# Appendix 6. Checklist—Interested and affected persons

The following information must be provided with the departments voluntary (Environmental Impact Study) EIS application (ESR/2016/2160) and a draft Terms of Reference (TOR) submission form (ESR/2023/6499) (unless previously provided and the information has not changed) to meet the requirements of the *Environmental Protection Act 1994* (EP Act).

This checklist and referenced documents can be downloaded as a separate document on the ‘Resources’ page of the department’s [Environmental impact statement process](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) website.

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|  | 1. In a separate document to the initial advice statement (IAS), list the names and addresses of the interested and affected persons for the project. Table 21 below provides an example. Refer ss. 38 and 39 of the EP Act for definitions affected person and interested person respectively. |
|  | 1. In the **IAS** provide maps showing the project footprint overlaid with all relevant land types and tenures including:  * land parcel descriptions highlighting parcels (but not naming owners) of affected and interested persons * current resource tenures (i.e., all mining, gas, and greenhouse gas tenures) * local government areas * lease parcels * roads * railways * electricity lines * watercourses   The maps must include all areas within and adjacent to the project footprint clearly labelled with the relevant identification for each area (e.g., each lot on plan and resource tenure is clearly labelled). |
|  | 1. Spatial information (shapefiles) of:  * operational land   *Note: Spatial information provided should be generally consistent with the department's guideline* [*Spatial information submission*](https://environment.des.qld.gov.au/management/activities/non-mining/regulation/spatial-information) *(ESR/2018/4337)* |

Table 21. Example table of affected and interest personsTable 21 is an example of how the names and addresses of interested and affected persons should be listed and structured. It must be provided as a separate document (not within the IAS). You may provide this information in one table or split it. The table provides examples only; you must ensure the full list of affected and interested persons in ss. 38 and 39 of the EP Act are included.

Table 21. Example table of affected and interest persons

|  |  |  |  |
| --- | --- | --- | --- |
| Affected person or organisation | Description of area including tenement or property (if relevant) | Relationship to project or comment | Address |
| *For example:*   * *Mining company Pty* * *Gas Company Pty* * *Department of Environment, Science and Innovation* * *Australian Department of Environment* * *Department of Resources* * *Department of Transport and Main Roads* * *Australian Government department* * *Queensland Government department* * *Registered Native Title Claimant* * *Registered Native Title body Corporate* * *Sunwater* * *Theiss* * *Joe Bloggs on Lot X on Plan XX* * *Jane Doe: street address* * *Adjacent local government* * *Regional organisation* * *Catchment group* * *Local or regional environment group* | *For example:*   * *Mining lease (ML) 6789* * *Lot 6 SP265236* * *Central Tableland Regional Council* * *Isaac Regional Council area* * *Cook Shire Council area* | *For example:*   * *Project mining lease* * *Overlapping tenure holder* * *Landowner over part of project* * *Adjoining landowner* * *Adjoining tenure holder* * *Local government area* * *Adjoining local government* * *Electricity service provider* * *Rail service provider* * *Cultural heritage parties of the existing Cultural Heritage Management Plan* * *Electricity infrastructure owner / supplier.* | *For example:*  *80 Queen St, Emerald*  *In some cases, you may wish to provide a nominated contact* |