***Waste Reduction and Recycling Act 2011***

Extension of time to submit waste data return and pay waste levy amount

This form must be used for making an application to the chief executive[[1]](#footnote-1) for an extension of time to submit a waste data return and pay a waste levy amount under section 72H of the Waste Reduction and Recycling Act 2011 (the Act).

*The operator of a levyable waste disposal site may submit an application for an extension of time to submit a waste data return and pay a waste levy amount in the instance that the entity considers they will be unable to pay the waste levy amount by the due date for payment. Applications for an extension of time must be made prior to the due date for the submission of the waste data return for the site.*

*In accordance with section 72H of the Act, an extension of time for submission of the waste data return cannot be for more than one month after the due date for submission of the return.  For the payment of the waste levy amount, the extension of time must not be more than one month post the due date for payment of the amount.* *If approved, the extension of time will be displayed on the operator’s account summary page on the Queensland Waste Data System.*

*When completing this form, it is recommended that applicants read the information regarding applications for extensions of time and the waste levy on the Queensland Government’s website at www.qld.gov.au/wastedisposallevy. This information will assist the applicant in identifying any fees and supporting information that may be needed for the application.*

1. **Applicant details**

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| --- |
| NAME OF COMPANY/ORGANISATION *<NOTE: FOR WASTE DISPOSAL SITE OPERATORS THIS MUST BE THE LEGAL ENTITY HOLDING THE ENVIRONMENTAL AUTHORITY>*      |
| TRADING NAME (if applicable)      |
| ABN/ACN       |
| CHIEF EXECUTIVE OF COMPANY/ORGANISATION       |
| REGISTERED OFFICE ADDRESS (not a post office box)      |
| SUBURB       | POSTCODE       |
| POSTAL ADDRESS (if different from above)      |
| SUBURB        | POSTCODE       |
| OFFICE MAIN PHONE       |
| EMAIL OF ENTITY (if applicable)       |

|  |
| --- |
| CONTACT PERSON FOR APPLICATION      |
| POSITION       |
| PHONE       | MOBILE       |
| EMAIL       |
| NAME AND ADDRESS OF FACILITY TO WHICH THE APPLICATION RELATES:Name:      Address:       |

How would you like to receive correspondence from the department?

|  |  |
| --- | --- |
| [ ]  To your nominated email addresses above | [ ]  Mailed to your postal address above |

1. **Eligibility criteria**

Does the operator hold all relevant environmental authorities to conduct their current operations at the waste disposal site? *<NOTE: If you answer ‘No’ to this question, please do not continue with the application. If required, contact the department on the contact details at the end of this form>*

[ ]  Yes [ ]  No

If yes, please provide details of the environmental authority.

|  |
| --- |
| Environmental authority number        |
| Environmental authority holder name        |
| TRADING NAME (if applicable)       |

Is the application for the extension of time being made prior to the due date for submission of the waste data return for the site? *<NOTE: If you answer ‘No’ to this question, please do not continue with the application. If required, contact the department on the contact details at the end of this form>*

[ ]  Yes [ ]  No

Is this the first application made by the operator for an extension of time to either: pay the waste levy (as per section 72G of the Act); or submit a waste data return and pay the waste levy amount (as per section 72H of the Act) for the amount subject to this application? *<NOTE: If you answer ‘No’ to this question, please do not continue with the application. If required, contact the department on the contact details at the end of this form>*

[ ]  Yes [ ]  No

In this financial year, has the operator made two applications under section 72H (extension of time to submit a waste data return and pay the waste levy amount) or section 72G (extension of time to pay the waste levy) of the Act)? *<NOTE: If you answered ‘Yes’ to this question, please do not continue with the application. If required, contact the department on the contact details at the end of this form>*

[ ]  Yes [ ]  No

1. **Details of extension sought**

Please provide details of the due dates for the waste data return and payment which relate to this extension:

*<NOTE: Applications for extensions of time do not apply to interest invoices>*

|  |
| --- |
| due date for waste data return        |
| due date for payment       |

1. **Reason for extension**

Please describe the reasons why the extension of time to submit the waste data return and pay the waste levy amount is being sought. Please include why it is not reasonable for the department to expect the operator to pay the waste levy amount by the due date for payment.

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|       |

Please indicate if further supporting information has been attached. [ ]

**6** **Declaration**

*<NOTE: This section is to be completed by the person authorised to sign this application on behalf of the applicant. If you have provided false or misleading information in this application you may be liable for prosecution under the Act.>*

* This application is for an extension of time to submit a waste data return and pay a waste levy amount.
* I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
* I understand that it is an offence under sections 265 and 265A of the *Waste Reduction and Recycling Act 2011* to give to the chief executive information, or a document containing information that I know to be false, misleading or incomplete in a material particular.
* I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

|  |  |
| --- | --- |
| FULL NAME      | POSITION      |
| SIGNATURE | DATE      |

# Applicant checklist

[ ]  Application form completed and signed.

[ ]  Fees paid or enclosed (if applicable). <Note: There is no fee applicable to this application.>

[ ]  Supporting information attached (if applicable).

**Please submit this completed application form and supporting information using one of the following methods:**

**Email:** **palm@des.qld.gov.au**

The email subject line should state ‘Extension of time to submit waste data return and pay waste levy amount’.

The file size limit for submission via email is 20MB. Any submission via email which exceeds 20MB will need to be broken down into separate emails, with each email subject line clearly stating ‘Part X of X’ (e.g. Part 1 of 2).

**Post to:**

Permits and Licensing

Department of Environment and Science

GPO Box 2454

Brisbane QLD 4001

Documents referred to throughout this form are available at [www.qld.gov.au/wastedisposallevy](http://www.qld.gov.au/wastedisposallevy) or by contacting the Permits and Licensing Team on the below contact details.

Enquiries: 13 QGOV (13 74 68)

Email: palm@des.qld.gov.au

**Privacy statement**

The Department of Environment and Science is committed to protecting the privacy, accuracy and security of your personal information in accordance with the *Information Privacy Act 2009*. The department is collecting your personal information in this form in order to determine what information is available and respond to your request. The information will only be accessed by authorised employees within the department. Your information will not be given to any other person or agency unless you have given us permission or we are authorised or required by law. All information supplied on this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977*. For queries about privacy matters email: privacy@des.qld.gov.au or telephone: 13 74 68.

1. The Director-General of the Department of Environment and Science is the chief executive under the *Waste Reduction and Recycling Act 2011*. [↑](#footnote-ref-1)