| Part 1: Application type |
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| **INSTRUCTIONS:*** **Completion of this form is a statutory requirement under s.59B(1)(a) of the *Environmental Protection Act 1986* (WA) (EP Act) for applications to surrender a works approval or licence.**
* **The instructions set out in this application form are general in nature.**
* **A reference to ‘you’ in these instructions is a reference to the applicant.**
* **The information provided to you by the Department of Water and Environmental Regulation (DWER) in relation to making applications does not constitute legal advice. DWER recommends that you obtain independent legal advice.**
* **Applicants seeking further information relating to requirements under the EP Act are directed to the Parliamentary Counsel’s Office website (**[**www.legislation.wa.gov.au**](http://www.legislation.wa.gov.au)**).**
* **The application form must be completed with all relevant information attached. Attachments can be combined and submitted as one or more consolidated documents if desired, provided it is clear which section of the application form the information / attachments relate to. Where attachments are submitted separately, avoid duplicating information. Ensure that any cross-references between the application form and the supporting document(s) are accurate.**
* **If there is insufficient space on any part of this form, please continue on a separate sheet of paper and attach to this form.**
* **If an application form has been submitted which is incomplete or materially incorrect, the Chief Executive Officer of DWER (CEO) will decline to deal with the application and advise the applicant accordingly.**
* **On completing this application form, please submit it to DWER in line with the instructions in Part 5 of the form.**
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| 1.1 | **This is an application for the surrender of a:***[select only one option]* under Part V Division 3 of the EP Act.Please see the:* [*Guideline: Industry Regulation Guide to Licensing*](https://www.der.wa.gov.au/our-work/licences-and-works-approvals/540-guideline-industry-regulation-guide-to-licensing); and
* [*Procedure: Prescribed premises works approvals and licences*](https://dwer.wa.gov.au/procedure/prescribed-premises-work-approvals-licences)

for more information to assist in understanding DWER’s regulatory regime for prescribed premises. | [ ]  Works approval | [ ]  Licence |
| Instrument number |  |
| Expiry date |  |
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| Part 2: Applicant details  |
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| **INSTRUCTIONS:*** **Only the current holder of the instrument may apply to surrender their instrument.**
* **If applying as an individual, your full legal name must be inserted.**
* **If applying as a company, body corporate, or public authority, the full legal entity name must be inserted.**
* **Australian Company Number's (ACN) must be provided for all companies or body corporates.**
* **DWER prefers to send all correspondence electronically via email. We request that you consent to receiving all correspondence relating to instruments and notices under Part V of the EP Act (“Part V documents”) electronically via email, by indicating your consent in Section 2.3.**
* **Companies or body corporates making an application must nominate an authorised representative from within their organisation. Proof of authorisation will be required.**
* **Details of a contact person must be provided for DWER enquiries in relation to your application. This contact person can be a consultant if authorised to represent the applicant. Written evidence of this authorisation must be provided.**
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| 2.1 | **Current instrument holder** |  |
|  | **ACN (if applicable):** |  |
| 2.2 | **Trading as (if applicable):** |  |
| 2.3 | **Authorised representative details:**[the person authorised to receive correspondence and Part V documents on behalf of the applicant under the EP Act. Where ‘yes’ is selected, all correspondence will be sent to you via email, to the email address provided in this section.Where ‘no’ has been selected, Part V documents will be posted to you in hard copy to the postal / business address specified in Section 2.4, below. Other general correspondence may still be sent to you via email.] | Name |  |
| Position |  |
| Telephone |  |
| Email |  |
| *I consent to all written correspondence between myself (the applicant) and DWER, regarding the subject of this application, being exclusively via email, using the email address I have provided above.* | **Yes** | **No** |
| [ ]  | [ ]  |
| 2.4 | **Registered office address, as registered with the Australian Securities and Investments Commission (ASIC):**[this must be a physical address to which a Part V document may be delivered. |  |
| 2.5 | **Postal address for all other correspondence:**[if different from Section 2.4] |  |
| 2.6 | **Contact person details for DWER enquiries relating to the application (if different from the authorised representative):**[for example, could be a consultant or a site based employee] | Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Telephone |  |
| Email |  |
| **Attachments** |  | **N/A** | **Yes** |
| 2.7 | **Attachment 1: Authorisation to act as representative of the occupier** | A copy of the documentation authorising the applicant to act on the occupier’s behalf as their authorised agent/representative has been provided and labelled as Attachment 1. | [ ]  | [ ]  |

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| Part 3: Reasons for surrendering ~~a~~ works approval or licence  |
| 3.1 | Provide reasons for the surrender of the instrument and details of any residual environmental risks that remain and action proposed to mitigate this risk.Outline any on-going obligations that might apply to the premises under the *Contaminated Sites Act 2003* (CS Act) such as:* Have potentially contaminating activities been undertaken on the site?
* Is there any reason to suspect that the site may be contaminated?
* Have any investigations been undertaken to determine if the site is contaminated?
* Is the site contaminated as defined under the CS Act? Has the site been reported as a contaminated site?
* Has the site been classified under the CS Act? If so, what is the classification?
* Has any contamination on the site been partially or fully remediated?
* If the site is contaminated or suspected of being contaminated, please describe, to the extent possible, the nature and extent of the contaminants.
* If the site has been partially or fully remediated, please describe the nature of the remediation works undertaken.
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| **Part 4: Commercially sensitive or confidential information** |
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| **NOTE:****Information submitted as part of this application will be made publicly available. If you wish to submit commercially sensitive or confidential information, please identify the information in Attachment 2, and include a written statement of reasons why you request each item of information be kept confidential.** **Information submitted later in the application process may also be made publicly available at DWER’s discretion. For any commercially sensitive or confidential information, please follow the same process as described above.****DWER will take reasonable steps to protect genuinely confidential or commercially sensitive information. However, please note that DWER cannot commit to redacting all personal information from all supporting documents. You are advised to ensure that all personal information, including signatures, are removed from supporting documents prior to submitting them to the department. Please note that all submitted information may be the subject of an application for release under the *Freedom of Information Act 1992*.**  |
| All information which you would propose to be exempt from public disclosure has been separately placed in a redacted version of the application form and its supporting documentation. Note that this is in addition to the unredacted version(s) provided to DWER for its assessment. Grounds for claiming exemption in accordance with Schedule 1 to the *Freedom of Information Act 1992* must be specified in **Attachment 2** (located at the end of this form). | [ ]  |

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| **Part 5: Submission of application** |
| **Check one of the boxes below to nominate how you will submit your application.****Files larger than 50MB cannot be received via email by DWER. Files larger than 50MB can be sent via File Transfer. Alternatively, email DWER to make other arrangements.** |
| A full, signed, electronic copy of the application form including all attachments has been submitted via email to info@dwer.wa.gov.au;**OR** | [ ]  |
| A signed, electronic copy of the application form has been submitted via email to info@dwer.wa.gov.au and attachments have been submitted via File Transfer, or electronically by other means as arranged with DWER;**OR** | [ ]  |
| A full, signed hard copy has been sent to:APPLICATION SUBMISSIONSDepartment of Water and Environmental RegulationLocked Bag 10Joondalup DC WA 6919 | [ ]  |

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| Part 5: Declaration and signature |
| **General** I/We confirm and acknowledge that:* the information contained in this application is true and correct;
* I/We have legal authority to sign on behalf of the applicant (where authorisation provided);
* I/We have not altered the requirements and instructions set out in this application form;
* I/We have provided a valid email address in Section 2.3 for receipt of correspondence electronically via email from DWER in relation to this application;
* I/We acknowledge that successful delivery to my/our server constitutes receipt of correspondence sent electronically via email from DWER in relation to this application; and
* I/We have provided a valid postal and/or business address in Section 2.4 for the service of all Part V documents;
* knowingly providing information which is false or misleading in a material particular constitutes an offence under s.112 of the *Environmental Protection Act 1986* (WA) and may incur a penalty of up to $100,000.

**Publication**I/We confirm and acknowledge:* this application (including all attachments apart from the sections identified in Attachment 2) is a public document and may be published;
* all necessary consents for the publication of information have been obtained from third parties;
* information considered exempt from public disclosure has been noted by redaction of a separately provided copy of the completed application form and its supporting documentation (in accordance with Part 5), with reasons as to why the information should be exempt in accordance with the grounds specified in Schedule 1 to the *Freedom of Information Act 1992* (WA) being provided in Attachment 2;
* subsequent information provided in relation to this application will be a public document and may be published unless written notice has been given to DWER by the applicant, at the time the information is provided, claiming that the information is considered exempt from public disclosure; and
* the decision to not publish information will be at the discretion of the CEO of DWER and will be made consistently with the provisions of the *Freedom of Information Act 1992* (WA).
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| Signature |  | Date |
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| Name |  |  |
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| Position |  |  |
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| Signature |  | Date |
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| Name |  |  |
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| Position |  |  |

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**NOTE: This form may be signed:**

* **if the applicant is an individual, by the individual;**
* **if the applicant is a corporation, by:**
	+ **the common seal being affixed in accordance with the *Corporations Act 2001* (Cth); or**
	+ **two directors; or**
	+ **a director and a company secretary; or**
	+ **if a proprietary company has a sole director who is also the sole company secretary, by that director; and**
* **by a person with legal authority to sign on behalf of the applicant.**

**ATTACHMENT 2 – Confidential or commercially sensitive information**

| Request for exemption from publication  |
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| Information which you consider should not be published, on the grounds of a relevant exemption found in Schedule 1 to the *Freedom of Information Act 1992* (WA), must be specified in this Attachment. |
| **NOT FOR PUBLICATION IF GROUNDS FOR EXEMPTION ARE DETERMINED TO BE ACCEPTABLE** |
| Section of this form:  |   | Grounds for claiming exemption: |  |
| Section of this form:  |  | Grounds for claiming exemption: |  |
| Section of this form:  |  | Grounds for claiming exemption: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date |