# About this form

Use this form to get Environment Protection Authority Victoria’s (EPA) opinion about which permission pathway is most suitable for your proposed prescribed permission activity.

Completing the permission pathway process is not compulsory. It is designed to assist applicants in the preparation of a final permission application and has no application fees. It is also not a statutory decision.

The pathway outcome is based on the information submitted to us. This decision may change, however, if EPA detects discrepancies in the information provided, discovers risks that were not previously realised, or where significant stakeholder concerns are identified. EPA will inform applicants when there is a need for more information.

For some situations, it may not be necessary to complete a permission pathway form to receive a pathway outcome. Where the required permission is clear, an applicant seeking a permission opinion can do so as part of a meeting or by corresponding with EPA.

# Permission pathway outcomes

Permission pathway outcomes include:

* no permission is required
* prescribed exemption applies
* application for a permission is required.

If your pathway outcome is that you need to apply for a permission, EPA will specify the type of permission required. Permission types include a development licence (either fast-track or standard), operating licence, pilot project licence, permit, registration, or an exemption from a licence or permit. No permission is required when the activity is not regulated through a prescribed permission by EPA.

# How to complete this form

You need to provide both clear and sufficient information about your proposed prescribed activity.

If you’re completing this form for the permission applicant, you must have the authority to make this submission on their behalf.

Further guidance on how to complete this form is provided in EPA’s publication *Permissions proposal pathway guideline* (publication 1995). If you require more information, you can contact EPA by emailing [contact@epa.vic.gov.au](file:///C:\Users\morthyc\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\LKY93N8J\contact@epa.vic.gov.au) or calling 1300 372 842 (1300 EPA VIC).

A completed form and all supporting evidence should be submitted by email to [permissions@epa.vic.gov.au](file:///C:\Users\morthyc\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\LKY93N8J\permissions@epa.vic.gov.au)

Please note that incomplete forms will be returned to the applicant with a request to provide further information.

# Section A: Applicant details

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| --- | --- | --- | --- | --- |
| Company or business name | Click or tap here to enter text. | | | |
| CEO (or equivalent) name | Click or tap here to enter text. | | | |
| CEO (or equivalent) email | Click or tap here to enter text. | | CEO (or equivalent) contact number | Click or tap here to enter text. |
| Primary contact name | Click or tap here to enter text. | | | |
| Primary contact email | Click or tap here to enter text. | | Primary contact number | Click or tap here to enter text. |
| ABN or ACN | ABN | Click or tap here to enter text. | ACN | Click or tap here to enter text. |
| Registered office address | Click or tap here to enter text. | | | |
| Billing email address | Click or tap here to enter text. | | | |
| List the ID(s) of any current permission (for example, licence, permit, registration) or other approvals (for example, authorisation of discharge or disposal, BEPs) at this location relating to this activity. | | | | |
| Click or tap here to enter text. | | | | |
| If a consultant/environmental auditor has been engaged to prepare the pathway, please provide details: | | | | |
| Consultant/environmental auditor name | Click or tap here to enter text. | | | |
| Email | Click or tap here to enter text. | | Contact number | Click or tap here to enter text. |

# Section B: Key questions

|  |  |  |
| --- | --- | --- |
| 1. PROPOSED ACTIVITY | | |
| * 1. What type of activity is proposed at the premises?   Refer to Appendix 1 in EPA publication Permissions proposal pathway guideline (publication 1995) for category of prescribed activities. | | |
| Click or tap here to enter text. | | |
| Proposal/activity name | Click or tap here to enter text. | |
| Capital cost of proposal/activity | Click or tap here to enter text. | |
| * 1. Provide a description of what your proposed activity is. | Click or tap here to enter text. | |
| * 1. Identify if it is a fixed or mobile activity. | Fixed  Mobile | |
| * 1. Provide the address(es) for the activity. | Click or tap here to enter text. | |
| * 1. Is the proposed activity for the purpose of technology development or as a pilot project? This includes activities that relate to the research, development or testing of a new technology, equipment, plant, process or system. If these conditions apply, provide relevant information; for example, the scale, dimension, purpose and duration. | | |
| YES  (Provide details below)  NO | | |
| * 1. Explain how your proposal utilises best available techniques or technologies. | | Click or tap here to enter text. |
| * 1. What emission, discharge or impact to human health or the environment is expected as a result of the proposed activity? Detail: To where (air, land, water), as what (type of substances), from where (point source, diffuse source, etc.) and quantity (per minute/hour/day, etc.). | | |
| Click or tap here to enter text. | | |
| * 1. If you currently hold a permission for the activity, will there be changes to your permission as a result of this proposal?  Highlight the proposed changes and provide supporting evidence to demonstrate how any change will/will not impact the environment. | | |
| Click or tap here to enter text. | | |
| * 1. Provide details of the background environmental condition, siting consideration, planning zone and sensitive receptors surrounding the activity.  Please provide detailed maps and figures identifying each. | | |
| Click or tap here to enter text. | | |
| * 1. Provide details of a risk assessment identifying the hazards to human health and the environment from the activity. How have these risks been eliminated or reduced so far as reasonably practicable? | | |
| Click or tap here to enter text. | | |
| * 1. Provide details of your engagement, authorisations and permissions for the proposed activity from regulatory authorities other than EPA.  Detail your engagement to date and list any authorisation or permission you require, currently hold or are seeking. | | |
| Click or tap here to enter text. | | |

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| --- |
| 1. COMMUNITY AND THIRD-PARTY ENGAGEMENT |
| * 1. Have you identified potential impacted/interested stakeholders, community or third parties and engaged with them regarding this activity? |
| YES  (Provide below details of what type, with whom, how and when you engaged)  NO  (Provide below reasons and what engagement you plan) |
| Click or tap here to enter text. |
| * 1. Describe the outcome of engagement and consultation, the response of stakeholders, any concerns raised and explain how you have resolved these concerns.  Provide EPA with evidence that stakeholders know about your proposal, including stakeholder contact information (for example, scanned attendance list with contact information), a copy of or link to engagement material, a stakeholder register (including issues raised/resolved). |
| Click or tap here to enter text. |

# Section C: Supporting evidence

Ensure all commercially confidential material is marked as such in the document itself.

Administrative:

* Certificate of Incorporation (Company), or
* Certificate of Registration (Business) as appropriate.

Plans, maps and diagrams:

* site plan
* locality plan
* planning zone map
* map showing sensitive receptors surrounding the activity
* design drawings
* block flow (BFD), process flow (PFD) and/or piping and instrument (PID) diagrams.

Engagement/consultation:

* evidence of engagement/consultation
* stakeholder register identifying issues and concerns, method and date of engagement, names of participants, any engagement templates, materials and supporting information.

Insert extra rows, as required, by clicking on the ‘+’ button that appears on the right-hand side of the table when you select the final row.

|  |  |  |
| --- | --- | --- |
| Optional supporting evidence | Commercial-in- confidence? | Relevant question number |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
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# Section D: Declaration

Important: Applicants should be aware that it is an offence under the Act to intentionally or negligently provide incorrect or misleading information to EPA, or to conceal information.

Before you sign the declaration, ensure that:

* you have answered every question
* you have attached any required supporting documentation
* all the information you have given is true and correct to the best of your knowledge
* you have the necessary authority or permission to submit the application.

|  |  |  |  |
| --- | --- | --- | --- |
| I declare to the best of my knowledge that the information provided in this form and any attachments is true and correct. | | | |
| Full Name |  | | |
| Company Position |  | | |
| Signature |  | Declared at: |  |
|  | | Date | / / |

|  |
| --- |
| The personal information on this form and any correspondence, notice or other document issued after processing of this information will be stored and used by EPA for the purpose of administering the *Environment Protection Act 2017* and the Environment Protection Regulations 2020. You may access this information by contacting the EPA Privacy Information Officer. This information may be disclosed to another Government organisation, tribunal or court, where required for administering or enforcing the above Act and Regulations or any other relevant laws.  You have the right to access this information by contacting the Environment Protection Authority at 200 Victoria Street, Carlton VIC 3053, or by email [contact@epa.vic.gov.au](file:///C:\Users\morthyc\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\LKY93N8J\contact@epa.vic.gov.au) or telephone 1300 372 842 (1300 EPA VIC). |

For languages other than English, please call 131 450.   
Visit epa.vic.gov.au/language-help for next steps.

If you need assistance because of a hearing or speech impairment, please visit relayservice.gov.au

