



Policy

Effective date: 5 January 2010

Scoping of works approval and licence applications

Scoping should be undertaken prior to lodgement of an application for a works approval, new licence or amendment to ensure the application is in an acceptable form and contains the information required to enable it to be accepted, assessed and appropriate decisions made in a timely manner

Purpose

Scoping establishes and documents the form and information content required by the Chief Executive Officer (CEO) of the Department of Environment and Conservation (DEC) in an application for a works approval, licence or amendment.

Application

Scoping will generally be undertaken for applications for works approvals, new licences and amendments to existing works approvals and licences. Scoping will not normally be recommended for licences that are being renewed unless there are changes to the proposed activities and/or emissions, changes to the receiving environment, or changes to technology or acceptable emission standards.

Background

Activities requiring approval under Part V of the *Environmental Protection Act 1986* (the Act) vary widely in nature and potential environmental impact; therefore there is a need to establish a clear understanding between DEC and a proponent on the form and information content of an application.

The Act requires the CEO to decline to deal with an application if it lacks sufficient information to enable it to be assessed. The Act also requires the CEO to be satisfied that an application contains the necessary information and is in the correct form before seeking comments from public authorities and other third parties and before advertising the application.

Scoping, while not a statutory requirement:

- establishes whether a works approval or licence is required, and the information and supporting documents required to enable assessment of the application
- enables a proponent to understand what is required to be submitted in an application for it to be accepted for assessment
- minimises delays and confusion associated with seeking additional information or changing information requirements after an application is lodged
- ensures public authorities and other third parties have access to all the information provided by the proponent in relation to an application
- determines DEC's strategy for subsequent assessment of the application
- provides DEC with a framework for screening an application and for assessing the adequacy of the proposal; and
- assists DEC to audit the processes and soundness of decision made.

Implementation

Scoping is an administrative process undertaken prior to the lodgement of an application

Related Documents

PPMS_OG 0261 *Officers Guide: Scoping works approval and licence applications*

PPMS_BP 0262 *Background Paper: Scoping works approval and licence applications*

MANAGER LICENSING AND PERMITTING

5 January 2010