

Environmentally relevant activity

Environmental authority transfer application

Council of the City of Gold Coast
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Environmental Protection Act 1994

Licensee details (current environmental authority holder)			
Provide the full name of the current licensee.			
Licensee name(s)			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post		<input type="checkbox"/> Email

New licensee details (transferee)			
The new licensee must be a legal entity (e.g. person or corporation). Provide the full name of all new licensees. If address and contact details differ for each licensee, provide these details as an attachment.			
New licensee name(s)			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post		<input type="checkbox"/> Email

Business name details			
Provide details of your business name (trading name). Provide address and contact details if different from licensee.			
Business name			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	

Contact person details			
Provide details if contact person for approval is different from the licensee.			
Contact name			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post	<input type="checkbox"/> Email	

Transfer details			
Complete the details of the environmental authority you wish to transfer.			
<p>NOTE: The new licensee MUST be a registered suitable operator with the Queensland Department of Environment and Heritage Protection in order for your application to be further processed. Your environmental authority is unable to be transferred to an operator that is NOT a registered suitable operator. Contact DEHP on 1300 130 372 for further information.</p>			
Approval type to be transferred	<input type="checkbox"/> Environmental authority (fixed) <input type="checkbox"/> Environmental authority (mobile)		
Approval reference (licence number)			
Are you transferring the entire environmental authority to the new licensee (holder)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you transferring only a part of the environmental authority to the new licensee (holder)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Detail what activity/part is to be transferred			
Detail what activity/part is to be retained			
Add the new licensee (holder) to environmental	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

authority	
Remove a current holder from the environmental authority	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of holder/s to be removed	
Supporting information	
Supporting information may be required to be submitted with this application, as indicated below and throughout this form. Indicate below the supporting information you have attached to this application	
<input type="checkbox"/> Evidence of nil fee eligibility	

Fees	
The fee for this application may be reduced to nil if you (the applicant) can demonstrate that you own, rent or lease a rateable property within the City of Gold Coast, or are a registered charity, voluntary sporting, community, religious or incorporated not for profit organisation.	
If claiming eligibility, you must attach evidence with this application. Evidence may include a signed lease agreement, details of property ownership, ASIC documentation detailing 'Principal place of business', two bills (within last six months) detailing residential address or registration with the Australian Charities and Not-for-Profits Commission (ACNC).	
Please determine whether you meet the eligibility conditions and select one box only.	
<input type="checkbox"/> Environmental authority transfer - eligible for nil fee	nil
<input type="checkbox"/> Environmental authority transfer - not eligible for nil fee	\$104.00

These fees are in accordance with the City of Gold Coast's (City) regulatory fees and non-regulatory charges. A copy of our regulatory fees and non-regulatory charges can be found on our website, cityofgoldcoast.com.au/fees.

Payment options (no cash transactions are available)

- MasterCard, Visa, debit card or cheque at any of the City's branch offices. Our branch office locations and operating hours can be found on our website cityofgoldcoast.com.au/contactus
- Cheque or money order – make payable to: Gold Coast City Council. Postal address at top right of first page. Please ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately receipted.

Note: Please be advised that payments by credit card will incur a surcharge.

Declaration

This section must be completed by, or for each applicant. Where a person is signing on behalf of a corporation or person (the 'signatory'), they must occupy a position that is legally entitled to make that application and complete the details below. Documentation must be provided if a power of attorney (POA) signs on behalf of a person.

I understand and verify that:

- I am duly authorised to make this application
- The statements and information provided are accurate, true and complete
- I have received all relevant third party consents and authorisations
- It is an offence to knowingly provide false or misleading information
- Approval of this application does not extend to the approval of any other statutory or local government requirements relating to this premises or activity

Licensee details (licence holder)

Licensee name			
Signature		Signatory name	
Date		Position/role	
New licensee (transferee)			
New Licensee name			
Signature		Signatory name	
Date		Position/role	

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the *Information Privacy Act (Qld) 2009* and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to cityofgoldcoast.com.au/privacy.

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

Office use only

Date received		Fee paid	
Received by		Receipt number	