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| **A13a Development Licence Exemption Application Checklist***Environment Protection Act 2017* s.80(5) and *Environment Protection Regulation 2021* r.24 |
| **Applicant:** | Xxxxxx Pty Ltd |
| **Activity Site address:** | Xxxxxx Road xxxxxx Town VIC 3XXX |
| **Activity description:** |  |

This checklist has been developed to help applicants address the key issues that EPA will consider when conducting assessment of your application. The entries shown in the “References in application column” are just by way of example. Please use an “X” to choose the “YES” or “NO” option by hovering your mouse over the chosen response box and selecting.

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| **Site Characteristics/General**  | **YES** | **NO** | **Reference in application** |
|  | Have you received Pathway advice from EPA to apply for an A13 development licence exemption? |[x] [ ]  PWY0066XXX was received from EPA. |
|  | Will you be storing, treating, reprocessing, containing or disposing of any *reportable priority waste* generated at another site? If so please discontinue this checklist and refer to the [A01](https://www.epa.vic.gov.au/for-business/permissions/licences/types-of-operating-licences/waste-treatment-disposal-transport-and-recycling) and [A16 guidance](https://www.epa.vic.gov.au/for-business/permissions/permits/how-to-apply-for-an-a16-permission-to-supply-or-use-reportable-priority-waste) instead. |[ ] [x]  N/A |
|  | There are three scales of waste and resource recovery facilitiesThe permission that you may require is based on the scale of your activities and the material you receive.Are your proposing to receive, store, or process waste generated at another site, including specified combustible recyclable and waste material for the purposes of resource recovery or off-site transfer or disposal? |[x] [ ]  Section 1.1, Page x of Document X |
|  | If you answered “yes” to the previous question, will you be receiving any of the following specified combustible recyclable and waste material (CRWM):• paper and cardboard • wood • plastic • rubber, tyres, and tyre-derived waste • textiles • green waste / organic material • refuse-derived fuel (RDF) • electronic waste (e-waste) • metal and other materials with combustible contaminants • combustible by-products of metal processing activities (that is floc).  |[x] [ ]  Section 1.1, Page x of Document X |
|  | If you answered “yes” to Q.2 ***and*** Q.3, will 4,000 tonnes or more waste be received in any month, or will 10,000 m3 or more waste be stored on the site at any time?Note: You will need a development licence (DL) or development licence exemption (DLEx) for a facility of this scale. Once constructed and signed off by EPA, this will need also need an A13a licence application (apply via the [Portal](https://www.epa.vic.gov.au/for-business/epa-portal)). The following [website](https://www.epa.vic.gov.au/for-business/permissions/permits/how-to-apply-for-an-a13ab-waste-and-resource-recovery-permission) will assist you. |[x] [ ]  Section 1.2, Page x of Document X |
|  | If you answered “yes” to Q.2 and “no” to Q.3, will 4,000 tonnes or more waste be received in any month, or will 10,000 m3 or more waste be stored on the site at any time?Note: You will need a development licence (DL) or development licence exemption (DLEx) for a facility of this scale. Once constructed and signed off by EPA, this will need also need an A13b **permit** application (apply via the [Portal](https://www.epa.vic.gov.au/for-business/epa-portal)). The following [website](https://www.epa.vic.gov.au/for-business/permissions/permits/how-to-apply-for-an-a13ab-waste-and-resource-recovery-permission) will assist you. |[x] [ ]  Section 1.1, Page x of Document X |
|  | If you answered “yes” to Q.2 *and* “yes” to Q.3, will less than 4,000 tonnes of waste be received in any month; and between 5000 m3 and 10 000 m3 of waste be stored on the site at any time?Note: You will need a development licence (DL) or development licence exemption (DLEx) for a facility of this scale. Once constructed and signed off by EPA, this will need also need an A13b **permit** application (apply via the [Portal](https://www.epa.vic.gov.au/for-business/epa-portal)). The following [website](https://www.epa.vic.gov.au/for-business/permissions/permits/how-to-apply-for-an-a13ab-waste-and-resource-recovery-permission) will assist you. |[ ] [x]  N/A |
|  | Are you proposing a waste and resource recovery for the receiving, storing or processing waste generated at another site, including specified combustible recyclable and waste material where between 5 m3 and 5000 m3 of waste is to be stored on the site at any time?Note: There is no need to continue with this checklist. You do not need a development licence or development licence exemption for a facility of this scale. This will need an A13c **registration** application however via the [Portal](https://www.epa.vic.gov.au/for-business/epa-portal). The following [website](https://www.epa.vic.gov.au/for-business/permissions/permits/how-to-apply-for-an-a13ab-waste-and-resource-recovery-permission) will assist you. |[ ] [x]  N/A |
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 | Is the proposal for a new development/site? If yes, please refer to [Publication 1984](https://www.epa.vic.gov.au/about-epa/publications/1984) for further information. |[x] [ ]  Section 1.2, Page x of Document X |
|  | If you answered “yes” to Q.9, does the site meet the recommended separation distance of 500 m (refer to Table 2 of the [Separation distance guidelines](https://www.epa.vic.gov.au/about-epa/publications/separation-distance-and-landfill-buffer-guidelines)). |[x] [ ]  Section 1.3, Page x of Document X |
|  | Are you proposing an alternative *lower* buffer distance than the recommended separation distance of 500 m? |[ ] [x]  N/A |
|  | If you answered “yes” to Q.9, have you assessed the separation distance having regard to Figure 3 of the [Separation distance guidelines](https://www.epa.vic.gov.au/about-epa/publications/separation-distance-and-landfill-buffer-guidelines)? |[x] [ ]  Section 1.4, Page x of Document X |
|  | Is this a proposal development in relation to expansion or modification of an existing operation?  |[x] [ ]  Section 1.5, Page x of Document X |
|  | If you answered “yes” to the previous question, have you assessed the separation distance having regard to Figure 3 of the [Separation distance guidelines](https://www.epa.vic.gov.au/about-epa/publications/separation-distance-and-landfill-buffer-guidelines)? |[ ] [x]  Section 1.6, Page x of Document X |
|  | If you answered “yes” to Q.13, do you have any “Section 73 statement/s as to whether the activity specified in development licence is completed”, or do you have an existing EPA Permission?\*\*Please provide details in your application. |[x] [ ]  Section 1.7, Page x of Document X |
|  | Is the site located in a floodplain or on land subject to inundation (LSIO)? **Note:** you may check if your site is subject to inundation by using: [https://digitaltwin.vic.gov.au/public/](https://digitaltwin.vic.gov.au/public/?utm_source=DataVic&utm_medium=datarecordwebpage+&utm_campaign=DataVicDTVlink#https://discover.data.vic.gov.au/dtv_config/WyI3NGNhOTZhMS1hMDM2LTRkMmItYjlkZS0xODIwOTY0NzMzOWQiXQ%3D%3D/config.json)Select “View Catalogue” - you can then select **Vicmap Hydro –Watercourse line** and also**LSIO** (type it in the search bar).  e.g.  then for both layers “add to the map”. e.g. then type in the address to get the output. |[ ] [x]  Section 1.8, Page x of Document X |
|  | Have you developed an [emergency management plan](https://www.epa.vic.gov.au/for-business/permissions/permits/how-to-apply-for-an-a13ab-waste-and-resource-recovery-permission) been prepared or is one proposed for the site? (*Note*: Refer to Chapter 6 of EPA Publication for 1667.3 for further information). |[x] [ ]  Section 1.9, Page x of Document X |
|  | Have you developed a [risk management and monitoring program](https://www.epa.vic.gov.au/for-business/permissions/permits/how-to-apply-for-an-a13ab-waste-and-resource-recovery-permission) (RMMP) for the site? |[x] [ ]  Section 1.10, Page x of Document X |
|  | Have you developed a [decommissioning plan](https://www.epa.vic.gov.au/for-business/permissions/licences/operating-licences/decommissioning-guidelines) for the site? | [x]  | [ ]  | Section 1.10, Page x of Document X |
| **EPA Assessing Officer Comments:**  |
| **Treatment and Disposal of waste/s** | **YES** | **NO** | **Reference in application** |
|  | If you are operating or proposing to operate a Council Transfer Station have you read the relevant [Determination](https://www.gazette.vic.gov.au/gazette/Gazettes2021/GG2021S304.pdf)?chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.gazette.vic.gov.au/gazette/Gazettes2021/GG2021S304.pdf chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.gazette.vic.gov.au/gazette/Gazettes2021/GG2021S304.pdf |[ ] [x]  N/A |
|  | Have you assessed your [waste duties](https://www.epa.vic.gov.au/for-business/waste/waste-duties) for the wastes?  |[x] [ ]  Section 2.1, Page x of Document X |
|  | Will you be handling solid materials, including powders, granules and pellets? Note: refer to [Publication 1730](https://www.epa.vic.gov.au/about-epa/publications/1730) for examples of best practice controls (for plastic feedstocks also see [Publication 1701](https://www.epa.vic.gov.au/-/media/epa/files/publications/1701.docx)). |[x] [ ]  Section 2.2, Page x of Document X |
| **EPA Assessing Officer Comments:**  |
| **Water and liquid management** | **YES** | **NO** | **Reference in application** |
|  | Will waste storage and/or waste processing be conducted on a secure area (i.e. hard stand, impermeable base) in an enclosed building? |[x] [ ]  Section 3.1, Page x of Document X |
|  | Does the proposal envisage that wastewater generation will be minimised by virtue of clean water being kept separate from solid and liquid waste? |[x] [ ]  Section 3.2, Page x of Document X |
|  | If you answered “yes” to the previous question, have you given examples in your application, for example:* rainwater will be caught from the roofs of the buildings and diverted for storage in rainwater tanks.
* reusing and recycling captured water.
* water from hardstand areas will be segregated as either contaminated or uncontaminated according to the area it was sourced from on the site.
* installing triple interceptor trap with shut-off valve or first flush interceptor to capture contaminated stormwater.
 |[x] [ ]  Section 3.3, Page x of Document X |
|  | Does the site have a legal point of discharge for stormwater? |[x] [ ]  Section 3.4, Page x of Document X |
|  | If you are uncertain in relation to the previous question, has the site been surveyed so as to establish the low points of the site where stormwater is likely to discharge off-site? **Note:** To check, navigate to your address on [Vicplan](https://mapshare.vic.gov.au/vicplan/). Click on the 'Layers' menu at bottom left. Turn on ‘Contour’.   |[ ] [ ]  N/A |
|  | Will collected wastewater be generated from waste processing areas be diverted for *eventual* discharge to the sewer system? (Note: A trade waste agreement may need to be sought from the relevant water authority) |[ ] [x]  Section 3.5, Page x of Document X |
|  | If you answered “no” to the previous question, do you already or will you provide appropriately sized bunded tanks to store collected wastewater? |[x] [ ]  Section 3.6, Page x of Document X |
|  | If you answered “yes” to the previous question, are or will the tanks be easily accessible to enable an appropriately permitted transporter who will remove the wastewater for disposal at a lawful place? |[x] [ ]  Section 3.7, Page x of Document X |
|  | Will you be receiving, storing or handling wastes any liquid wastes? |[x] [ ]  Section 3.8, Page x of Document X |
|  | If you answered “yes” to the previous question, will wastes be stored in accordance with the [Liquid storage and handling guidelines](https://www.epa.vic.gov.au/about-epa/publications/1698)?  |[x] [ ]  Section 3.9, Page x of Document X |
|  | If you answered “yes” to Q.31, will you be receiving, storing or handling wastes comprised of or including flammable or combustible liquids? |[x] [ ]  Section 3.10, Page x of Document X |
|  | If you answered “yes” to the previous question, will the liquid wastes be stored in accordance with AS 1940-2017 (The storage and handling of flammable and combustible liquids). |[x] [ ]  Section 3.11, Page x of Document X  |
| **EPA Assessing Officer Comments:**  |

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| **Fire Prevention and Management** | **YES** | **NO** | **Reference in application** |
|  | Will you be receiving any of the following specified combustible recyclable and waste material (CRWM):• paper and cardboard • wood • plastic • rubber, tyres, and tyre-derived waste • textiles • green waste / organic material • refuse-derived fuel (RDF) • electronic waste (e-waste) • metal and other materials with combustible contaminants • combustible by-products of metal processing activities (that is floc).  |[x] [ ]  Section 4.1, Page x of Document X |
|  | Is the site in a Bushfire Management Overlay (BMO) area?**Note:** To check, type in the address on [Vicplan](https://mapshare.vic.gov.au/vicplan/). Click on the 'Layers' menu at bottom left of the screen. Turn off 'Planning Scheme'. Expand the 'Bushfire' menu and turn it on. Turn off the Bushfire Prone Areas (BPA) – as it covers most of Victoria (and may hide the BMO). The BMO layer is pink with small dots. If your property is completely or partly covered in this colour it is within the BMO.  | [ ]  |[x]  N/A |
|  | Has a fire risk assessment identifying fire hazards and controls been completed for the proposed site activities, including material handling and processing and storage of specified CRWM. Refer to Chapters 3 and 4 of EPA Publication 1667.3 for further information. |[x] [ ]  Section 4.2, Page x of Document X |
|  | Has a storage (stockpile) management plan been prepared? It should include the following:* a site plan and stockpile layout that identifies how and where waste is stored. It should show waste is stored in a way that minimises the risk of fire, so far as reasonably practicable
* the estimated amount of waste, the types accepted and maximum storage amounts / volumes
* the systems and processes you use to identify and classify wastes and track the volume to be accepted, stored and processed at the site.

Refer to Chapter 5 of EPA Publication 1667.3 for further information. |[x] [ ]  Section 4.3, Page x of Document X |
|  | Have engineering controls that prevent or mitigate fire in any processing line been identified in the fire risk assessment. Provide details of these engineering controls and how they are used to prevent or mitigate fire. |[x] [ ]  Section 4.4, Page x of Document X |
|  | Have procedural controls that prevent fire in various site activities been identified in the fire risk assessment. Provide details of these engineering controls and how they are used to prevent or mitigate fire. |[x] [ ]  Section 4.5, Page x of Document X |
|  | If the fire risk assessment has identified fire mitigation controls as appropriate to the site activities, has a fire protection system been designed for the building and the open yard storage areas? Provide details of this fire protection system (automated, manual, relies on staff intervention, etc) and how it is used to mitigate fire. |[x] [ ]  Section 4.5, Page x of Document X |
|  | If the fire risk assessment has identified fire detection controls as appropriate to the site activities, provide details of these systems and how they are used to detect and trigger fire protective systems or provide notification for staff to intervene. |[x] [ ]  Section 4.5, Page x of Document X |
|  | Where flammable vapours may build up in an enclosed processing space, will any safety measures such as the use of a “nitrogen blanket” be used to minimise the chance of explosion? |[x] [ ]  Section 4.6, Page x of Document X |
|  | In the event of a fire, does the site have any storage capacity for contaminated water arising from spillage or fire-fighting operations?’ |[ ] [x]  Not at this stage but we will keep this in mind for future upgrades. |
|  | If you answered “yes” to the previous question, is the storage capacity considered to be adequate to ensure that such waters can be tested and treated before discharge where necessary? |[ ] [x]  Not at this stage but we will keep this in mind for future upgrades. |
| **EPA Assessing Officer Comments:**  |

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| **Air Discharges and Odour Management** | **YES** | **NO** | **Reference in application** |
|  | Will you be receiving any Food Organics and Garden Organics (FOGO) waste? |[ ] [x]  Section 5.1, Page x of Document X |
|  | If you answered “yes” to the previous question, will the activities occur in a building that uses negative pressure to minimise any fugitive emissions? |[x] [ ]  Section 5.2, Page x of Document X |
|  | Have you conducted a Level 1, 2 or 3 assessment as outlined in section 5.1.3 of [Publication 1961](https://www.epa.vic.gov.au/about-epa/publications/1961) for the proposal? |[x] [ ]  Section 5.4, Page x of Document X |
|  | Will the activity produce any additional (intended or unintended) air emissions from waste solvents, paints, stains, strippers, and finishes or pesticides? |[x] [ ]  Section 5.5, Page x of Document X |
|  | Are any *odour pollution control* measures proposed as part of this proposal? For example:* water or chemical curtains (odour)
* RTO (odour + VOCs)
* carbon beds (odour + VOCs)
* venturi systems (scrubbing gases)
* dry and wet scrubbers (scrubbing gases)
* carbon or lime injection system (removes particulates and acidic gases)
 |[x] [ ]  Section 5.6, Page x of Document X |
|  | Will the waste treatment activity encompass any of the following activities: grinding, cutting or shredding materials or any other dust producing activities? |[ ] [x]  Section 5.7, Page x of Document X |
|  | If you answered “yes” to the previous question, does your proposal include the use (or continued use if not a new site) of any of the following dust pollution controls?* a venturi scrubber/cyclone; and/or
* fabric filters/baghouse; and/or
* high-efficiency particulate air (HEPA) filters.
 |[ ] [ ]  N/A |
| **EPA Assessing Officer Comments:**  |

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| **Noise Emissions** | **YES** | **NO** | **Reference in application** |
|  | Will the proposal entail the use of any ***new*** sources of low frequency noise e.g. equipment listed in Table 1 of [Publication 1996](https://www.epa.vic.gov.au/about-epa/publications/1996)? |[x] [ ]  Section 6.1, Page x of Document X |
|  | If you answered ‘yes’ to the previous question, have you engaged an [acoustic consultant](https://aaac.org.au/) to determine the applicable noise limit that applies to the area where the proposal is to be built? Note: the consultant should refer to the [noise protocol](https://www.epa.vic.gov.au/about-epa/publications/1826-4).  |[x] [ ]  Section 6.2, Page x of Document X |
|  | Has the current effective noise level under normal operations been derived according to the adjustments outlined in the [noise protocol](https://www.epa.vic.gov.au/about-epa/publications/1826-4)? |[x] [ ]  Section 6.3, Page x of Document X |
|  | Has an [acoustic consultant](https://aaac.org.au/) prepared a report with any recommendations for on any necessary noise mitigation measures that may be necessary for the plant/equipment that is to be installed? |[x] [ ]  Section 6.4, Page x of Document X |
| **EPA Assessing Officer Comments:**  |

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| **Energy/Climate Change** | **YES** | **NO** | **Reference in application** |
|  | Provide a copy of the completed Part A of the [Climate change checklist](https://www.epa.vic.gov.au/-/media/epa/files/for-business/business-forms-and-tools/climate-change-application-checklist.docx)(which is all relevant for DL applications). |[x] [ ]  Section 7.1 Page x of Document X |
|  | If you answered “yes” to Q.9, are you proposing to use energy efficient equipment? Also see the [Guideline for minimising GHG emissions](https://www.epa.vic.gov.au/about-epa/publications/2048-minimising-greenhouse-emissions) (Publication 2048). |[x] [ ]  Section 7.1 Page x of Document X |
|  | If you answered “yes” to Q.13, have you conducted an [energy audit](https://www.energy.gov.au/business/energy-management-business/1-understand-your-energy-use/conduct-energy-audit) of existing equipment that may give high energy consumption from inefficient equipment or systems? For example, continued use of old inefficient/old pump systems may give rise to higher energy use (and therefore extra CO2 emissions from extra energy). Also see the [Guideline for minimising GHG emissions](https://www.epa.vic.gov.au/about-epa/publications/2048-minimising-greenhouse-emissions) (Publication 2048). |[x] [ ]  Section 7.2 Page x of Document X |
| **EPA Assessing Officer Comments:**  |  |  |  | Section 7.2 Page x of Document X |

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| **Financial Assurance** | **YES** | **NO** | **Reference in application** |
|  | If you answered “yes” to Q.9, have you prepared a [financial assurance](https://www.epa.vic.gov.au/about-epa/publications/2002-1) (FA) proposal to support your application?  |[x] [ ]  Section 7.3, Page x of Document X |
|  | If you have already submitted an FA previously, has it been more than 5 years since your [financial assurance](https://www.epa.vic.gov.au/about-epa/publications/2002-1) was last submitted? |[x] [ ]  Section 7.4, Page x of Document X |
|  | If you answered “yes” to Q.9, have you conducted a baseline soil screen (for the contaminants listed in Publication 1828) for the site? Note: A report showing the baseline conditions can be useful when applying for a discharge of your financial assurance in the future. |[x] [ ]  Section 7.5 Page x of Document X |
|  | If you answered “no” to Q.9, or “yes” to Q.13, will you be receiving additional waste types or additional waste volumes, have you prepared a [financial assurance](https://www.epa.vic.gov.au/about-epa/publications/2002-1) amendment (FA) proposal to support your application? |[x] [ ]  Section 7.6, Page x of Document X |
| **EPA Assessing Officer Comments:**  |  |  |  | Section 7.2 Page x of Document X |

**Feedback for EPA regarding this Checklist**

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**2.**

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