*Environmental Offsets Act 2014*

Notice of Agreement

Environmental offset conditioned by protected plant authority

This notice is issued by the administering authority pursuant to section 19 of the Environmental Offsets Act 2014 to advise that the offset delivery approach stated in the notice of election is agreed upon.

To: <<Name And Contact Details>>

Your reference: <<Insert Protected Plant Permit Reference>>

**Notification of Agreement**

1. **Details**

The notice of election, made by <<Insert Applicant/Authority Holders Name >> was received by the administering agency on <<date received>> which included: *(delete whichever is not appropriate)*

* **[IF A PROPONENT-DRIVEN OFFSET]** the offset delivery plan <<Insert title, date/version numbers>>
* **[IF A FINANCIAL SETTLEMENT OFFSET]** the proposed offset payment calculation of <<Insert value and any title, date/version number of documentation provided outlining the calculation amount>>
* **[IF A COMBINATION OFFSET -include both the above items].**

The reference for the corresponding prescribed activity that will have the significant residual impact the subject of this agreement is:

* <<INSERT agency reference for application/authority for the prescribed environmental activity that will result in the impact>>
* <<INSERT detail of relevant stage of impact if this is a staged activity and offset>>.

1. **Notification of Agreement**

The administering agency agrees with <<Insert Applicant/Authority Holders Name >> that the environmental offset may be delivered in way stated in the above-mentioned notice of election, attached to this notice **[IF A PROPONENT-DRIVEN OFFSET also include the following]** and in accordance with the above-mentioned offset delivery plan attached to the notice of election.

1. **Actions**

Prior to <<Insert Applicant/Authority Holders Name >> commencing any part of the prescribed activity to which an offset condition relates, <<Insert Applicant/Authority Holders Name >> and the administering agency must enter into an ‘agreed delivery arrangement’.

By signing and dating the attached form, <<Insert Applicant/Authority Holders Name >> will be taken to have entered into an ‘agreed delivery arrangement’ with the administering agency. <<Insert Applicant/Authority Holders Name >> must sign the attached form and enter into the agreed delivery arrangement within <<insert number of business days for reasonable period >> and provide a copy of the signed document to the administering agency within <<Insert Number Of Business Days For Reasonable Period >> of signing the document.

**[INCLUDE THE FOLLOWING IF AGREED TO PRIOR TO ISSUING THE AUTHORITY]**

If after entering into this agreement but no more than 10 business days after the authority for the prescribed activity is granted, the administering agency decides that the impact that is counterbalanced under this arrangement differs from the impact likely to arise from the prescribed activity, the administering agency will provide a notice that states the environmental offset is required to be delivered in a different way.

1. **Review of decision**

Pursuant to Section 18 of the *Environmental Offsets Regulation 2014*, <<Insert Applicant/Authority Holders Name >> may apply for an internal review of this decision within 20 business days after receiving this notification. Application for an internal review must be made using the ‘Request for an internal review’ form, available on the Queensland Government website at <<http://www.qld.gov.au/environment/pollution/management/offsets/>>.

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| Delegate Signature |  | Date |
| **<<Insert Delegate Name>>**  **<<Director, Wildlife Management>>**  Delegate of the administering agency  *Environmental Offsets Act 2014* |  | **Enquiries:**  **<<Insert Project Officer>>**  **<<Insert Address>>**  Phone: <<INSERT>> Email: <<INSERT>> |

Should you have any questions about the notice, please contact <<INSERT>>on telephone <<INSERT>>.

***ATTACHMENTS***

* *Agreed delivery arrangement for <<Insert Applicant/Authority Holders Name >>.*
* *Copy of notice of election* ***[and if relevant]*** *and offset delivery plan.*