, simple process flow diagrams with a process description and P&ID diagrams (if relevant), set out the:*   * *types, characteristics and approximate volumes of all raw materials/feedstocks that will be handled/processed and all products and by-products that will be generated within the trial (if wastes are proposed to be treated or produced this should include waste codes and treatment codes)* * *proposed sources of the raw materials/feedstocks* * *proposed treatment and disposal methods for all by-products* * *length of time that raw materials/feedstocks would be present prior to processing* * *details of where raw materials/feedstocks plus products and by-products would be handled, treated and stored (i.e. inside a fully enclosed building, bunded areas and any subsequent controls such as ventilation systems)* * *details of the process and any associated treatment (i.e. aerobic/anaerobic, temperature, residence time, oxygen, moisture) etc.).*   *Where wastes are proposed to be treated in the trial, the relevant waste type, volume and treatment code (in accordance with EPA Publication 822.3) should be clearly identified. Please note that commercially sensitive information can be submitted in confidence. Please see the RD&D approval guidelines for further information.* | | | | | |
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| Total raw material/feedstock/waste to be used in the trial | | | | | |
| *Clearly set out the purpose and expected outcomes of the proposed project; proposed location of the facility and the trial unit/plant within the facility (including where equipment would be installed); and approximate size of the project.* | | | | | |
| **Type (and waste code where relevant)** | **Source** | | **Characteristics** | | **Approximate mass/volume** |
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| Total product and waste by-products to be generated in the trial | | | | | |
| **Type (and waste code where relevant)** | | **Characteristics** | | **Approximate mass/volume** | |
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| 2.5 Include a clear methodology for the RD&D trial with a detailed Monitoring and Sample Plan | | | | |
| *Provide EPA with a clear methodology and detailed Monitoring and Sample Plan (ideally in table format) that clearly sets out the: purpose and details of the trial parameters and timing; the duration and activities that will occur at different stages of the trial; the trial programme (including details of the proposed number of batches and the proposed aims of each batch to be tested); the number of samples to be collected for each feedstock (or mixture of various wastes for feed in), products and any emissions as required; and, how much of the feedstock (and any different combinations of waste code feedstocks) are needed to process to complete the trial and obtain the needed results to determine trial success. The information supplied should provide clarification and justification for the duration proposed, and reassurance that the proposed trial will provide the necessary data needed (including mass and material balances) and to trial the process, and any variations and quality of the product.* | | | | |
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| **Process** | **Sampling point location** | **Indicator measured** | **Monitoring type** | **Monitoring frequency** |
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| 2.6 Provide an assessment against best practice design  (as set out in *Demonstrating Best Practice* (EPA Publication 1517)) |
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| 2.7 Provide contingency plans for routine operations and for coping with any emergency situations/non-routine conditions to protect human health and the environment |
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| 2.8 Provide, where appropriate, comparisons with similar processes and plants that operate elsewhere |
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## 3. RD&D environmental appraisal

Please answer the following queries either in this form or in a separate Environmental Appraisal or Risk Assessment   
appendix report.

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| 3.1 Will the proposal meet the relevant separation distances for the proposed scheduled activity? |
| *Who and what are the sensitive environmental receptors around the premise, and does the proposal meet the relevant separation distances identified in* Recommended Separation Distances for Industrial Residual Air Emissions – Guideline *(EPA Publication 1518).* |
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| 3.2 Identify and describe the anticipated environmental impacts | |
| *Provide EPA with a schedule of identified environmental impacts and potentially affected segments, naming the receiving water body, aquifer and beneficial uses where relevant.* | |
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| **Impact on** | **Description of impacts** |
| **Air** |  |
| **Land** |  |
| **Surface water** |  |
| **Groundwater** |  |
| **Human health (dust, odour, noise)** |  |

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| 3.3 Provide details of any anticipated point source emissions or discharges (where they will be from and what they will be) and an assessment of their potential environmental impacts | | | | | |
| *Provide EPA with a schedule of identified point source emissions or discharges, and an assessment of their potential impact to the environment and human health.* | | | | | |
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| Waste generation (solid, liquid) expected | | | | | |
| **List of wastes** | **Expected amounts** | | **Treatment type** | | **Storage** |
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| Air emissions expected | | | | | |
| **Air emission source** | **Indicator (including odour)** | | **Rate or scale of emission** | | **Class 3 indicator?\*** |
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| Water discharge expected | | | | | |
| **Discharge location** | | **Rate of discharge (litres/day)** | | **Rate of discharge (litres/day)** | |
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*\* Class 3 indicators are extremely hazardous substances that are carcinogenic, mutagenic, teratogenic, highly toxic or highly persistence (refer to the State Environment Protection Policy (Air Quality Management) 2001)*

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| 3.4 Provide details of any proposed measures to control inherent environmental risks and any emissions or discharges |
| *Provide EPA with details (including design specifications and locations) of any proposed design measures to control inherent environmental risks (i.e. storage of potential hazardous materials, wastes or by-products) or operational controls to control emissions or discharges.* |
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| 3.5 Provide details of how any residual liquids will be temporarily stored and disposed of, an assessment of the potential environmental impacts, and the measures proposed to control any discharges |
| *Provide EPA with details of how any residual liquids will be temporarily stored and disposed of, an assessment of their potential impact on the environment and human health and control measures.* |
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| 3.6 Provide details of how waste or by-products from the proposal will be managed, treated and disposed |
| *Provide EPA with estimates of the amount of, and types of, waste and by-products that are likely to be generated by the proposal and how they will be managed and disposed of. Include where such materials will be kept onsite and where they will be transported to for reuse, treatment or disposal (as appropriate).* |
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| 3.7 Provide an analysis demonstrating compliance with the relevant State Environment Protection Policies, waste management policies and EPA guidelines (as appropriate) |
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## 4. RD&D environmental monitoring and reporting

Please answer the following queries either in this form or a separate RD&D Environmental Monitoring Plan appendix document.

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| 4.1 How will potential environmental impacts arising from the RD&D trial be monitored? | | | | |
| *Provide details of the proposed environmental monitoring of the RD&D activities, including specifics of what will be sampled, where sampling points will be located, sample frequency, and an explanation of the purpose of the monitoring.* | | | | |
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| **Process** | **Sampling point location** | **Indicator measured** | **Monitoring type** | **Monitoring frequency** |
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| 4.2 Resource usage |
| *Identify what resources (water, electricity, gas) would be used within the trial. Provide an estimate of their expected use and of how their use would be monitored – both per trial batch and overall.* |
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| 4.3 Independent monitoring and sample analysis |
| *Provide EPA with the details of the company/individuals who will be undertaking the independent monitoring and laboratory analysis of samples collected including their full legal titles, address, and relevant professional qualifications and NATA accreditations to the monitoring and analysis suites.* |
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| 4.4 Reporting |
| *Provide details of the proposed method of internal reporting (including internal feedback) and reporting to the EPA of the RD&D activities and results, including frequency.* |
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## 5. Applicant statement

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| To be signed by a company employee who is responsible for the site/situation |
| I hereby declare that to the best of my knowledge, the information in this form is true and correct: |

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | | |
| Position |  | | |
| Signature |  | **Date** | / / |

## Process after the form is submitted

Following submission of your application form, payment and any required supporting information, EPA will review the application to confirm it is complete prior to its formal acceptance. Once the application has been formally accepted, a decision will be made within 30 days.

If the application is successful, a few days prior to granting the RD&D approval the applicant will be sent a draft of the statutory approval document to review and check that the particulars of the application are correct and any proposed conditions are appropriate.