



Australian Government

Department of Climate Change, Energy,
the Environment and Water

EPBC Act referral preparation guide



OFFICIAL

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Disclaimer

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Acknowledgement of Country

We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters, and culture. We pay our respects to their Elders past and present.

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Overview

Who this document is for

The *Environment Protection and Biodiversity Act 1999* (EPBC Act) protects certain nationally significant (protected) animals, plants, habitats, or places. The EPBC Act describes these as matters of national environmental significance.

This document is for:

- individuals
- organisations
- environmental consultants

proposing activities that could have a significant impact on nationally protected animals, plants, habitats, or places.

Referring your project or development to us will enable the Minister to decide whether it needs further assessment or approval under the EPBC Act.

See [referral applications and proposals](#) for more information about the process.

Purpose

This document will help you prepare an EPBC Act referral application.

It presents each question in the online referral form on the EPBC Act Business Portal, along with guidance to help you answer each question adequately.

The Department requires you to submit your referral through the EPBC Act Business Portal.

How to provide a high quality EPBC Act referral application

The requirements for providing a valid referral are set out in regulation 4.03 and Schedule 2 of the [EPBC Regulations](#).

The questions in the online referral form are structured to prompt you to provide all of the information required.

For your referral to be considered valid, we need enough information about the proposal and its location for the Minister to be able to make an informed decision about its likely impacts on nationally protected matters. A referral also needs to provide enough information so that the public can understand the proposal and its likely impacts. The Minister must be able to make an informed decision about whether it is a controlled action – that is, whether the proposal needs approval under the EPBC Act.

A correct and complete referral will progress faster. If we need to ask you for more information, the process will be slower. The referral form validation will be faster if you:

- Provide clear, meaningful and accurate answers to all questions as required under
- Reference all attachments and external sources of information correctly and logically.

- Pay your referral application fee promptly. Referral applications are validated based on the date they are paid, or the date a waiver is granted.

Unless specified in the application form, each question requires a response. If a response is not provided, you will receive a resubmission request and you will need to update your referral application. Common mistakes in responding to questions include:

- The written summary in the text response does not address all components of the question. Additional guidance is provided within text boxes under each question in the document, and on our website for quick reference. These outline the question requirements, including examples of how to address each question.
- Referring to a section in an attachment without providing an explanation of that information within the referral form.
- Providing a response of ‘not applicable.’
- Acronyms used without spelling out the full phrase the first time they are used.

How to use this document

The headings in the referral form template match the online referral application form. There are 4 main types of questions in the referral application form:

- Yes/No answers. Depending on whether your answer is Yes or No, the form will take you to the relevant path of questioning.
- Selections from a drop-menu. Your selections will automatically determine the remaining questions that you need to answer.
- Questions seeking details to be entered into a free text field. When answering these, you can copy your answers from this document and enter them into the relevant field.

(Please Note: the online form will not accept more than 10,000 characters for most free text responses.)

- Questions that require you to provide mapping information. You can provide this by using the interactive mapping tool that is part of the form, or by uploading your own map files.

This document shows you the guidance text you will see when you use the online form.

How to submit attachments

When completing the online application form, you may need to attach additional information. Please ensure that attachments are clearly referenced in the text (attachment file name, section, page numbers).

Attachments that are incorrect, illogical, or confusing often lead to resubmission requests. Following these steps will minimise the need for a resubmission:

- Upload all attachments mentioned within the application text.
- Reference each document logically and consistently, each time it is mentioned in the text.
- Ensure that you use the following format - Attachment ‘exact file name,’ section/appendix, page number. Logical and consistent referencing will enable faster identification.

- Uploaded documents must use a logical, sequential naming system (e.g., Att 1, 2, 3 or Att A, B, C etc.). Name your files before uploading them to your referral application. Please ensure that you use the attachment filename guidelines provided in the appendix.

Sensitive information

Referral applications may contain information that is considered sensitive. This includes confidential information or details that may endanger a species or site of environmental or heritage significance if disclosed, such as:

- the precise location of protected matters, including artefact locations and sensitive areas
- personally, or culturally private and sensitive information (such as third-party names and contact details, traditional owners' names, indigenous people/groups names)
- commercially sensitive or commercial-in-confidence information.

We may seek evidence of consent from the relevant parties where you seek to publish information.

In some cases, we may assess the sensitivity of the information and decide whether to publish or withhold it. Read our policy on how we [manage sensitive data](#).

Referral form template

1 About the project

1.1 Project details

1.1.1 Project title

This is a descriptive title that will be visible in the EPBC Act Public Portal. The example given in the online form is 'Land clearing for forestry access road.'

This field has a 250 character limit.

Your response should:

- Ensure your project has a short title that allows the public to understand the project's key activities.
- Ensure your project title includes enough relevant information so it can be differentiated from other projects.
- Not include the address or jurisdiction in the title, or brackets ().
- Not assume the public know your acronyms – make sure you spell out each term in full before using acronyms.

1.1.2 Project industry type

Click on the magnifying glass (search) icon and choose from a menu of industry types. Select the industry type that best fits the main activity you are proposing. E.g., 'Agriculture and Forestry.'

Select the magnifying glass. Choose the most suitable option from the scroll down menu. Once you select an option, scroll down, and select "Select".

The industry type should reflect the main activity being proposed, as closely as possible.

1.1.3 Project industry sub-type

Click on the magnifying glass (search) icon and choose from a menu of sub-industry types, e.g., 'Forestry.'

Select the closest description of the industry sub-type being proposed.

1.1.4 Estimated start and end date for proposed action

Click on the calendar icon and choose an estimated start and end date. These should be correct to the best of your knowledge.

You must provide indicative timeframes for when your proposed action will commence, and when it will end. Consider all activities such as site preparation, maintenance, operational requirements, or decommissioning activities that may need to occur towards the end of the main activity.

Please allow at least 30 business days before the estimated start date. If you are unsure, provide your best estimate. Select the calendar icon to choose.

1.2 Proposed action details

1.2.1 Provide an overview of the proposed action, including all proposed activities.

Your description of the proposed action must include the following:

Details of the location of the project area, including a description of the property on which the proposed action is to take place, and a description of the activities proposed to be carried out in the action. Describe them in way that allows the reader to understand what you plan to do and what impacts these activities will have on the environment.

Describe your project and the proposed actions.

e.g.: The proposed action is the construction, operation of and decommissioning of an open cut coal mine.

State the purpose of the proposed action.

e.g.: This proposed mine will extract and process coking coal and natural gas for export including transportation from Location X to Location Y.

State all the activities that are necessary to deliver the proposed action, including pre-construction/ pre-clearing activities; construction/ clearing/ infrastructure; ongoing maintenance/ operations; and decommissioning/ remediation works at the end of the project.

Mention any additional developments that are happening as part of the proposed action, including infrastructure changes outside your project area e.g., widening an intersection or extending a wharf to enable delivery of materials to the project site.

Give details of land tenure arrangements.

Example: A lot number in a registered or deposited plan or similar description.

Outline if proposed activities will directly and/or indirectly impact on the environment.

e.g.: clearing; dewatering; remediation works at the completion of activities.

State the size of the project area, disturbance footprint, and any avoidance and/or retention areas in hectares in-text in this section. The areas stated in the text needs to be consistent with the area in the geospatial information provided in Section 2.1.

If you refer to more detailed information by attaching or hyperlinking to any supporting documentation, please follow the guidance provided (i.e., Attachment 'exact file name,')

section/appendix, page number). There needs to be no doubt as to which attached or hyperlinked information you refer to.

1.2.2 Is the project action part of a staged development or related to other actions or proposals in the region?

A staged development is work that will be conducted in progressive project stages. This definition includes split referrals.

A split referral is where a referred action is part of a larger action that has not been referred; has been referred in separate 'lesser referrals' for commercial or other operational reasons; and will be conducted in progressive stages (also known as 'staged developments').

Choose Yes or No.

If Yes, go to 1.2.3.

If No, go to 1.2.6.

1.2.3 Is the proposed action the first stage of a staged development (or larger project)?

Choose Yes or No.

If Yes, go to 1.2.5.

If No, go to 1.2.4.

1.2.4 Related referral(s)

Choose "Select" and a list of EPBC projects will appear.

Select (tick) the relevant project.

1.2.5 Provide information about the staged development (or relevant larger project)

Type your response with relevant information to describe all stages of development.

E.g.: construction of a land-based windfarm development where the construction of an access road is required to enable site access.

Provide a short, clear description of the larger project and its stages, including an overview of the project activities and their proposed locations; and whether the work is planned, in

Outline any interdependency between the stage/components and the larger action (e.g., a 5m wide access road needs to be developed, as shown on map at Attachment ('exact file name', section/appendix, page number), to enable the following stages...).

1.2.6 What Commonwealth or state legislation, planning frameworks or policy documents are relevant to the proposed action, and how are they relevant?

Your response should:

Identify all relevant State and Commonwealth Acts where an environmental assessment of relevant impacts is being or will be carried out. Identify all relevant State and Commonwealth Acts and outline how they are relevant to the proposed action. For example, have you already sought a permit or approval under other legislation? Ensure your response lists the EPBC Act as relevant.

e.g.: An Environmental Authority under the XX Act is required in [jurisdiction] for undertaking a mining activity. Mining licence <insert number> was granted on XX/XX/XXXX.

e.g.: Seeking a permit or approval under other legislation.

Identify any planning frameworks, such as a strategic assessment or state and/or local government planning policies, that are relevant to the proposed action and describe why.

1.2.7 Describe any public consultation that has been, is being or will be undertaken regarding the project area, including with Indigenous stakeholders. Attach any completed consultation documentations, if relevant.

Your response should:

1. Describe the nature of the consultation, including:

- What was or will be discussed
- who will be involved (or who was involved if you have already completed it)
- How long the consultation period is/was
- the feedback you received during consultation, including outcomes

Please ensure you attach or hyperlink any documents recording the outcome of any consultations.

Note Please take care to review your documentation and ensure that you remove any sensitive information, or that you have permission to publish information such as the name of any First Nations organisations; or personal information about individuals.

e.g.: Consultation on the project has commenced and discussions are ongoing with the following stakeholders:

ACT Conservator of Flora and Fauna

Environment Planning and Sustainable Development Directorate (EPSDD)

2. Outline key findings from the consultation and/or aim of future consultations

e.g.: A Cultural Heritage Assessment (CHA) has been prepared for the project by XXX Pty Ltd. Some of the initial findings indicated potential for heritage impacts at the local level but no impacts to matters of national environmental significance.

3. Public consultation includes any consultation with Indigenous stakeholders. If you have not engaged with the relevant Indigenous stakeholders in the project area, you must state this in your response. For additional guidance to inform your engagement approach visit [engagement with First Nations People for referrals under the EPBC Act](#).

Any attached documentation with personal details (names, addresses or contact details) of participants or any other information that would breach the privacy of a third party should be provided as in full for assessment by the Department (it will be treated as sensitive) in addition to a redacted copy with the personal details obscured for public viewing.

1.3 Identity

1.3.1 Identity: Referring party

The referring party is the person who completes and lodges the form online – This may be the person proposing to take the action or it may be a consultant, or another party.

Read the privacy notice and tick the box to confirm that you have read and understood it.

Your personal details will then automatically show on the form.

1.3.1.1 Is Referring party an organisation or business?

Choose Yes or No.

If Yes, go to question 1.3.1.2.

If No, go to question 1.3.2.

1.3.1.2 Do they have an existing ABN or ACN?

Choose Yes or No.

If Yes, go to question 1.3.1.3.

If No, go to question 1.3.1.4.

1.3.1.3 ABN/ACN (do not include spaces)

Type the ABN or ACN. You can select 'Validate and autofill.' This will automatically fill in the organisation's name and address.

Please check any details that are auto filled. If you find that your details are incorrect, please complete the ABN/ACN details manually.

Please ensure that you provide the organisation name exactly as it is recorded in ABN Lookup.

You can select 'Validate and autofill.' This will automatically fill in the organisation's name and address.

1.3.1.4 Select why there is no existing ABN or ACN

Choose the reason from a drop-down menu – either ‘International company’ or ‘Other.’

1.3.1.5 Organisation name

Type in the name if it doesn’t autofill. Please ensure that you provide the organisation name exactly as it is recorded in ABN Lookup.

1.3.1.6 Organisation’s primary address

Type in the main address if it doesn’t autofill.

1.3.2 Identity: Person proposing to take the action

This is the individual or organisation that will be principally responsible for or will carry out the action.

1.3.2.1 Are the Person proposing to take the action details the same as the Referring party details?

Choose Yes or No.

If Yes, go to 1.3.2.14.

If No, go to 1.3.2.2.

1.3.2.2 Is Person proposing to take the action an organisation or business?

Choose Yes or No.

If Yes, go to 1.3.2.3.

If No, go to 1.3.2.8.

1.3.2.3 Do they have an existing ABN or ACN?

Choose Yes or No.

If Yes, go to 1.3.2.4.

If No, go to 1.3.2.5.

1.3.2.4 ABN/ACN (do not include spaces)

Type the ABN or ACN. You can select ‘Validate and autofill.’ This will automatically fill in the organisation’s name and address.

Please check any details that are auto filled. If you find that your details are incorrect, please complete the ABN/ACN details manually.

Please ensure that you provide the organisation name exactly as it is recorded in ABN Lookup.

Click ‘Validate and autofill.’ This will automatically fill in the organisation’s name and address.

1.3.2.5 Select why there is no existing ABN or ACN

Choose the reason from a drop-down menu – either ‘International company’ or ‘Other.’

1.3.2.6 Organisation name

Type in the name if it doesn't autofill. Please ensure that you provide the organisation name exactly as it is recorded in ABN Lookup.

1.3.2.7 Organisation's primary address

Type in the main postal address if it doesn't autofill.

1.3.2.8 to 1.3.2.13

Provide the contact details of the person proposing to take the action. This goes back to your answer to question 1.3.2.2. That is:

- If the person proposing to take the action is an organisation or business, give the contact details of an individual who is authorised to sign on behalf of the organisation.
- If the person proposing to take the action is an individual, give their own contact details.

1.3.2.14 Are you proposing to take the action as part of a Joint Venture? Joint Venture Details.

A joint venture is 2 or more people, companies or organisations who work together for specific purpose or project, rather than as an ongoing business. To be an incorporated joint venture you must have a legally binding agreement that governs the relationship between the people, companies, or organisations in the joint venture.

Choose Yes or No.

If Yes, select 'Add.' A form will pop up. Click on the magnifying glass (search) icon to search for the joint venture project. Fill in the organisation name, business address and ABN/ACN, the name of the responsible person and their email address.

Please provide the details of all parties to the joint venture, for our information. Please note, unless incorporated, it is the person listed as the person proposing the action (PPA) who will be responsible for the referral and not the joint venture.

If No, go to 1.3.2.15.

1.3.2.15 Are you proposing the action as part of a Trust?

A Trustee to a Trust may be a natural person, a partnership, or a corporation. A Trustee to a Trust cannot be another type of Trust.

You cannot include a trust as a Person Proposing the Action, but you can nominate a trustee that is either an individual or a company. The PPA can be a body politic or body corporate as well as an individual.

Choose Yes or No.

If yes, go to 1.3.2.16.

If no, go to 1.3.2.17.

1.3.2.16 Describe the nature of the trust arrangement in relation to the proposed action.

Please attach the Trust Deed.

Please provide the name and type of the Trust. A trust deed must be attached to the referral application. The Trust Deed will not be made publicly available. Remember to provide a logical name for the attachment and refer to it by that name here.

1.3.2.17 Describe the Person proposing the action's history of responsible environmental management including details of any proceedings under a Commonwealth, State or Territory law for the protection of the environment or the conservation and sustainable use of natural resources against the Person proposing to take the action.

This may include information about past or ongoing proceedings, previous referred actions, and any corporate environmental policies and frameworks that all entities have previously complied with. This includes information on company executives.

If there are past or present proceedings against the person proposing the action. your response must provide:

1. Details of any past or present proceedings under a Commonwealth, State or Territory law for the protection of the environment or the conservation and sustainable use of natural resources against either:

- (a) the person proposing to take the action, or
- (b) if the person proposing to take the action is a corporation, the corporation, or
- (c) if a permit has been applied for in relation to the action – the person making the application.
- (d) if relevant, include the referral number and project title and attach any supporting documents or ongoing proceedings.

Note: A response indicating there are no known proceedings is not adequate. You must advise whether there have or have not been any proceedings under a Commonwealth, State or Territory law against the Person Proposing to take the Action.

1.3.2.18. If the person proposing to take the action is a corporation, provide details of the corporation's environmental policy and planning framework.

Please provide the Corporation's environmental policy and planning framework documentation as an attachment to the referral and provide a summary of the policy and framework in the box for question 1.3.2.18.

Please write the names of the Corporation's environmental policy and planning framework documents and a summary of what they cover. Please attach copies of the relevant documents as attachments to the referral.

The EPBC Regulations require you to provide this documentation. Responses of 'not applicable' or 'I do not have an environmental policy' are not adequate.

Note: under the Corporations Act 2001, section 57A defines a corporation as:

(1) Subject to this section, in this Act, corporation includes:

(a) a company; and

(b) any body corporate (whether incorporated in this jurisdiction or elsewhere); and

(c) an unincorporated body that under the law of its place of origin, may sue or be sued, or may hold property in the name of its secretary or of an office holder of the body duly appointed for that purpose.

Company is defined as a company registered under the Corporations Act 2001.

1.3.3 Identity: Proposed designated proponent

1.3.3.1 Are the Proposed designated proponent details the same as the Person proposing to take the action?

Choose Yes or No.

If Yes, go to question 1.3.4.

If No, go to question 1.3.3.2.

1.3.3.2 Is Proposed designated proponent an organisation or business?

Choose Yes or No.

If Yes, go to question 1.3.3.3.

If No, go to question 1.3.3.8.

1.3.3.3 Do they have an existing ABN or ACN?

Choose Yes or No.

If Yes, go to question 1.3.3.4.

If No, go to question 1.3.3.5.

1.3.3.4 ABN/ACN

Enter the number. Click 'Validate and autofill' and questions 1.3.3.6 (Organisation name) and 1.3.3.7 (Organisation's primary address) will autofill.

Note: The company name should be exactly the same as in the ABN lookup. (e.g., Capitalisations and abbreviations). Type the name if autofill is incorrect.

Organisation's representative – 1.3.3.8 to 1.3.3.13

These are the contact details of an individual authorised to sign on behalf of the organisation. Fill in the name, job title, phone number, email, and address.

1.3.3.5 Select why there is no existing ABN or ACN

Choose from the drop-down menu. The choices are 'International Company' and 'Other.'

1.3.3.6 Organisation name

Type in the name if it doesn't autofill, or if it is different to the name listed for the ABN.

1.3.3.7 Organisation's primary address

Type in the main address if it doesn't autofill, or if it is different to the name listed for the ABN.

Organisation's representative – 1.3.3.8 to 1.3.3.13

These are the contact details of an individual authorised to sign on behalf of the organisation. Fill in the name, job title, phone number, email, and address.

1.3.4 Identity: Summary of an allocation

Here you check that the identity details you've entered are correct. If they aren't, you can go back and make corrections. If they are, tick the box to confirm that the details are correct.

1.4 Payment exemption and fee waiver

1.4.1 Do you qualify for an exemption from fees under EPBC Regulation 5.23(1)(a)?

If you are a small business or an individual, you may qualify for an exemption.

Regulation 5.23 of the EPBC Regulations provides the criteria to be met to be eligible for a fee exemption. The EPBC Regulations specify that the definition of a small business is set out in [Federal Register of Legislation - Environment Protection and Biodiversity Conservation Regulations 2000](#) of the *Income Tax Assessment Act 1997*.

The definition of small business as per the Income Tax Assessment Act 1997 (Cth) is described as an entity with aggregated turnover of less than \$10 million in the previous financial year. Aggregated turnover, for the purposes of the Environment Protection and Biodiversity Conservation Regulations 2000 (Cth)), means:

- (i) a company/individual's annual turnover for the income year; and
- (ii) the annual turnover for the income year of any entity that is connected or affiliated with the company/individual at any time during the income year (see Section 328-155 of the Income Tax Assessment Act 1997 (Cth)).

Choose Yes or No.

If, Yes, go to 1.4.2.

If No, go to 1.4.3.

1.4.2 Select reason for exemption

Choose a reason from the drop-down menu – 'Small business' or 'Individual.'

The next question for you will be 1.4.11.

1.4.3 Have you applied for or been granted a waiver for full or partial fees under Regulation 5.21A?

Choose Yes or No.

If Yes, go to 1.4.4.

If No, go to 1.4.5.

1.4.4 Provide your waiver document number

Type in the number that appears on the waiver document.

1.4.5 Are you going to apply for a waiver of full or partial fees under Regulation 5.21A?

Choose Yes or No.

If Yes, go to 1.4.6.

If No, go to 1.4.7.

Regulation 5.21 of the EPBC Regulations sets out the circumstances where all or part of a fee may be waived:

(1) For subparagraph 520(4C)(e)(iv) of the Act, the Minister may, at the Minister's discretion, waive all or a part of a fee that would otherwise be payable under this Division in the following circumstances:

(a) in respect of an action that has been, is being, or is to be, assessed--the Minister considers that the action's primary objective is to protect the environment, or protect and conserve heritage, in a way that is consistent with the objects of the Act;

(b) the Minister considers that:

(i) it is in the public interest to do so; or

(ii) there are other exceptional circumstances justifying the waiver.

1.4.6 Please provide a waiver application statement of reasons in accordance with EPBC Regulation 5.21A

1.4.7 Provide a statement of reasons for why a waiver is appropriate to be granted in your circumstances. You must include supporting information that is consistent with the circumstances set out in the guidance for question 1.4.5. Has the department issued you with a credit note?

Choose Yes or No.

If yes, go to 1.4.8.

If no, go to 1.4.9.

1.4.8 Provide your credit note number

Type the credit note number displayed.

1.4.9 Would you like to add a purchase order number to your invoice?

Choose Yes or No.

If yes, go to 1.4.10.

If no, go to 1.4.11.

1.4.10 Enter purchase order number

Type the purchase order number displayed.

1.4.11 Who would you like to allocate as the entity responsible for payment?

Here you nominate the entity responsible for the payment of the referral fee and other cost recovery fees if applicable.

Choose from the drop-down menu who this entity is – the options are ‘Person proposing to take the action,’ ‘Referring party,’ ‘Proposed designated proponent,’ ‘Third party.’

If you choose ‘Third party,’ you’ll be prompted to provide their name and contact details (questions 1.4.12 to 1.4.23).

2 Location

2.1 Project footprint

Map out the footprint of your proposed action.

You need to provide a location map that enables the reader to understand the locations of the project activities and the extent of likely impacts to the environment. You may also need to provide additional maps to show particular details of the project.

You can provide your mapping information by uploading files or by drawing on the interactive map that appears on this page of the form. The project area and disturbance footprint you show here must match the project area and disturbance you indicated in section 1.2. **See the [Environmental information policy & guidance - DCCEEW](#) for more guidance on the technical requirements and tips for presentation. Here you will find a [Guide to providing maps and boundary data for EPBC Act projects - DCCEEW](#) and [Guidelines for biological survey and mapped data - DCCEEW](#).**

You will need to provide one or more maps that demonstrate:

- *Your project area (mandatory): Total area that includes the direct and indirect disturbance footprint/s, as well as avoidance area/s and retention area/s and can include (if applicable) any*

ancillary developments. *The project area includes areas of permanent works as well as temporary works. The project area may occur in one single land area or be spread out over multiple, separated areas of land. Note: **ancillary developments** are minor developments that would ordinarily be associated with the action (for example the provision of utilities).*

- *Your disturbance footprint (mandatory): The areas within the project area that are **directly impacted** or **indirectly impacted** by the ‘proposed action.’ These areas can include upstream and downstream areas and often extend beyond the physical or ownership boundary of the project. Note:*
 - ***Direct impacts** are impacts that directly result from the primary action. Examples include clearing vegetation within an endangered ecological community, killing a threatened fauna species during construction works and undertaking earthworks in a Ramsar wetland.*
 - ***Indirect impacts** are the ‘indirect consequences’ of an action. They can include off-site impacts including, but not limited to, downstream impacts (such as impacts on wetlands from chemicals discharged into upstream river systems); upstream impacts (such as the extraction of raw materials which are used to undertake the action); and actions taken by third parties (people other than you), where the third party action is mostly being undertaken as a result of the primary action and the impacts of the third party action were reasonably foreseeable (as set out in sub-section 527E(2) of the EPBC Act). For example, the widening of a nearby road to accommodate additional traffic coming from the new housing development. The housing development is the primary action, while the widening of the road nearby is the third-party action.*
- *Your avoidance area (where relevant): Any areas of national environmental significance within the project area that are intentionally not to be cleared or disturbed during the project action. Avoidance areas differ from any retention areas in that the avoidance area may not be intended for conservation and protection under a conservation agreement.*
- *Your retention area (where relevant): Any area within the relevant project boundary which you will retain to provide current and future habitat for the specified protected matter/s. Retention areas may be protected with a conservation agreement.*

The disturbance footprint and avoidance area/s must be mapped within the broader project area. Multiple project sites can be uploaded or drawn on the same map. The mapped project area and disturbance footprint provided should match the project area and disturbance footprint provided in Section 1.2.1.

2.1.1 Guidance on supported files and other upload features

Supported geometry types:

- *Polygon and Multi-Polygon*
- *Note: Point or LineString type geometries are not supported*

Supported coordinate systems:

- *GDA94, GDA2020, or WGS84*

Supported file types:

- *Shapefiles: Shapefiles must be uploaded as a .zip file; you cannot upload the individual file components. This zip file must contain at minimum one of each of .shp, .shx, .dbf & .prj components of the shapefile. It may also contain other file types, e.g. .cpg, .sbn, .sbx, .xml.*
- *KML/KMZ: .kml/.kmz files can be uploaded directly into the online form via Map Tools. If you are using a .kmz file, this is a zipped file that must contain one .kml file and may contain other file types.*
- *GeoJson files: .geojson files can be uploaded directly.*

Note: .csv, .txt, .gpx or Geodatabase files are not supported.

File size limit:

- *Each file has a size limit of 1 MB*

Upload instructions:

- *Select the “Upload” section under Map Tools. You will need to upload one file for each area type: project area, disturbance footprint, avoidance area (optional), and retention area (optional).*
- *Once you have attached all relevant files (max 4), select the blue cloud icon to upload and plot the file contents.*
- *If the files are accepted, you will see the areas you provided plotted on the map. Please ensure the plotted areas look correct before continuing.*
- *If the system rejects the files you have attempted to upload, this may be due to the Disturbance footprint, Avoidance area or Retention area falling outside the Project area.*
- *Note: All areas (Disturbance, Avoidance and Retention) must be contained within the Project area*

Replacing files / Multiple files for the same area:

- *You can only provide one file per area type; however, you can replace an already attached file with a new version if required.*

Deleting files:

- *Use the rubbish bin icon located on the left of the Map to remove current map files and any displayed mapping.*
- *Should you need to remove a file from the map upload section, select “Choose File” on the area type you need to remove. Then, without selecting a file, select “Cancel” in the file popup.*
- *Once you have removed all files you want to remove, select the blue cloud icon, this will update the map with only the files still attached.*

Interactive mapping tool

The Interactive mapping tool used is Maptaskr.

2.2 Footprint details

2.2.1 What is the address of the proposed action?

There is a 100 character limit for this field.

Type the physical address of the location where the action is proposed to be undertaken.

The address provided must be easily locatable on a map. If the character limit is reached for this section, provide only the street address for the access point of the proposed action that can be easily located on a map.

2.2.2 Where is the primary jurisdiction of the proposed action?

The primary jurisdiction should reflect the locality where majority of the action is proposed to take place. This may be a jurisdiction other than an Australian state or territory.

Use the magnifying glass (search) icon to see the list of jurisdictions and select one.

Note: The primary jurisdiction should reflect the locality where most of the action is proposed to take place. For example, nominate the relevant primary jurisdiction, even if your project will include rail lines, roads or other infrastructure that will cross borders into another state or territory.

Marine projects need to nominate if most of the action is in Commonwealth Marine waters, international waters, or State/Territory jurisdictional waters.

2.2.3 Is there a secondary jurisdiction for this proposed action?

For example, if your project will include rail lines, roads or other infrastructure that will cross borders into another state or territory. This also includes marine projects that might cross into international waters.

Choose Yes or No.

If Yes, go to 2.2.4.

If no, go to 2.2.5.

2.2.4 Where is the secondary jurisdiction of the proposed action?

Use the magnifying glass (search) icon to see the list of jurisdictions and select one.

2.2.5 What is the tenure of the action area relevant to the project area?

Tenure means the conditions under which land or buildings are held or occupied, such as under a commercial lease arrangement or private ownership by either a company, a trust, or an individual. There can be different types of tenure. A project may have multiple tenures across the whole area of the proposed action areas.

In Australia, the type of land tenure is typically either Freehold land (including forms held by traditional owner groups); or non-freehold land (Crown land), which may either be leased or licensed. Tenures include but are not limited to minerals, petroleum, and mining leases; pastoral leases; Aboriginal freehold land; Native title; Sacred sites and others. Tenure can be held exclusively, alongside or overlapping other types of land tenure.

Your response must:

1. Identify the tenure(s) relevant to your action and project area

e.g.: The Western Australian Planning Commission own Lot 50 as free hold land.

2. Identify any further information that we need to know, including relationships between tenures. A project may have multiple tenures across the whole area of the proposed action areas.

e.g.: The Welshpool Road reserve and ‘unnamed’ road reserve are road reserves which are crown land. The main project activities are proposed to be located on leasehold land under a 99 year lease.

3. Identify if the land is privately owned or leased. If leased, include information about the lease expiry date, including any options to renew and whether those options have been exercised (it is particularly important to know if there is less than 12 months remaining on the lease)

e.g.: The area of the proposed action is land leased from Crown Lands, NSW. Lease expires in 6 months on 30 December 2020 and there is an option to extend the lease by a further 6 months to 30 June 2022. The option to renew the lease will be lodged on 31 October 2021 under the terms of the current lease. A decision from Crown Lands is due by 30 November 2021.

3 Existing environment

This section asks for a full description of the project area of your proposed action including, for example, information on location; distance from major towns; zoning; access and current land use. Information relating to which Matters of National Environmental Significance are present on the site is required in Section 4: Impacts and mitigation.

Glossary: Matters of National Environmental Significance means nationally, and internationally important flora, fauna, ecological communities, wetlands, and heritage places protected under the EPBC Act. Further information on Matters of National Environmental Significance can be found in [find out what the EPBC Act protects](#) on the DCCEEW website.

3.1 Physical description

3.1.1 Describe the current condition of the project area’s environment.

‘Current condition’ refers to:

- *how the use of the land within the project area has affected the condition of the environment. You may also discuss whether this has been consistent with local existing planning and zoning laws, for example.*
- *also describe whether the project area has suffered recent effects from bushfire, flood, or other major events, and explain how that has affected the condition.*

Your response must:

Describe the current condition of each component of the whole environment (not just the native vegetation) relevant to the project area. Please include the ecological condition/level of degradation (e.g., high quality habitat for specified XX and YY species)

2. Identify the distance of the project area to major towns (km or nautical mile).

e.g.: 15km to the south of Cooma, NSW or 30(n mile) offshore from Newcastle, NSW in a Southwest direction.

3. Provide details of the project area site's zoning including any changes to zoning to facilitate the proposed development.

e.g.: the land is zoned Residential and there will be no changes to zoning for this activity OR the land is currently zoned Commercial, and an application has been lodged with the local planning authority to seek a change to Light Industrial zoning.

4. Describe any adjoining zoning and land uses on all boundaries of the project area.

e.g.: The land immediately adjoining the eastern boundary of the project area is zoned Light industrial and commercial. To the north and west of the project area there is a mining lease in operation. The southern boundary of the project area is privately-owned agricultural land.

5. Describe how the existing road infrastructure in and around the project area will be used to provide access. This includes details on how transportation to and from the site will occur within the development, operational and completion stages, and whether changes to the roads are required.

e.g.: The site is only accessible from the western boundary via Smiths Road which joins the Hume Highway. the major north-south transport route. Smith's Road is sealed and is located within a medium density residential precinct. After approximately 20kms, Smiths Road joins Jones Laneway, which is an unsealed road providing access to a small number of farms. The project area is located approximately 400 metres along Jones Laneway. There are no other access roads to the project area. Road strike of koala is frequently reported along Smiths Road, and to a lesser extent, Jones Laneway.

3.1.2 Describe any existing or proposed uses for the project area.

'Proposed uses' refers to any industrial, economic, or social uses of the project area. For example: forestry, farming or tourism, or community uses.

Your response needs to:

1. Identify existing uses of the project area, including industry use, tourism, or small-town community's inhabitancy.

e.g.: Grazing 30 ha, hard rock quarrying 20ha, industrial processing plant 30m2. The site has been used this way since 1975 or before and the approach will not be enlarged, expanded, or intensified.

2. Provide a brief description of previous land uses of the proposed project site if land use types have changed in recent years.

3. Identify the proposed uses including known, future developments.

e.g.: 10 ha of grazing land is proposed to be used for the expansion of quarrying activities and to provide new access roads for material to be trucked to the XYZ highway.

3.1.3 Describe any outstanding natural features and/or any other important or unique values that applies to the project area.

'Natural features' refers to any specific values that are protected or understood to be significant to the area.

This question is seeking information about the environmental context of your proposal. Your response must:

1. Describe the natural features of the project area

e.g.: Stands of alpine and subalpine trees as described in the world heritage listing for the Tasmanian Wilderness World Heritage site are located in close proximity to the project area and form a significant part of the vista.

2. Describe the project area's important values

e.g.: Nature reserves and the broader landscape include Cradle Mountain and described rock shelters, part of the Tasmanian Wilderness World Heritage Area.

3. Describe the project area's unique values

e.g.: other notable features within the project area include vegetation types that illustrate the environmental history of Aboriginal burning regimes.

3.1.4 Describe the gradient (or depth range if action is to be taken in a marine area) relevant to the project area.

This question is seeking information to enhance our understanding of likely environmental impacts resulting from the nature of the landscape. Your response must:

1. Provide a general description of the gradient of the project area and direction of slope, with reference to the Australian Height Datum (AHD) where possible.

2. Identify areas of elevation within the project area's topography compared to sea level.

e.g.: Elevation within the project area ranges from around 40m above sea level along the western portion of the project area to over 200m in the eastern portion, with high points to 290m in the central eastern area.

e.g.: Dunes along the coastal edge of Ninety Mile Beach are usually no higher than 10m and topography across the area rarely exceeds 20m. The project area, which is in the City of Latrobe and Wellington Shire hinterlands has varying topography, from undulating plains above flood level to low hill regions below 300m in elevation.

3. Areas of elevation also include comparing the project area's topography to shallow water.

e.g.: Corner Inlet entrance channel is approximately 300m wide, with shallow waters extending approximately 4,000m. Water depths at the entrance range from 7m to 8.5m.

3.2 Flora and fauna

3.2.1 Describe the flora and fauna within the affected area and attach any investigations of surveys if applicable.

Outline the existing ecosystem, including the plants, animals, and ecological communities present.

Glossary: Ecosystem = A dynamic complex of plant, animal and micro-organism communities and their non-living environment interacting as a functional unit. Ecological communities = A group of native plants, animals and other organisms that naturally occur together and interact in a unique habitat. An ecological community's (EC) structure, composition and distribution are determined by environmental factors such as soil type, position within the landscape/seascape (e.g., altitude/depth), climate, and water availability, chemistry, and movement (e.g., oceanic currents). Species within each ecological community interact with and depend on each other—for example, for food or shelter. Listed ecological communities include grasslands, woodlands, shrublands, forests, wetlands, marine, ground springs and cave communities. Currently listed EPBC Act Threatened Ecological Communities (TECs) can be found on the Species Profile and Threats Database (SPRAT). Your response must:

1. Summarise the key findings of any research activities undertaken on the flora and fauna, or ecological communities present. Attach or hyperlink any supporting documentation. Include the project area as well as any buffer zones around or adjacent to the project area as you need to cover anything that may be affected by potential indirect impacts, as well as direct impacts.

e.g.: Based on recent surveys and analysis of existing data from those surveys, the project area has the following features, which suggest that it may support a range of flora and fauna...

2. List or outline observed flora and fauna.

e.g.: Small, scattered patches of Golden Sun Moth habitat are present across the project area. Given the historic disturbance (from grazing) and the current activities (regular mowing) to these areas, it is unlikely that the project area is currently supporting a population of Golden Sun Moth.

3. Ensure the reader is directed to the specific information by attaching or hyperlinking to any supporting documentation following the guidance provided (e.g., see Attachment 'file name', section, page).

3.2.2 Describe the vegetation (including the status of native vegetation and soil) within the project area.

Describe the vegetation characteristics of the area, including remnant native vegetation, soil condition and vegetation growth.

Glossary: Remnant native vegetation = Natural vegetation (trees, shrubs, grasses) that still exists or, if the natural vegetation has been altered, is still representative of the structure and floristics of the natural vegetation.

Your response should:

1. Provide a short summary describing the presence and condition of vegetation (including both introduced and native vegetation, geology, and soils) relevant to the project area (current condition – consider bushfire, weeds, etc.).

e.g.: The project area is located on a valley floor at approximately 600m above sea level. The project area is located on undulating slopes with patches of grassy woodland, native grassland areas, exotic pasture, and linear landscape plantings of native species along the adjoining roadway...”

2. Describe the most observed vegetation characteristics.

e.g.: To the west of the Bimberi Youth Justice Centre, the proposed disturbance footprint consists mainly of introduced species.

3. Describe the native vegetation present including its condition.

e.g.: To the west of the Bimberi Youth Justice Centre, the proposed disturbance footprint contains a patch of low diversity native pasture in Rural Block 393. The proposed action area is unlikely to support any native vegetation in the existing road reserves apart from planted Eucalypts and Acacia as these areas are highly modified, regularly mown, and dominated by exotic perennial grasses and weeds.

4. Describe the soil types and their condition within the project area.

e.g.: The soils close to the creek margins are greater than 1m depth, comprising imperfectly drained Brown and Yellow Podzolic soils...

5. Ensure the reader is directed to the specific information by attaching or hyperlinking to any supporting documentation following the guidance provided (e.g., Attachment ‘file name’, section, page).

3.3 Heritage

3.3.1 Describe any Commonwealth heritage places overseas or other places recognised as having heritage values that apply to the project area.

Review the Commonwealth heritage places overseas list that identifies places of Indigenous, historic, and natural heritage places owned or controlled by the Australian Government.

You can find more information about the relevant heritage lists by going to [Managing National Heritage places - DCCEEW](#) on the Department’s website. Your action may include places on the [Overseas Places of Historic Significance to Australia - DCCEEW](#)

Your response must:

1. List any relevant Commonwealth Heritage places or other recognised places. Attach or link supporting information where necessary.

e.g.: The project will connect into the existing alignment of Limekilns Road that is noted to have low to moderate historical significance.

3.3.2 Describe any Indigenous heritage values that apply to the project area.

Aboriginal and Torres Strait Islander heritage is an important part of Australian heritage. As well as being historically important, Indigenous heritage is of continuing significance, creating, and maintaining continuous links with the people and the land.

Your response should:

1. Identify both the First Nation's heritage and traditional landscape values on and surrounding the proposed project area:

e.g.: The project area is located on Ngunnawal country. The specific First Nation's heritage values relevant to this region include <insert description of relevant heritage values>.

2. Clearly outline whether there are or are not First Nation's heritage values relevant to the project area.

3. Outline research activities undertaken to understand First Nation's heritage values. Ensure references to attachments or external documents to supporting information follow the attachment guidelines.

e.g.: A Cultural Heritage Assessment (CHA) has been prepared for the project by ZZZ Pty Ltd.

Note: Notify the Department if potentially sensitive information is already publicly available or if you have consent to publish culturally sensitive information. If the surveys or information are not suitable for public viewing due to cultural sensitivities, please notify the Department in the referrer's response column. Culturally sensitive information is not published for public viewing but is considered by Departmental officers to assess the project.

3.4 Hydrology

3.4.1 Describe the hydrology characteristics that apply to the project area and attach any hydrological investigations or surveys if applicable.

This includes both surface water and groundwater flows and catchments.

Your response must:

1. Outline the nature of surface water flows and groundwater flows within catchments.

An ephemeral stream cuts across the northeastern boundary of the project site. This waterway is connected to the Y Creek which is a tributary of the Z River. Groundwater flows through alluvial soils in deposits of between 10 to 20m wide along the length of the ephemeral stream, flowing over the underlying granite bedrock.

2. Summarise the hydrology connectivity to any Ramsar Wetland.

e.g.: The ephemeral channel drains into the northwestern corner of the Ramsar wetland during significant rain events and periods of localised flooding.

3. Ensure the reader is directed to the specific information by attaching or hyperlinking to any supporting documentation following the guidance provided (e.g., Attachment 'file name', section, page).

4 Impacts and mitigation

4.1 Impact details

At this point in the form, a table of matters of national environmental significance relevant to your project will be generated based on the location details you previously uploaded in section 2.

Please note this can take up to 30 minutes. Wait for the relevant list of matters of national environmental significance to load on the page before proceeding with this section of the referral form.

When the list has loaded, select the down arrow icon to review each relevant type of protected matter:

- World Heritage (4.1.1)
- National Heritage (4.1.2)
- Ramsar Wetland (4.1.3)
- Threatened Species and Ecological Communities (4.1.4)
- Migratory Species (4.1.5)
- Nuclear (4.1.6)
- Commonwealth Marine Area (4.1.7)
- Great Barrier Reef (4.1.8)
- Water resource in relation to large coal mining development or coal seam gas (4.1.9)
- Commonwealth Land (4.1.10)
- Commonwealth Heritage Place Overseas (4.1.11)
- Commonwealth or Commonwealth Agency (4.1.12)

For each of the questions 4.1.1 to 4.1.12, you will see a list of the areas automatically identified as being likely to be impacted by your proposed action, based on the location details you provided in section 2. If no areas have been automatically identified, you will see the message 'There are no records to display.' Please check that this list is accurate.

In addition to the items automatically identified, you have the option to select '**Add [type of protected matter]**' and select from the menu any other areas, sites, or species you have identified yourself. If you select any of them, you will be prompted to answer Yes or No to **Direct Impact** or **Indirect Impact**.

When you have finished answering the sub-questions for each of the types of protected matters (4.1.1 to 4.1.12), you will need to go back to 4.1 until you have finished reviewing each type of protected matter that is relevant to your application.

Important: please read before you begin the next section - general guidance

Legislative requirements

You should familiarise yourself with the requirements of the EPBC Act and the EPBC Regulations prior to completing your referral application.

You can read the [EPBC Act 1999](#) on the Federal Register of Legislation.

The [Environment Protection and Biodiversity Conservation Regulations 2000](#) on the Federal Register of Legislation set out the requirements for referral applications at Part 4, 4.03; and schedule 2.

Impacts

A direct impact is a direct consequence of an action taken – for example, clearing of habitat for a threatened species or permanent shading on an ecological community as the result of installing solar panels.

An indirect impact is an ‘indirect consequence’ such as a downstream impact or impacts resulting from other actions or events that would be facilitated by your proposed action – for example, widening of a roadway to cater to increased traffic resulting from a new housing development.

The term “significant impact” has a very specific meaning in relation to assessment under the EPBC Act. Please familiarise yourself with the Significant Impact Guidelines relevant to your proposal by going to [EPBC Act publications and resources - DCCEEW](#) before completing the rest of your referral application.

Avoidance and mitigation

Avoidance of impacts on protected matters – through comprehensive planning, suitable site selection and considerations such as careful route selection for access roads – should be the first priority.

If, after all reasonable avoidance measures have been put in place, it is still likely that your proposal will result in significant impacts, you need to demonstrate how remaining impacts to protected matters will be mitigated. E.g.: the use of barriers to reduce sediment runoff into an adjacent waterway during construction.

Offset

If, after all reasonable avoidance and mitigation measures have been accounted for, it may be appropriate to consider offsetting measures to account for any residual significant impacts.

The [Environmental offsets under the EPBC Act - DCCEEW](#) sets out the basis on which any offsets are considered, should your proposal require assessment and approval under parts 8 and 9 of the EPBC Act. You should refer to this policy before you consider offsets for your proposal.

Please note that offsets are not considered as part of the referral decision as the EPBC Act does not allow for any beneficial impacts, such as offsets, to be considered at the referral stage. However, it is understood that, if required, they will form part of the overall project design. An offsets package should be developed in consultation with us. As the project design progresses, you should demonstrate that you have exhausted all options to avoid and mitigate harm to these matters in final assessment documentation. Where residual significant impacts cannot be avoided, proposed offsets must deliver an overall conservation outcome that improves or maintains the viability of impacted matters.

4.1.1 Impact details (World Heritage)

You have identified that your proposed action will likely impact the following protected matters.

4.1.1.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.1.2

If No, go to 4.1.1.3.

4.1.1.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

You should clearly describe all likely impacts (direct and indirect) to the relevant World Heritage Property arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.
2. Look at the listing criteria for the World Heritage Property and discuss the likely impacts to each criterion.
3. Clearly state your potential impacts.
4. Consider the nature, scale, and duration of potential impacts.

4.1.1.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.1.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.1.5.

If No, go to 4.1.1.6.

4.1.1.5 Describe why you consider this to be a Significant Impact.

Note that beneficial impacts can also be significant.

Provide your reasoning as to why you believe your impacts to this protected matter will be, or are likely to be, significant.

1. Consider and discuss any impacts in accordance with the [significant impact guidelines](#) and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.1.6 Describe why you do not consider this to be a Significant Impact.

Note that beneficial impacts can also be significant.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your response should:

1. consider and discuss the criteria for which the World Heritage Area was listed.
2. consider and discuss the nature, scale, and duration of each impact.
3. reference and respond to any departmental guidance – including the significant impact guidelines – used to support your belief that impacts to this matter are not significant.
4. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.1.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.1.8.

If No, go to 4.1.1.9.

4.1.1.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.1.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a concise summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the significant impact guidelines.

3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.1.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate – or reduce - any impacts arising from your project.

4.1.1.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

1. Summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at location X is legally secured through a conservation covenant under the Commonwealth's yyyy Programme.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.2 Impact details (National Heritage)

4.1.2.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If yes, go to 4.1.2.2

If no, go to 4.1.2.3.

4.1.2.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

You should clearly describe all likely direct and/or indirect impacts to the relevant National Heritage Property arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.
2. Look at the listing criteria for the national heritage property and discuss the likely impacts to each criterion.
3. Clearly state your potential impacts.
4. Consider the nature, scale, and duration of potential impacts.

4.1.2.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.2.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.2.5.

If No, go to 4.1.2.6.

4.1.2.5 Describe why you consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter will or are likely to be significant.

1. Consider and discuss any impacts in accordance with the relevant [significant impact guidelines](#) and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment ‘exact file name’, section/appendix, page number).

4.1.2.6 Describe why you do not consider this to be a Significant Impact.

Note that beneficial impacts can also be significant.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your response should:

1. consider and discuss the criteria for which the National Heritage site was listed, and the National Heritage management principles on the [“Managing National Heritage places”](#) page on the Department’s website.
2. consider and discuss the nature, scale, and duration of each impact.
3. reference and respond to any departmental guidance – including the significant impact guidelines – used to support your belief that impacts to this matter are not significant.

4. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.2.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.2.8.

If No, go to 4.1.2.9.

4.1.2.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.2.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a concise summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the significant impact guidelines.
3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.2.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.2.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme).
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.3 Impact details (Ramsar Wetland)

4.1.3.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.3.2

If No, go to 4.1.3.3.

4.1.3.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

You should clearly describe the likely direct and/or indirect impacts to the relevant Ramsar wetland impact arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.
2. Look at the ecological character description for the Ramsar site and discuss the likely impacts to each character description.
3. Clearly state your potential impacts.
4. Consider the nature, scale, and duration of potential impacts.

4.1.3.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.3.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.3.5.

If No, go to 4.1.3.6.

4.1.3.5 Describe why you consider this to be a Significant Impact.

Note that beneficial impacts can also be significant. Provide your reasoning as to why you believe your impacts to this protected matter will be, or are likely to be, significant.

1. Consider and discuss any impacts in accordance with the [significant impact guidelines](#) and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e. Attachment 'exact file name', section/appendix, page number).

4.1.3.6 Describe why you do not consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your summary should:

1. consider and discuss the ecological character descriptions for the Ramsar site.
2. consider and discuss the nature, scale, and duration of each impact.
3. reference and respond to any departmental guidance – including the significant impact guidelines – used to support your belief that impacts to this matter are not significant.
4. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.3.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.3.8.

If No, go to 4.1.3.9.

4.1.3.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.3.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a concise summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the significant impact guidelines.

3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e. Attachment 'exact file name', section/appendix, page number).

4.1.3.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.3.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme).
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.4 Impact details (Threatened Species and Ecological Communities)

4.1.4.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.4.2

If No, go to 4.1.4.3.

4.1.4.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Note that beneficial impacts can also be significant. You should clearly describe all of the likely direct and/or indirect impacts to the relevant threatened species and/or threatened ecological communities arising from your action. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.

The list of threatened species and ecological communities will be generated automatically from the mapping that you either upload or draw at section 2 of the referral application form. If you update your map, the list of threatened species and ecological communities likely to occur in that area will also be updated.

Note: it can take up to 30 minutes for the list to be formed. Please wait until this is complete before you manually add species or communities.

1. Clearly state your potential impacts on each identified threatened species and/or ecological community.
2. Consider the nature, scale, and duration of potential impacts.
3. All Threatened Species and Ecological Communities, separately outline the direct or indirect impacts for each threatened species or ecological community separately. Include both the common and scientific names of all species mentioned in this section can be helpful for the reader.
4. Ensure any species previously mentioned in the application or attachments are included in the impact table selection for direct and/or indirect impacts. Use the 'Add Species' function to input these species in the impact table. Additionally, ensure you select Yes or No for each species or community to indicate whether impacts may occur.
5. Consider the [Significant Impact Guidelines](#).
6. Indicate which attachment can be referred to for more information on each impact outlined. Please ensure you refer to any attachments in line with the attachment referencing guidance (e.g. Attachment 'exact file name', section, page).

4.1.4.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.4.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.4.5.

If No, go to 4.1.4.6.

4.1.4.5 Describe why you consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter will be, or are likely to be, significant.

1. Consider and discuss any impacts in accordance with the [significant impact guidelines](#) and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.4.6 Describe why you do not consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your summary should:

1. consider and discuss the nature, scale, and duration of each impact.
2. reference and respond to any departmental guidance – including the significant impact guidelines – used to support your belief that impacts to this matter are not significant.
3. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.4.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.4.8.

If No, go to 4.1.4.9.

4.1.4.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.4.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a concise summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the significant impact guidelines.
3. The nature, scale and duration of any impacts should form part of this summary.

4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.4.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.4.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme).
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.5 Impact details (Migratory Species)

4.1.5.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.5.2

If No, go to 4.1.5.3.

4.1.5.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

The list of migratory species will be generated automatically from the mapping that you either upload or draw at section 2 of the referral application form. If you update your map, the list of threatened species and ecological communities likely to occur in that area will also be updated.

Note: it can take up to 30 minutes for the list to be formed. Please wait until this is complete before you manually add species.

You should clearly describe all likely direct and/or indirect impacts to the relevant migratory species arising from your action.

Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.

1. Consider the nature, scale, and duration of potential impacts.
2. For each migratory species identified in the species table, outline the direct or indirect impacts. Please include both the common and scientific names of all species mentioned in this section at least once.
3. Check that any species previously mentioned in the application or attachments are included in the impact table selection for direct and/or indirect impacts. Use the 'Add Species' function to input these species in the impact table. Ensure you select Yes or No to indicate for each identified migratory species whether impacts may occur.
4. Indicate which attachment can be referred to for more information on each impact outlined. Please ensure you refer to any attachments in line with the attachment referencing guidance (e.g., Attachment 'exact file name', section, page).

4.1.5.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.5.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.5.5.

If No, go to 4.1.5.6.

4.1.5.5 Describe why you consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter will be, or are likely to be, significant.

1. Consider and discuss any impacts in accordance with the significant impact guidelines and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.5.6 Describe why you do not consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your summary should:

1. consider and discuss the nature, scale, and duration of each impact.
2. reference and respond to any departmental guidance – including the [significant impact guidelines](#) – used to support your belief that impacts to this matter are not significant.
3. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment ‘exact file name’, section/appendix, page number).

4.1.5.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.5.8.

If No, go to 4.1.5.9.

4.1.5.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.5.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a concise summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the [significant impact guidelines](#).
3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment ‘exact file name’, section/appendix, page number).

4.1.5.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.5.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Type your response.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.6 Impact details (Nuclear)

4.1.6.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.6.2

If No, go to 4.1.6.3.

4.1.6.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

You should clearly describe the likely direct and/or indirect impacts to the relevant nuclear activity arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.
2. Clearly state your potential impacts.
3. Consider the nature, scale, and duration of potential impacts.

4.1.6.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.6.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.6.5.

If No, go to 4.1.6.6.

4.1.6.5 Describe why you consider this to be a Significant Impact.

Note that beneficial impacts can also be significant.

Provide your reasoning as to why you believe your impacts on the environment, related to this protected matter will be, or are likely to be significant.

1. Consider and discuss any impacts in accordance with the [significant impact guidelines](#) and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.6.6 Describe why you do not consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your summary should:

1. consider and discuss the nature, scale, and duration of each impact.
2. reference and respond to any departmental guidance – including the [significant impact guidelines](#) – used to support your belief that impacts to this matter are not significant.
3. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.6.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.6.8.

If No, go to 4.1.6.9.

4.1.6.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please succinctly summarise why you believe your action is a controlled action.

4.1.6.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please succinctly summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.

2. Each statement should be a concise summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the [significant impact guidelines](#).
3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.6.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.6.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.7 Impact details (Commonwealth Marine Area)

4.1.7.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.7.2

If No, go to 4.1.7.3.

4.1.7.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Clearly describe the likely direct and/or indirect impacts to the relevant Commonwealth Marine Areas arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.
2. Clearly state your potential impacts.
3. Consider the nature, scale, and duration of potential impacts.

4.1.7.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.7.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Choose Yes or No.

If Yes, go to 4.1.7.5.

If No, go to 4.1.7.6.

4.1.7.5 Describe why you consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter will be, or are likely to be, significant.

1. Consider and discuss any impacts in accordance with the [significant impact guidelines](#) and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.7.6 Describe why you do not consider this to be a Significant Impact.

Note that beneficial impacts can also be significant. Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your summary should:

1. consider and discuss the nature, scale, and duration of each impact.
2. reference and respond to any departmental guidance – including the [significant impact guidelines](#) – used to support your belief that impacts to this matter are not significant.
3. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.7.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.7.8.

If No, go to 4.1.7.9.

4.1.7.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.7.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a concise summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the [significant impact guidelines](#).
3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.7.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.7.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.

3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.8 Impact details (Great Barrier Reef)

4.1.8.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.8.2

If No, go to 4.1.8.3.

4.1.8.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Note that beneficial impacts can also be significant. You should clearly describe the likely direct and/or indirect impacts to the Great Barrier Reef arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.
2. Clearly state your potential impacts.
3. Consider the nature, scale, and duration of potential impacts.

4.1.8.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.8.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.8.5.

If No, go to 4.1.8.6.

4.1.8.5 Describe why you consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter will be, or are likely to be, significant.

1. Succinctly discuss any impacts in accordance with the relevant [significant impact guidelines](#) and other relevant guidance documentation.

2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.8.6 Describe why you do not consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your summary should:

1. consider and discuss the nature, scale, and duration of each impact.
2. reference and respond to any departmental guidance – including the significant impact guidelines – used to support your belief that impacts to this matter are not significant.
3. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.8.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.8.8.

If No, go to 4.1.8.9.

4.1.8.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.8.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a concise summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the [significant impact guidelines](#).
3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.8.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.8.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.9 Impact details (Water resource in relation to large coal mining development or coal seam gas)

4.1.9.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.9.2

If No, go to 4.1.9.3.

4.1.9.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Note that beneficial impacts can also be significant. You should clearly describe the likely direct and/or indirect impacts to the relevant water resource in relation to large coal mining development or coal seam gas arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.
2. Clearly state your potential impacts.
3. Consider the nature, scale, and duration of potential impacts.

4.1.9.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.9.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.9.5.

If No, go to 4.1.9.6.

4.1.9.5 Describe why you consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter will be, or are likely to be, significant.

1. Consider and discuss any impacts in accordance with the [significant impact guidelines](#) and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.9.6 Describe why you do not consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your summary should:

1. consider and discuss the nature, scale, and duration of each impact.
2. reference and respond to any departmental guidance – including the significant impact guidelines – used to support your belief that impacts to this matter are not significant.
3. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.9.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.9.8.

If No, go to 4.1.9.9.

4.1.9.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.9.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a concise summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the significant impact guidelines.
3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.9.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.9.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Type your response.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme).
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.10 Impact details (Commonwealth Land)

4.1.10.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.10.2

If No, go to 4.1.10.3.

4.1.10.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Note that beneficial impacts can also be significant. You should clearly describe the likely direct and/or indirect impacts to the relevant Commonwealth land arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.
2. Clearly state your potential impacts.
3. Consider the nature, scale, and duration of potential impacts.
4. Consider the [Significant Impact Guidelines 1.2](#) - Actions on, or impacting upon, Commonwealth land and Actions by Commonwealth Agencies.

4.1.10.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.10.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.10.5.

If No, go to 4.1.10.6.

4.1.10.5 Describe why you consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter will be, or are likely to be, significant.

1. Consider and discuss any impacts in accordance with the [significant impact guidelines](#) and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.10.6 Describe why you do not consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your summary should:

1. consider and discuss the nature, scale, and duration of each impact.
2. reference and respond to any departmental guidance – including the significant impact guidelines – used to support your belief that impacts to this matter are not significant.
3. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment ‘exact file name’, section/appendix, page number).

4.1.10.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.10.8.

If No, go to 4.1.10.9.

4.1.10.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.10.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a succinct summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the significant impact guidelines.
3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment ‘exact file name’, section/appendix, page number).

4.1.10.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.10.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legally securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.11 Impact details (Commonwealth Heritage Places Overseas)

4.1.11.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Likely impacts refer to impacts before any avoidance or mitigation measure is applied. See the [Significant Impact Guidelines](#) for further information.

Choose Yes or No.

If Yes, go to 4.1.11.2

If No, go to 4.1.11.3.

4.1.11.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Note that beneficial impacts can also be significant. You should clearly describe the likely direct and/or indirect impacts to the relevant Commonwealth heritage places overseas arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in your referral.
2. Look at the listing criteria for the Commonwealth heritage place and discuss the likely impacts to each criterion.
3. Clearly state your potential impacts.

4.1.11.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Outline why your action is unlikely to have a direct and /or indirect impact on this protected matter.

4.1.11.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.11.5.

If No, go to 4.1.11.6.

4.1.11.5 Describe why you consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter will be, or are likely to be, significant.

1. Consider and discuss any impacts in accordance with the [significant impact guidelines](#) and other relevant guidance documentation.
2. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.11.6 Describe why you do not consider this to be a Significant Impact.

Provide your reasoning as to why you believe your impacts to this protected matter are not likely to be significant.

Your summary should:

1. consider and discuss the criteria for which the Commonwealth Heritage place overseas was listed.
2. consider and discuss the nature, scale, and duration of each impact.
3. reference and respond to any departmental guidance – including the [significant impact guidelines](#) – used to support your belief that impacts to this matter are not significant.
4. direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.11.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.11.8.

If No, go to 4.1.11.9.

4.1.11.8 Please elaborate why you think your proposed action is a controlled action.

Drawing together your responses regarding your likely impacts and their significance, please summarise why you believe your action is a controlled action.

4.1.11.9 Please elaborate why you do not think your proposed action is a controlled action.

Drawing together your earlier responses regarding your likely impacts and their significance, please summarise why you believe your action is not a controlled action.

1. Make simple statements as to why you believe any impacts arising from your action are not significant.
2. Each statement should be a succinct summary that considers and discusses any impacts in accordance with the relevant departmental guidance documents and the significant impact guidelines.
3. The nature, scale and duration of any impacts should form part of this summary.
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.11.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

Tell us how you have designed your action to avoid or minimise likely impacts to the matters that we protect. If you have been unable to avoid impacts, you also need to tell us how you will mitigate any impacts arising from your project.

4.1.11.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

1. Succinctly summarise the nature of any proposed offset measures. Please provide detail in attachments, including any maps.
2. Explain how the measure or measures would offset any residual significant impacts and provide a conservation gain.
3. Explain the nature of the mechanisms for legal securing the offset (e.g.: The site for the proposed offset at xxxx location is legally secured through a conservation covenant under the Commonwealth's yyyy Programme).
4. Direct the reader to any supporting documentation or further information by referencing each document correctly in text (i.e., Attachment 'exact file name', section/appendix, page number).

4.1.12 Impact details (Commonwealth or Commonwealth Agency)

4.1.12.1 Is the proposed action to be taken by the Commonwealth or a Commonwealth Agency?

Choose Yes or No.

If Yes, go to 4.1.12.2.

If No, continue to 4.2.

4.1.12.2 Briefly describe the nature and extent of the likely impact on the whole of the environment.

You should clearly describe the likely direct and/or indirect impacts arising from your action.

1. Note that you should only discuss impacts in this section – you can discuss any relevant mitigation measures in the next section.
2. Consider the nature, scale, and duration of potential impacts.
3. Consider the [Significant Impact Guidelines](#) 1.1 and 1.2.
4. Clearly state your potential impacts.

4.2 Impact summary

Here you will see a summary of the information you provided in section 4.1, expressed as:

- Conclusion on the likelihood of significant impacts
- Conclusion on the likelihood of unlikely significant impacts

4.3 Alternatives

Failure to undertake an assessment for proposed alternatives could result in the referral application being determined 'not valid' at referral.

If the referral application is accepted, a controlled action decision is made to further consider these alternatives, which may need to be implemented to approve the project.

Alternative timeframes for certain activities are a mitigation measure. They may lessen impacts on particular species or places.

4.3.1 Do you have any possible alternatives for your proposed action to be considered as part of your referral?

Include any relevant alternative timeframes, locations, or activities.

Choose Yes or No.

If Yes, select the alternatives that apply to your proposed action. These are presented in questions 4.3.2, 4.3.4 and 4.3.6.

If No, go to 4.3.8.

Select the alternatives that apply to your proposed action.

This includes the whole of the proposed action including, where relevant, clearing, construction, operation, and decommissioning.

4.3.2 Do you have an alternative timeline you are proposing for your proposed action?

If Yes, you will need to answer additional questions on the Alternative Timeline page.

Choose Yes or No.

If Yes go to 4.3.4.

Note that you'll be taken back to questions about your alternative timeline after you've answered 4.3.6 and (if applicable) 4.3.7.

If No, go to 4.3.3.

4.3.3 Briefly describe why an alternate timeline for your proposed action was not possible.

If you answered no to 4.3.2 a response of not applicable will not be accepted. Please provide a reason.

4.3.4 Do you have an alternative location you are proposing for your proposed action?

If Yes, you will need to answer additional questions on the Alternative Location page.

Choose Yes or No.

If Yes, go to 4.3.6.

Note that you'll be taken back to questions about your alternative location after you've answered 4.3.6 and (if applicable) 4.3.7.

If No, go to 4.3.5.

4.3.5 Briefly describe why an alternative location for your proposed action was not possible.

Type your response.

4.3.6 Do you have alternative activities you are proposing for your proposed action?

If Yes, you will need to answer additional questions on the Alternative Activity page.

Choose Yes or No.

If Yes, continue to the next page. That is where you'll be asked about your proposed alternatives relating to timing, location, and activities (as relevant)

If No, go to 4.3.7.

4.3.7 Briefly describe why an alternative activity for your proposed action was not possible.

Type your response.

4.3.8 Describe why alternatives for your proposed action were not possible

Type your response.

This includes the whole of the proposed action including, where relevant, clearing, construction, operation, and decommissioning.

Include any relevant alternative timeframes, locations, or activities.

4.3.1 Timeline

4.3.1.1 Estimated start and end date for proposed alternative

If you answered 'Yes' to 4.3.6, additional information on the alternative activities must be provided in more detailed responses at 4.3.1.1 to 4.3.5.2. Give indicative timeframes for when this proposed alternative will take place.

Click on the calendar icons to insert the proposed start and end dates.

4.3.1.2 Describe how the impacts and mitigation measures are different for your alternative timeline.

In your response, consider how the impacts and mitigation measures may be different for the following aspects:

- *flora and fauna*
- *hydrology, including water flows*
- *the current state of the environment*
- *other important or unique aspects of the environment*

Provide an overview of the potential, alternative timeframes for elements of your proposed action where alternative timeframes will avoid or mitigate impacts.

Your response should:

1. Describe your alternative.
2. State the purpose of the proposed alternative timeframes.
3. State all the activities where alternative timeframes are proposed, e.g.: pre-construction/ pre-clearing activities; construction/ clearing/ infrastructure; ongoing maintenance/ operations; and decommissioning/ remediation works at the end of the project.
4. Include aspects of the proposed action that would support the project, e.g.: road widening for site access.

6. Outline how the adjustments to timing would avoid or mitigate impacts.

4.3.2 Location

Upload or draw on map your proposed location alternative for your proposed action.

You can provide your mapping information by uploading files (e.g., see the example project footprint map) or drawing on the interactive map that appears on this page of the form.

See the [Guide to providing maps and boundary data for EPBC Act projects](#) for more guidance.

4.3.2.1 Describe how the impacts and mitigation measures are different for your alternative location.

In your response, consider how the impacts and mitigation measures may be different for the following aspects:

- *physical description*
- *flora and fauna*
- *hydrology, including water flows*
- *the presence of outstanding natural features*
- *the presence of remnant native vegetation*
- *the current state of the environment*
- *the presence of Commonwealth heritage places overseas or other places recognised as having heritage values*
- *the presence of indigenous heritage values*
- *other important or unique aspects of the environment*

Provide a clear and simple comparison of the alternative location to your primary location.

Your response should:

1. Describe your alternative proposed actions.
2. State the purpose of the proposed alternative actions.
3. State all the activities that are necessary to deliver the proposed alternative action, including pre-construction/ pre-clearing activities; construction/ clearing/ infrastructure; ongoing maintenance/ operations; and decommissioning/ remediation works at the end of the project.
4. Mention any additional developments that are happening as part of the proposed alternative action, including infrastructure changes outside your project area e.g., widening an intersection or extending a wharf to enable delivery of materials to the project site.
5. Give details of land tenure arrangements.
e.g.: The activities that are the subject to this referral will occur on pastoral lease land with a Mining Lease. The infrastructure will be located ...
6. Outline if proposed activities will directly and/or indirectly impact on the environment.
e.g.: clearing; dewatering; remediation works at the completion of activities.

7. State the size of the project area, disturbance footprint, and any avoidance and/or retention areas in hectares in-text in this section. The areas stated in the text must match the area in the geospatial information provided in Section 4.3.2.

8. Ensure the reader is directed to the specific information by attaching or hyperlinking to any supporting documentation following the guidance provided (e.g., Attachment 'file name', section, page).

4.3.2.2 Describe any public consultation that has been, is being or will be undertaken, including with Indigenous stakeholders in relation to the proposed alternative location.

Include an overview of your public consultation strategy or plan for this project – whether consultation has already been undertaken or if it is yet to commence. Include basic details regarding when and where it took/it will take place. Your response should:

1. Describe the nature of the consultation, including who will be and/or was involved, how long the consultation period is/was; the feedback you received during consultation, including whether your alternative action is supported or not; how you responded to that feedback; and how you intend to keep people informed. You should attach or hyperlink supporting documentation such as a list of participants; a summary table of responses or comments received and your responses; copies of advertisements or notifications of meetings; copies of correspondence received.

e.g.: Consultation on the project has commenced and discussions are ongoing with the following stakeholders:

ACT Conservator of Flora and Fauna

Environment Planning and Sustainable Development Directorate (EPSDD)

2. Outline key findings from the consultation and/or aim of future consultations

e.g.: A Cultural Heritage Assessment (CHA) has been prepared for the project by XXX Pty Ltd. Some of the initial findings indicated...

3. Public consultation includes any consultation with Indigenous stakeholders. If you have not engaged with Indigenous stakeholders, you must state this in your response.

Note: Any attached documentation with personal details (names, addresses or contact details) of participants or any other information that would breach the privacy of a third party should be provided as in full for assessment by the Department (it will be treated as sensitive) and as a redacted copy with the personal details obscured for public viewing.

4.3.2.3 What Commonwealth or state legislation, planning frameworks or policy documents are relevant to the proposed alternative location, and how are they relevant?

Your response should:

1. Identify all relevant State/Territory and Commonwealth Acts and outline why they are relevant to the proposed action. For example, have you already sought a permit or approval under other legislation. Ensure your response lists the EPBC Act as relevant.

e.g.: An Environmental Authority under the XX Act is required in [jurisdiction] for undertaking a mining activity. Mining licence XXXX was granted on the 26/06/2008...

e.g.: Seeking a permit or approval under other legislation...

2. Identify any planning frameworks, such as a strategic assessment or state and/or local government planning policies, that are relevant to the proposed action and describe why. Alternatively, provide a summary as to why no policies are not applicable.

3. State which EPBC Act related policies or guidelines are relevant to your proposed action and explain why.

e.g.: According to the Significant Impact Guidelines 1.1, impacts to xxxxxxx are likely and may be considered significant.

4.3.3 Activities

4.3.3.1 Describe how the impacts and mitigation measures are different for your alternative activities.

In your response, consider how the impacts and mitigation measures may be different for the following aspects:

- *physical description*
- *flora and fauna*
- *hydrology, including water flows*
- *the presence of outstanding natural features*
- *the current state of the environment*
- *other important or unique aspects of the environment*

Provide a list of the impacts that would arise from your alternative activity. You should also provide a list of relevant mitigation measures that you will undertake should your alternative project be enacted.

4.3.4 Impact and mitigation

4.3.4.1 Do these alternatives have a different impact, avoidance, or mitigation measure compared to what you have already provided?

Choose Yes or No.

If Yes, go to 4.3.4.2.

If No, continue to 4.5.

4.3.4.2 On World Heritage Properties

Choose Yes or No.

If Yes, go to 4.3.4.3.

If No, go to 4.3.4.4.

4.3.4.3 Describe how this alternative has different impacts or mitigations from the original proposal, on World Heritage properties.

You should clearly describe the likely impacts to the relevant World Heritage Area arising from your action.

1. Considering the listing criteria for the World Heritage Area, discuss the likely impacts to each criterion.
2. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
3. State your relevant mitigation measures.
4. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.4 On National Heritage Places

Choose Yes or No.

If Yes, go to 4.3.4.5.

If No, go to 4.3.4.6.

4.3.4.5 Describe how this alternative has different impacts or mitigations from the original proposal, on National Heritage places.

You should clearly describe the likely impacts to the relevant National Heritage Places arising from your action.

1. Considering the listing criteria for the National Heritage Places, discuss the likely impacts to each criterion.
2. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
3. State your relevant mitigation measures.
4. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.6 On the ecological character of a Ramsar wetland

Choose Yes or No.

If Yes, go to 4.3.4.7.

If No, go to 4.3.4.8.

4.3.4.7 Describe how this alternative has different impacts or mitigations from the original proposal, on the ecological character of a Ramsar wetland.

You should clearly describe the likely impacts to the relevant Ramsar Wetland arising from your action.

1. Considering the listing criteria for the Ramsar Wetland discuss the likely impacts to each criterion.
2. Clearly state your potential impacts to each matter, including their nature, scale, and duration.

3. State your relevant mitigation measures.
4. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.8 Listed threatened species, their habitat, or threatened ecological communities.

Choose Yes or No.

If Yes, go to 4.3.4.9.

If No, go to 4.3.4.10.

4.3.4.9 Describe how this alternative has different impacts or mitigations from the original proposal relating to listed threatened species, their habitat, or threatened ecological communities.

You should clearly describe the different direct and/or indirect impacts to the relevant threatened species and/or threatened ecological communities arising from your alternative action.

1. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
2. For each Threatened Species and Ecological Communities separately, outline the direct or indirect impacts. Please include both the common and scientific names of all species mentioned in this section at least once.
3. Check that any species previously mentioned in the application or attachments are included in the impact table selection for direct and/or indirect impacts. Use the 'Add Species' function to input these species in the impact table.
3. Ensure any species previously mentioned in the application or attachments are included in the impact table selection for direct and/or indirect impacts. Use the 'Add Species' function to input these species in the impact table. Ensure you select Yes or No for each listed species to indicate whether impacts may occur.
4. Indicate which attachment can be referred to for more information on each impact outlined. Please ensure you refer to any attachments in line with the attachment referencing guidance (e.g., Attachment 'exact file name', section, page).
5. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.10 Listed migratory species or their habitat.

Choose Yes or No.

If Yes, go to 4.3.4.11.

If No, go to 4.3.4.12.

4.3.4.11 Describe how this alternative has different impacts or mitigations from the original proposal relating to listed migratory species or their habitat.

You should clearly describe the likely impacts to the relevant migratory species or their habitat arising from your action.

1. Provide both the common name and the scientific name for each impacted listed migratory species or their habitat.
2. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
3. List all migratory species separately outlining the direct or indirect impacts. Including both the common and scientific names of all species mentioned in this section can be helpful for the reader.
4. State your relevant mitigation measures.
5. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.12 Is a nuclear action

Choose Yes or No.

If Yes, go to 4.3.4.13.

If No, go to 4.3.4.14.

4.3.4.13 Describe how this alternative has different impacts or mitigations from the original proposal, regarding a nuclear action.

You should clearly describe any likely nuclear impacts arising from your action.

1. Clearly state your potential impacts to each matter, including their scale, nature, and duration.
2. State your relevant mitigation measures.
4. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.14 On Commonwealth Marine Areas

Choose Yes or No.

If Yes, go to 4.3.4.15.

If No, go to 4.3.4.16.

4.3.4.15 Describe how this alternative has different impacts or mitigations from the original proposal on Commonwealth Marine Areas.

You should clearly describe any likely impacts to a Commonwealth Marine Area arising from your action.

1. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
2. State your relevant mitigation measures.
3. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.16 Taking place in or flowing into the Great Barrier Reef Marine Park

Choose Yes or No.

If Yes, go to 4.3.4.17.

If No, go to 4.3.4.18.

4.3.4.17 Describe how this alternative has different impacts or mitigations from the original proposal, taking place in or flowing into the Great Barrier Reef Marine Park.

You should clearly describe any likely impacts to the Great Barrier Reef Marine Park arising from your action.

1. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
2. State your relevant mitigation measures.
3. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.18 Impacts a water resource relating to a coal seam gas or large coal mining development
Choose Yes or No.

If Yes, go to 4.3.4.19.

If No, go to 4.3.4.20.

4.3.4.19 Describe how this alternative has different impacts or mitigations from the original proposal for a water resource relating to a coal seam gas or large coal mining development.

You should clearly describe any likely impacts to a water resource from large coal mines or coal seam gas arising from your action.

1. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
2. State your relevant mitigation measures.
3. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.20 On or near Commonwealth land
Choose Yes or No.

If Yes, go to 4.3.4.21.

If No, go to 4.3.4.22.

4.3.4.21 Describe how this alternative has different impacts or mitigations from the original proposal, on or near Commonwealth land.

You should clearly describe any likely impacts to Commonwealth land arising from your action.

1. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
2. State your relevant mitigation measures.
3. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.22 On Commonwealth heritage places overseas
Choose Yes or No.

If Yes, go to 4.3.4.23.

If No, go to 4.3.4.24.

4.3.4.23 Describe how this alternative has different impacts or mitigations from the original proposal, on Commonwealth heritage places overseas.

You should clearly describe any likely impacts to a Commonwealth Heritage Place Overseas arising from your action.

1. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
2. State your relevant mitigation measures.
3. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.4.24 Action undertaken by the Commonwealth or a Commonwealth Agency

Choose Yes or No.

If Yes, go to 4.3.4.25

If No, continue to 4.5.

4.3.4.25 Describe how this alternative has different impacts or mitigations from the original proposal relating to the action being undertaken by the Commonwealth or a Commonwealth Agency.

You should clearly describe any likely impacts arising from this alternative action if taken by the Commonwealth or by a Commonwealth Agency, arising from your action.

1. Clearly state your potential impacts to each matter, including their nature, scale, and duration.
2. State your relevant mitigation measures.
3. Explain how these impacts and mitigation measures differ to your preferred action.

4.3.5 Considered alternatives

4.3.5.1 Do you have any other alternative actions, including not taking the action, that you have considered but are not proposing as part of this referral?

Choose Yes or No.

If Yes, go to 4.3.5.2.

If No, continue to section 5.

4.3.5.2 Describe the details of this possible alternative that you have considered but are not proposing.

Explain why the action you have referred is preferred over this alternative option. Include all relevant considerations that impacted your decision to choose one over the other.

5 Lodgement

5.1 View attachments

Please review the attachments provided in your referral before lodgement. Please ensure all attachments are correctly named and referred to sequentially and consistently throughout your referral.

5.2 Declarations

This is the final step in the process. The authorising parties declare that the information provided is correct to the best of their knowledge.

Firstly, the information provided for the referring party will be displayed to confirm this person is authorising the lodgement. The **referring party** has four check boxes to complete:

1. Check the first box to indicate they have read the referral form.
2. Check the second box to indicate they would like to receive notifications and track the referral progress through the EPBC portal.
3. Check the third box to declare that to the best of their knowledge the information given or attached to the EPBC Act Referral is complete, current, and correct. They understand that giving false or misleading information is a serious offence.
4. Check the fourth (and last) box to indicate they would like to receive notifications and track the referral progress through the EPBC portal.

Secondly, the information provided for the person proposing to take the action will be displayed to confirm this person is authorising the lodgement. The **person proposing to take the action** has four check boxes to complete:

1. Check the first box to indicate they have read the referral form.
2. Check the second box to indicate they would like to receive notifications and track the referral progress through the EPBC portal.
3. Check the third box to declare that to the best of their knowledge the information given or attached to the EPBC Act Referral is complete, current, and correct. They understand that giving false or misleading information is a serious offence. They declare they are not taking the action on behalf or for the benefit of any other person or entity.
4. Check the fourth (and last) box to indicate they would like to receive notifications and track the referral progress through the EPBC portal.

The information provided for the **proposed designated proponent** will be displayed to confirm this person is authorising the lodgement. The proposed designated proponent has four check boxes to complete:

1. Check the first box to indicate they have read the referral form.

2. Check the second box to indicate they would like to receive notifications and track the referral progress through the EPBC portal.
3. Check the third box to declare that they consent to the designation of themselves as the proposed designated proponent for the purposes of the action described in this EPBC Act Referral.
4. Check the fourth (and last) box to indicate they would like to receive notifications and track the referral progress through the EPBC portal.

5.3 Additional information on attachments

Attachment filename guidelines

Note the file type (PDF only) and file size (no greater than 25 MB per PDF file) requirements.

- a. Use letters or numbers to identify each attachment and use file names that clearly identify the content of each attachment - these will display at Appendix A of the PDF referral form. E.g.: Att A – XXXXXXXXX; Att B – XXXXXXXXX.
- b. Keep file names as short as possible whilst still being clear. Use “Att” instead of Attachment.
- c. Use only letters, numbers, hyphens, and underscores in the file name (No special characters).
- d. Cross-reference each attachment at the relevant point within the text on the referral form, being as specific as possible. If you are referring to a particular part of an attachment, please give the page number.
- e. Ensure attachments (and the referral form) do not contain information that is confidential or information that may endanger a species or a site of environmental significance if disclosed. Obtain appropriate consents from third parties where required.
- f. If a document referred to in the text is not readily publicly available, it should be included as an attachment.
- g. Do not include attachments that have not been referenced in the referral form text.

Description of sensitive information in attachments and how it is handled

Different types of sensitive information:

- a. **Threatened Species:** We deem some threatened species data as sensitive and, therefore, not appropriate for public view. Any attachments which contain locational information of species listed in the [Sensitivity List](#) should be treated as sensitive information.
- b. **Indigenous and Cultural information:** To maintain sensitivity and privacy, we do not publish any attachments which contain Indigenous and Culturally sensitive information. However, these documents are still required for the assessment of your application. Please ensure you upload any relevant attachment/s which contain this information, noting that they will not be published.
- c. **Commercial-in-confidence information:** Proponents can note where information could compromise commercial negotiations.

Section 5 of the application displays a list of all attachments and external sources provided as supporting information to the application. The listing number provided at section 5.1 is not to be used as referencing or citation in the text of the application.

Where documents are not owned by a listed party, this is referred to as an external source. External sources are not provided as attachments to the application. When citing any external sources in the text of the application, please use the referencing function to provide the complete citation details for these sources. In-text, use the referencing format (Author, Year).

Attachments with sensitive information should be provide as both an unredacted **and** a redacted version. The unredacted attachment will **not** be published.

Appendix

Glossary

Term	Definition
ABN	Australian Business Number
ACN	Australian Company Number
EPBC	Environmental Protection and Biodiversity Conservation