



Government of **Western Australia**
Office of the **Appeals Convenor**
Environmental Protection Act 1986

Office use
only

Date stamp

Appeal Form

This form is for use in all appeals made under Part VII of the *Environmental Protection Act 1986*.

Appeal
file
number

/20__

1. Name of appellant

Name of appellant:

2. Proposal, land or premises to which appeal relates

Proposal description:

Location:

Name of proponent/owner:

3. Type of appeal

In this section, identify the decision/report to which your appeal relates, and include the relevant agency reference or report number (where applicable).

Environmental Protection
Authority

Minister for Environment
(in relation to
implementation conditions
only)

Report or assessment number: _____

Date published/advertised: _____

- | | |
|--|--|
| <input type="checkbox"/> Decision not to assess a proposal | <input type="checkbox"/> Instructions set for a scheme |
| <input type="checkbox"/> Level of assessment set | <input type="checkbox"/> Implementation conditions |
| <input type="checkbox"/> Report and recommendations | <input type="checkbox"/> Other: _____ |

Department of
Environment &
Conservation (DEC)

Department of Industry
and Resources (some
clearing permits)

Local government (some
environmental protection
notices)

Name of decision making agency (e.g. DEC): _____

Type of appeal:

1. Native vegetation permits, notices **CPS No:** _____

- | | |
|--|---|
| <input type="checkbox"/> Refusal to grant a permit | <input type="checkbox"/> Conditions of permit |
| <input type="checkbox"/> Grant of a permit | <input type="checkbox"/> Amendment, suspension of permit |
| <input type="checkbox"/> Requirements of a vegetation
conservation notice | <input type="checkbox"/> Amendment of a vegetation
conservation notice |

2. Licences and works approvals **Lic/WA No.** _____

- | | |
|--|---|
| <input type="checkbox"/> Refusal to grant licence/works approval | <input type="checkbox"/> Conditions of licence/works approval |
| <input type="checkbox"/> Amendment, suspension, revocation | |

3. Environmental protection notices/closure notices **Ref:** _____

- | | |
|---|--|
| <input type="checkbox"/> Requirements of a notice | <input type="checkbox"/> Amendment of a notice |
|---|--|

4. Other type of appeal – please specify:

- _____

4. Release of appeal and supporting documentation

Pages 1-3 of this Form and any supporting documentation will be provided to the agency whose decision is the subject of this appeal. If you are not the proponent or occupier of the relevant premises, the first three pages of this Form and all supporting documentation will also be provided to the proponent or occupier to provide it with the opportunity to respond to any issues raised. Pages 1-3 of this Form and all supporting documentation may be published after the determination of the appeal.

If you are of the view that your name should not be provided to the proponent or other party to an appeal, please attach a separate letter to the Appeals Convenor requesting your name be withheld pending the determination of appeals, setting out the reasons for the request (e.g. disclosure of name may prejudice employment). **Please note that the names of all appellants will be published after the determination of appeals, consistent with reg 8 of the *Environmental Protection Regulations 1987*.**

5. Grounds of appeal and outcomes sought

Why do you want the Minister to review the decision, report or recommendations?

Please provide a statement of grounds on which you object to the decision, report or recommendations. This should be a precise list of issues you wish to be considered. Each issue should include sufficient detail to allow the Appeals Convenor to ascertain the basis for your concern.

What outcome are you seeking?

Please also identify what outcome you are seeking from the appeal, that is, what decision do you want the Minister to make? Use this section of the form to identify what solutions or measures you would like to see included to make the proposal environmentally acceptable to you.

Guidance on completing this section

Use plain English and identify only those issues that are of concern to you. Also clearly identify the part or aspect of the decision or report which you object to. As your grounds of appeal can be made public, do not use emotive or defamatory language. The following is an example of how to set out your appeal:

Sample appeal ground:	<i>Acid Sulphate Soils: excavations associated with the proposal will expose "high risk" acid sulphate soils (see page 12 of EPA report). The conditions recommended by the EPA for management of these soils are considered to be inadequate for the following reasons:</i> 1. <i>[state reasons]</i>
Sample outcome sought:	<i>It is recommended that any approval conditions include the following:</i> 1. <i>Requirement that the proponent [describe]</i>

Ground 1

(Insert title)

Describe concern:

Outcome sought:

Did you raise this ground of appeal through an earlier public submission period?

Yes

No

If "yes", provide:

Date of submission

Submission made to:

Ground 2

(Insert title)

Describe concern:

Outcome sought:

Did you raise this ground of appeal through an earlier public submission period?

Yes

No

If "yes", provide:

Date of submission

Submission made to:

Ground 3

(Insert title)

Describe concern:

Outcome sought:

Did you raise this ground of appeal through an earlier public submission period?

Yes

No

If "yes", provide:

Date of submission

Submission made to:

Ground 4

(Insert title)

Describe concern:

Outcome sought:

Did you raise this ground of appeal through an earlier public submission period?

Yes

No

If "yes", provide:

Date of submission

Submission made to:

Please note: if there is insufficient space, attach a separate sheet of paper using the above format.**6. Supporting documentation**

All relevant supporting information should be numbered and attached to your appeal as listed below. Please also identify to which appeal ground(s) the information relates.

Please lodge two copies of all attachments (unless sent by email).

Electronic documents should be in PDF or Microsoft Word format, with no document exceeding 5MB in size.

No. Title or description of supporting information**Appeal ground**

1.

2.

3.

4.

5.

6.

7. Address and contact details of appellant and contact person

Name (same as 1 above):	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
Daytime contact number:	<input type="text"/>	Mobile number:	<input type="text"/>
Fax number:	<input type="text"/>	Email:	<input type="text"/>

Contact person/representative use this section where appeal is lodged by an organisation/company, or is represented by an agent

Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
Daytime contact number:	<input type="text"/>	Mobile number:	<input type="text"/>
Fax number:	<input type="text"/>	Email:	<input type="text"/>

8. Appeal fee

For most types of appeal under Part VII of the *Environmental Protection Act 1986*, the appellant must pay the applicable appeal fee. Details of the fee applicable to the different appeal types is available from the Appeals Convenor's website www.appealsconvenor.wa.gov.au or by telephoning (08) 6467 5190 during business hours.

Fee payment can be made by cash (only for hand delivered appeals), cheque/money order or credit card.

Payment details:

Please find attached cash/cheque/money order (made payable to "Appeals Convenor") in the sum of \$_____ being the fee for this appeal, or please debit the following credit card:

Type of card:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	Amount \$:	<input type="text"/>
Card number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of cardholder:	<input type="text"/>	Expiry date:	<input type="text"/>	<input type="text"/>
Cardholder's signature:	<input type="text"/>	Date:	<input type="text"/>	
Cardholder's billing address:	<input type="text"/>			

9. Signature

In signing this form, the appellant/representative confirm the accuracy of matters contained herein and acknowledge the release statement under item 4. **All appeals must be signed.**

Signature of appellant/agent:	<input type="text"/>	Date:	<input type="text"/>
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10. Time for lodging appeal

All appeals must be received by 11.59pm on the closing date (5pm if delivered in person or by mail). Each appeal has a different closing date – refer to www.appealsconvenor.wa.gov.au for more information.

It is your responsibility to ascertain the closing date for the appeal and ensure your appeal is lodged within that time. **Late appeals cannot be accepted.**

11. Lodging the appeal and additional information

You can lodge your appeal by post, hand delivery, email or fax:

Address: Level 22 Forrest Centre
221 St George's Terrace
PERTH WA 6000

Telephone: (08) 6467 5190
Fax: (08) 6467 5199
Email: admin@appealsconvenor.wa.gov.au
Internet: www.appealsconvenor.wa.gov.au

Office use only:

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