



APPLICATION FOR SCOPING DOCUMENT Form 1M

Type of Application

New Application

(If you attended a pre-application meeting or received pre- application written advice- please provide the proposal number)

Insert Proposal Number to which this application relates (if applicable):

20.....

Additional Information as requested by ACT Planning and Land Authority

Insert Proposal Number to which this application relates (if applicable):

20.....

Lease/Site Details *Please Print*

Provide the following details for each lease/site:

Site 1

Block: **Section:** **Suburb:**

Street Address (if applicable)

Land Use Zone/s applicable to this site

Site 2

Block: **Section:** **Suburb:**

Street Address (if applicable)

Land Use Zone/s applicable to this site

Site 3

Block: **Section:** **Suburb:**

Street Address (if applicable)

Land Use Zone/s applicable to this site

If more than three sites please provide details on separate page

Applicant Details *Please Print*

Surname	<input type="text"/>	First Name	<input type="text"/>
Name of Company/Department/ Government Agency	<input type="text"/>		
Position held in Company/Department/ Government Agency	<input type="text"/>		
Australian Company/Business Number (ACN/ABN)	<input type="text"/>		
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>		

Lessee (Property Owners) or Government Land Custodian Details *Please Print*

SITE 1

1st Lessee or Land Custodian Details

2nd Lessee or Land Custodian Details

Full Name:	<input type="text"/>	Full Name:	<input type="text"/>
Company Name:	<input type="text"/>	Company Name:	<input type="text"/>
Position Held in Company:	<input type="text"/>	Position Held In Company:	<input type="text"/>
ACN Number:	<input type="text"/>	ACN Number:	<input type="text"/>
Postal Address:	<input type="text"/>	Postal Address:	<input type="text"/>
Telephone BH:	<input type="text"/>	Telephone BH:	<input type="text"/>
Mobile:	<input type="text"/>	Mobile:	<input type="text"/>
Email Address:	<input type="text"/>	Email Address:	<input type="text"/>

SITE 2

1st Lessee or Land Custodian Details

Full Name:

Company Name:

Position Held in Company:

ACN Number:

Postal Address:

Telephone BH:

Mobile:

Email Address:

2nd Lessee or Land Custodian Details

Full Name:

Company Name:

Position Held In Company:

ACN Number:

Postal Address:

Telephone BH:

Mobile:

Email Address:

SITE 3

1st Lessee or Land Custodian Details

Full Name:

Company Name:

Position Held in Company:

ACN Number:

Postal Address:

Telephone BH:

Mobile:

Email Address:

2nd Lessee or Land Custodian Details

Full Name:

Company Name:

Position Held In Company:

ACN Number:

Postal Address:

Telephone BH:

Mobile:

Email Address:

*All lessees **must** sign authorising the lodgement of this application. In doing so the lessee gives authority to the applicant to negotiate any dealings in relation to the application through to its determination. If there are more than two lessees please ensure that the details and authorisation are attached to the application.*

*If a lessee signature **can not be obtained** and either a land acquisition or lease withdrawal is underway to facilitate the project to which the EIS Scope relates then the applicant **must** submit documentary evidence that such land acquisition or lease withdrawal is occurring and that the lessee is aware of the project to which the EIS Scope relates.*

EIS Requirements

Please identify why your proposal requires an Environmental Impact Statement and include applicable references to the *Planning and Development Act 2007*.

Your Proposal

Please attach to this application form a document that provides sufficient detail to enable prescribed entities to obtain an understanding of the full extent of your proposal and any associated works, including;

1. a statement outlining the objective of the project and why it is needed;
2. description of the nature/type of project proposed by providing;
 - a. location map(s) of the project site(s);
 - b. detailed concept and layout plan showing all proposed buildings, structures, plant and equipment and other facilities (temporary and permanent);
 - c. the nature, sources, location and quantities of all materials to be handled on site including the storage and stockpiling of raw materials;
 - d. access, internal roads, car parking, equipment compounds and proposed infrastructure associated with the project;
 - e. all activities, including chemical and mechanical to be conducted as part of the project;
 - f. waste treatment process involved, including site drainage, and erosion control;
 - g. life of the project and employment projections;
 - h. volume and characteristics of liquid and solid wastes generated;
 - i. construction methods;
 - j. hours of work (construction and operational);
 - k. existing infrastructure available on and adjacent to the project site(s);
 - l. extent of any clearing of vegetation; and
 - m. land tenures affecting the project site(s).

Environment Protection and Biodiversity Conservation Act 1999

Does the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC) affect your proposal? NO YES

If YES - Please provide reference to relevant sections of the EPBC and provide details about how your proposal is affected by this Act.

Have you had meetings/discussions with the Commonwealth Department of Environment, Water, Heritage and the Arts (DEWHA)? NO YES

If Yes
Please provide name & contact details of DEWHA officer Name: _____
Contact No. _____

EIS Not Required if Development Application Exempted – S.211 Planning & Development Act 2007

The Minister may exempt a development application for development approval for a development proposal from a requirement to include an EIS if satisfied that the expected environmental impact of the development proposal has already been sufficiently addressed by another study, whether or not the study relates to the particular development proposal.

Are you seeking consideration under s.211 ? NO YES

IF YES
Please supply supporting documentation to justify s211 consideration and a statement as to how the supporting documentation satisfies the requirement of s.211 Documentation Attached

Prescribed Entities

Have you had any meetings/discussions with relevant prescribed entities? NO YES

IF YOU ANSWERED YES TO THE PREVIOUS QUESTION— please complete the following table:

ENTITY (please tick)	DATE/s OF MEETING/s	ENTITY CONTACT
<input type="checkbox"/> ACTEW Corporation Ltd		
<input type="checkbox"/> ACTEWAGL Distribution		
<input type="checkbox"/> Conservator Flora & Fauna		
<input type="checkbox"/> Emergency Services		
<input type="checkbox"/> Environment Protection		
<input type="checkbox"/> Heritage Council		
<input type="checkbox"/> Health Policy		
<input type="checkbox"/> Territories & Municipal Services		
<input type="checkbox"/> Custodian of the Land		
<input type="checkbox"/> Other -----		

Conflict of Interest Declaration

Does the applicant or lessee have any association with ACT Planning and Land Authority staff? NO
 YES

If YES please provide details:

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Other Application Requirements

DOCUMENTATION AND PLANS

All required documentation must be provided in an electronic format on compact disc/DVD and meet the following requirements (Form can be submitted in hardcopy if lodged over the counter)

- Each document must be saved as a PDF and named in accordance with the naming convention as detailed on the ACTPLA website.
- All plans must be to scale.
- All plans must be rotated to the correct orientation i.e. they are the right way up when opened
- All plans are to be clear and concise and generally consistent with Australian Standard 1100.301 - 1985 and Australian Standard 1100.301 supplementary - as updated from time to time.
- The proposal number included in the naming convention is unique to the application and provided by the ACT Planning and Land Authority. If you have already had dealings with the Authority about your proposal through a pre-application meeting or have requested and received pre application advice, you would already have a proposal number allocated for your development application. If you have not been allocated a proposal number, leave this number out of the file name.
- The documentation provided on CD/DVD either over the counter or via an electronic lodgment process (email or internet) will be considered to be the relevant documentation associated with this application.

HARDCOPY DOCUMENTATION REQUIREMENTS

In addition to the documentation being provided on CD/DVD **one bound and one unbound hard copy must also be provided.**

Applicant and Lessee Declaration

I/we the undersigned, hereby apply for a Final Scoping Document;

I/we declare that this application is accompanied by all of the required information and or documents;

I/we understand that the information submitted with this application form will undergo a documentation check. I/we understand that this application will be considered lodged once the relevant application fees have been paid;

I/we understand that the documentation provided on CD/DVD will be considered to be the relevant documentation associated with this application;

I/we hereby authorise ACT government officers to access the subject property(s) for the purpose of evaluating the proposal;

I/we the undersigned (lessee) appoint the applicant whose name and signature appear below to act on my/our behalf in relation to this application. This authorises the applicant to pay for all application fees, bonds, and securities, liaise with the ACT Planning and Land Authority when required, alter amend or provide further information as necessary and receive any communications relating to this application;

I/we declare that all the information given on this form and its attachments is true and complete;

If signing on behalf of a company, organisation or Government agency: -

I/we the undersigned, declare I/we have the appropriate delegation or authority to sign on behalf of the company, organisation or Government agency.

	Applicant Signature (s)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
<u>SITE 1</u>	1 st Lessee's Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
	2 nd Lessee's Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
	Govt Land Custodian Signature (unleased land only)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
	Delegate of ACTPLA (unleased land only)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
<u>SITE 2</u>	1st Lessee's Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
	2nd Lessee's Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
	Govt Land Custodian Signature (unleased land only)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
	Delegate of ACTPLA (unleased land only)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
<u>SITE 3</u>	1st Lessee's Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
	2nd Lessee's Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
	Govt Land Custodian Signature (unleased land only)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
	Delegate of ACTPLA (unleased land only)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>

Privacy Notice

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Chapters 7, 8 and 9 of the Planning and Development Act 2007. The information that you provide may be disclosed to the ACT Revenue Office and the Registrar-General's Office. The information may be accessed by other government agencies, ACTEWAGL, ACTEW Corporation and other commercial organisations interested in development and building information. The Planning and Development Act 2007 requires the details of applications, decisions and orders to be kept on a register and made available for public inspection. Information and documentation relevant to a development application may be made available via the Internet.

Does the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC) affect your proposal?

The EPBC came into operation on 16 July 2000. It establishes an environmental assessment and approval system that is separate and distinct from the ACT system. It does not affect the validity of ACT development assessment and approval processes. The ACT cannot provide preliminary advice on whether a proposal falls within the definition of a controlled action, or requires referral to the Commonwealth. For information about the EPBC, including the referral process and when a referral should be made, contact: Environment Australia's Community Information Unit, GPO Box 787, CANBERRA ACT 2601 Telephone: 1800 803 772

Contact Details:

ACT Planning and Land Authority

Customer Service Centre

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923 Fax: (02) 6207 1925 TTY: (02) 6207 2622

Email: actpla.customer.services@act.gov.au Website: www.actpla.act.gov.au