



Part IV EP Act fees – request for fee payment time extension, waiver, reduction or refund

Environmental Protection (Cost Recovery) Regulations 2021

Proposals referred or approvals granted under Part IV of the *Environmental Protection Act 1986* (EP Act) may incur fees at various points over the lifetime of the assessment and/or approval. These fees are prescribed under the Environmental Protection (Cost Recovery) Regulations 2021 (Cost Recovery Regulations).

In accordance with s.122B(1) of the EP Act, proponents may use this form to submit a request regarding Part IV fees:

- for a partial or full fee waiver, reduction, or refund (r.13)
- to postpone the due date or extend the period within which a fee is payable (r.14).

Before you submit this form, please check that you have completed all the fields and attached any required supporting documents.

Requests are considered on a case-by-case basis. Requests will be granted or refused in accordance with the Cost Recovery Regulations and the [Policy: Implementing the Environmental Protection \(Cost Recovery\) Regulations 2021](#) (the Part IV fees policy).

Part 1 – Type of request

Select the relevant type of request. Select all that apply.	<input type="checkbox"/> Extension of period or postponement of fee payment due date(s) <input type="checkbox"/> Refund of paid fee(s) <input type="checkbox"/> Reduction or waiver of fee(s)
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NOTE: If you require an extension or postponement, please apply for one prior to the payment due date or not more than 28 calendar days after the payment due date.

Part 2 – Fee details

2.1 Proposal details

Name of proposal					
Proposal reference number(s)	<input type="checkbox"/> Case Management System (CMS) number (if known): <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">CMS</td> <td style="width: 85%;"></td> </tr> </table> <input type="checkbox"/> Ministerial Statement (MS) number: <i>(existing approvals only)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">MS</td> <td style="width: 85%;"></td> </tr> </table>	CMS		MS	
CMS					
MS					
Proponent name					

2.2 Fee details

Provide details of the fee(s) related to this request. Add additional lines to the table if required.

- If you are requesting a payment extension / postponement, please nominate a payment due date under “Request type e.g. *Extend to [day month year]*”.
- If you are requesting a fee reduction, rather than a full waiver, please specify the amount under Request type e.g. “Reduce by [amount (\$) or percentage (%)]”.

Name of fee / fee component (see invoice if applicable)	Invoice no. (if applicable)	Request type

2.3 Reason for request for postponement or extension

Provide a clear rationale for your request. If different rationales apply for different elements of this request, ensure these are labelled appropriately. Select all that apply below.

<input type="checkbox"/> The proponent is an eligible small business entity, in line with the criteria specified in the Part IV fees policy . Provide details below and attach evidence addressing each criterion.	
Details:	
<input type="checkbox"/> Unusual or exceptional circumstances preclude the proponent from paying the fee(s) within the timeframe(s) specified. Provide details below.	
Details:	
<input type="checkbox"/> Incorrect charge or other clerical error. Provide details below.	
Details:	
<input type="checkbox"/> Other. Provide details below.	
Details:	

2.4 Reason for request for fee waiver, reduction, or refund

Provide a clear rationale for your request. If different rationales apply for different elements of this request, ensure these are labelled appropriately. Select all that apply below.

<input type="checkbox"/>	Unusual or exceptional circumstances mean that the fee(s) would represent an extreme financial impost to the proponent and it would not be appropriate to postpone the due date or extend the period within which the fee is payable. Provide details below.
Details:	
<input type="checkbox"/>	The proponent can demonstrate that not waiving or reducing the fee(s) would be detrimental to the public interest. Provide details below.
Details:	
<input type="checkbox"/>	An inquiry under s.46 of the EP Act to change the implementation conditions was initiated without a request from the proponent. Provide details below.
Details:	
<input type="checkbox"/>	Incorrect charge or other clerical error. Provide details below.
Details:	
<input type="checkbox"/>	Proposal withdrawn. Provide details below.
Note that, in line with the Part IV fees policy , referral fees (e.g. the fee for a s.38 referral) will generally not be refunded after a referral has been validated and formally accepted.	
Details:	
<input type="checkbox"/>	Other. Provide details below.
Details:	

2.5 Supporting documentation

Please provide relevant documentation as attachments to this form to support the reason(s) for the request given above. Provide a list of these documents below in the format of *[Attachment number] – [name of document]*.

Supporting documentation	<ul style="list-style-type: none"> • •
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Part 3 – Proponent details

3.1 Proponent name

If an individual – complete the following:

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other:	
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Name	
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If a body corporate or other entity formed at law – complete the following:

Name			
Australian Company Number (ACN)			

If a government entity (e.g. government department, local government authority, or other statutory body):

Name			
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3.2 Proponent contact details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other:			
First name				
Last name				
Position				
Company name				
Phone number (1)		Phone number (2)		
Email address				

3.3 Proponent registered business address

If applying as a company, incorporated body, local government authority, or public authority, please also supply the registered business office address.

Address line 1			
Address line 2			
Suburb			
State		Postcode	

3.4 Proponent banking details (refund requests only)

In order to process a refund, if one were granted, the department requires the relevant banking details into which the refunded fee would be paid. Please provide these details below.

Bank name			
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Branch	
Account title (name)	
BSB number	
Bank account number	

If you are submitting this form on the proponent's behalf, rather than as the proponent yourself, please also attach evidence that the proponent has verified that the above details are accurate.

3.5 Contact details for enquiries

If different from the proponent's contact details, enter the contact details of a person the department should liaise with (e.g. a consultant).

Same as applicant's contact details	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If 'No' – complete the following:

Contact name			
Position (if applicable)			
Company name (if applicable)			
Contact phone number (1)		Phone number (2)	
Business or postal address line 1			
Business or postal address line 2			
Suburb			
State		Postcode	
Email address			

Part 4 – Request for exemption from publication

Some of the information you submit as part of this form will be made publicly available. If you wish to submit commercially or otherwise sensitive or confidential information, please identify the information in this section, and include a written statement of the reasons why you request each item of information be kept confidential.

However, please note that the department cannot commit to redacting all personal information from all supporting documents. We advise you to remove all unredacted personal information, including signatures, from any supporting documents before you submit them to us.

You must identify all information in this form or attached supporting documents that you propose to be exempt from public disclosure in the table below. You must then attach a separate redacted version of this form and its supporting documents. This is in addition to the unredacted version(s) you submit as part of your request. You must specify the grounds for claiming an exemption.

Is any information in this form or in any attached supporting documents confidential or commercially sensitive?	<input type="checkbox"/> Yes	
	Specify what part of this form or relevant attachment	
	Specify grounds for claiming exemption from publication	
	<input type="checkbox"/> No	
Attach file(s) with the relevant confidential information redacted	<input type="checkbox"/> File name: <input type="checkbox"/> File name: <input type="checkbox"/> File name:	

Part 5 – Declaration

General

I / We declare and/or acknowledge that:

- I am / we are authorised to submit this request on behalf of the proponent
- I / we have not altered the requirements and instructions set out in this form
- I / we have provided a valid email address in Part 3 and agree to receive correspondence, notices or other communications via email from the CEO or the department in relation to this application to this email address
- successful delivery of emails to my / our server constitutes receipt of correspondence, notices or other communications
- the information I / we have provided in this form is true and correct
- giving or causing to be given information that to my / our knowledge is false or misleading is an offence under s.112 of the EP Act and may incur a penalty of up to \$100,000.

Publication

I/We declare and/or acknowledge that:

- this form (including all attachments) will be a public document and may be published, except for personal information including personal signatures, email and home addresses and any documents verifying my / our identity
- all necessary consents for the publication of information have been obtained from the relevant third parties
- the specification of the information identified in Part 4 constitutes a written request under r.3B(2) of the EP Regulations not to publish that information due to its confidential or otherwise sensitive nature
- in accordance with the requirements of r.3B, r.3C, and r.3D of the EP Regulations, the department must refrain from publishing bank account details or confidential material (as defined under r.3B(1) of the EP Regulations)
- the department may refrain from publishing:
 - o certain otherwise sensitive information identified in Part 4, if satisfied it is desirable to not publish due to the confidential nature of the information
 - o personal information or certain otherwise sensitive information listed under r.4D of the EP Regulations.

Are you signing as an individual, or (on behalf of) a company or other entity formed at law? Note: A person expressly authorised or authorised to execute on behalf of a body corporate or statutory entity must sign this form.	<input type="checkbox"/> An individual <input type="checkbox"/> A company <input type="checkbox"/> Other entity formed at law
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Signature	
Name	
Date declaration signed	

Position	
Company / organisation (if applicable)	

Part 6 – Submission

6.1 Method of submission

<p>Confirm how you will submit your form (<i>mark one option only</i>).</p> <p>Please note that files larger than 50MB cannot be received via email. If required, you can contact the department to make other arrangements for electronic submission.</p>	<input type="checkbox"/> A signed, electronic copy of the form, including all attachments, has been submitted via the email address specified below.
	<input type="checkbox"/> A full, signed hard copy has been sent to the applicable postal address specified below.

6.2 Submission details

- Please retain a copy of this form for your records.
- Incomplete forms will have their request(s) rejected.
- If you do not have enough space on any part of this form, please continue on a separate sheet of paper and attach it to this form.

Forms may be submitted via:

Email: costrecovery@dwer.wa.gov.au or

Post: Part IV Cost Recovery
 Department of Water and Environmental Regulation
 Locked Bag 10
 Joondalup DC WA 6919

If you have any questions about lodging your form, please contact the department via:

Email: costrecovery@dwer.wa.gov.au

Phone: (08) 6364 7000

For more information: <https://www.wa.gov.au/service/environment/environment-information-services/cost-recovery-part-iv-environmental-protection-act?as=json>