

# APPLICATION FORM

## Variable Fee Exemption

Regulation 9(1) of the *Environmental Management and Pollution Control (General) Regulations 2017* (the Regulations) provides that a person liable to pay a variable fee referred to in regulation 4(1)(b), 4(3), 5(1) or 6(1) may apply in writing to the Board of the Environment Protection Authority (the Board) for an exemption from liability to pay all or part of the variable fee. The Board has delegated all its powers under regulation 9 to the Director, Environment Protection Authority under its powers of delegation conferred by section 16 of the *Environmental Management and Pollution Control Act 1994*.

You may apply for a variable fee exemption for your activity using this form. Before submitting an application you should read the Board’s [Annual Fee Remission Guidelines](http://www.epa.tas.gov.au) (available from [www.epa.tas.gov.au](http://www.epa.tas.gov.au)). The Guidelines describe the various types of exemption that may be granted, detail the criteria for assessment of applications, and the documents and information that will be required.

**If you apply, this form and all required documents and information must be received by the EPA at least 90 days before the annual fee is next due for payment.**

In accordance with regulation 9(1) of the *Environmental Management and Pollution Control (General) Regulations 2017*, I hereby apply for a variable fee exemption for the following activity.

### Activity

<b>Activity</b>	
<b>Activity location</b>	
<b>NELMS reference no</b> (from previous invoice)	

### Exemption Requested

Tick applicable boxes

- Small-medium activities – variable fee 50% exemption for Environmental Policy
- Small-medium activities – variable fee 50% exemption for Environmental Performance Report
- Small-medium activities – variable fee 100% exemption for Environmental Management System
- Large activities – variable fee 50% exemption for Environmental Management System not ISO 14001 certified
- Large activities – variable fee 100% exemption for Environmental Management System ISO 14001 certified

### Documents and Information Required

Tick boxed for items being submitted

#### A. Small-medium activities – variable fee 50% exemption for Environmental Policy:

- A printed copy of the Environmental Policy.
- A statutory declaration as specified in section 2.2 of the Guidelines.

**B. Small-medium activities – variable fee 50% exemption for Public Environmental Report:**

- A printed copy of the Public Environmental Report.
- The Public Environmental Report in electronic form.
- Contact details for printed copies of the Report, for the Division’s remissions register website.
- Written permission to establish a hyperlink from the Division’s remissions register website to the permit holder’s website (optional).
- A statutory declaration as specified in section 2.3 of the Guidelines.

**C. Small-medium activities – variable fee 100% exemption for Environmental Management System:**

- Tick this box and the boxes in either D or E below as applicable.

**D. Large activities – variable fee 50% exemption for Environmental Management System not ISO 14001 certified:**

- A copy of an external auditor’s report as specified in section 3.2 of the Guidelines.
- A statutory declaration as specified in section 3.2 of the Guidelines.
- A printed copy of the Public Environmental Report.
- The Public Environmental Report in electronic form.
- Contact details for printed copies of the Report, for the Division’s remissions register website.
- Written permission to establish a hyperlink from the Division’s remissions register website to the permit holder’s website (optional).
- A statutory declaration in relation to the Public Environmental Report as specified in section 2.3 of the Guidelines.

**E. Large activities – variable fee 100% exemption for Environmental Management System ISO 14001 certified:**

- A copy of the ISO 14001 certification for the Environmental Management System.
- A printed copy of the Public Environmental Report.
- The Public Environmental Report in electronic form.
- Contact details for printed copies of the Report, for the EPA’s public remissions register.
- Written permission to establish a hyperlink from the EPA’s website to the customer’s website (optional).
- A statutory declaration in relation to the Public Environmental Report as specified in section 2.3 of the Guidelines.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Position Title</b>	
<b>Customer postal address</b>	
<b>NELMS customer no. (from previous invoice)</b>	

**Return completed form to:**

Director, Environment Protection Authority, GPO Box 1550, HOBART TAS 7001  
OR by email to: [Enquiries@epa.tas.gov.au](mailto:Enquiries@epa.tas.gov.au)