**Application form**

***Environmental Offsets Act 2014***

**Request for an Internal Review Form**

*This is an approved form under section 92 of the* Environmental Offsets Act 2014.

This form must be completed by the applicant affected by the reviewable decision. This form is to request an internal review under section 18 of the Environmental Offset Regulation 2014 of a reviewable decision under the *Environmental Offsets Act 2014.*

This application for internal review must be submitted to the relevant entity[[1]](#footnote-1) (i.e., administering agency for the relevant prescribed activity).

1. **Applicant details**

Please complete the details of the person applying for a reviewable decision below. Please note the primary contact for all correspondence.

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| **Name (individual or principal contact if applicant is an organisation)** | **Position (if applicant is an organisation)** |
| **Organisation name (if applicant is an organisation)** | **ACN/ABN (if an organisation)** |
| **Postal address** | |
| **Phone** | **Mobile phone** |
| **Email address** | |

1. **Review request**

The applicant is applying for an internal review of a reviewable decision under section 18 of the Environmental Offset Regulation 2014.

The applicant requests an internal review in relation to (*tick which is applicable*):

an administering agency’s failure to provide a notice under section 19(3) within 40 business days after receipt of the authority holder’s notice of election;

an administering agency decision under section 19(2) stated in a notice given under section 19(3);

failure by the administering agency to enter into an agreed delivery arrangement within the stated reasonable period under section 19(3)(b);

a decision under section 19A(5);

a decision under section 25A(8)(a);

a decision under section 95B(8)(a); or

administering agency’s decision in relation to a proposed advanced offset, or amendment of an advanced offset in accordance with section 14 or 15 of the Environmental Offsets Regulation 2014.

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| **Details of decision to be reviewed.** *Type of authority applied for; the agency’s reference/case number* |
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| **Date notice given to the applicant.** *If no notice was given to the applicant, date the applicant considers notice should have been given.*  *Insert date decision was received (please provide an attachement of the decision or details of phone call).* |
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1. **Outcome sought**

Please provide the reasons you seek a review of a reviewable decision. For example, details of why you believe the decision regarding your application, or conditions on your authority, should be reconsidered and identify the outcome sought from the review process. In the reasons, please also provide details on how the outcome sought is consistent with the *Environmental Offsets Act 2014*, Environmental Offsets Regulation 2014, and Queensland Environmental Offsets Policy.

Please attach additional details or supporting information if required.

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1. **Information privacy statement**

The Department of Environment and Science is collecting the information in this form and any attachments to process the request for an internal review in relation to a decision, or failure to make a decision in accordance with the *Environmental Offsets Act 2014*. The consideration of this request may involve consultation, and if so, details of this request and any attachments may be disclosed to relevant third parties. Personal information will not otherwise be disclosed outside the department unless required or authorised by law.

1. **Lodgement declaration**

Statement:

I/We:

* request for the internal review of reviewable decisions under the *Environmental Offsets Act 2014* as outlined in Part 2 of the application;
* consent to the collection and use of the personal information in this form for the purpose of assessing this request for an internal review under the *Environmental Offsets Act 2014*;
* solemnly and sincerely declare that the information provided is true and correct to the best of my/our knowledge; and
* understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

By signing this declaration: *(tick box)*

I do solemnly and sincerely declare that the information I have provided is true and correct to the best of my knowledge.

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| --- | --- |
| **Name (individual or principal contact if applicant is an organisation)** | **Position (if applicant is an organisation)** |
| **Organisation name (if applicant is an organisation)** | **ACN/ABN (if an organisation)** |
| **Postal address** | |
| **Phone** | **Mobile phone** |
| **Email address** | |
| **Signature (*print and sign or insert as image*)**  Shape  Description automatically generated with low confidence | **Date** |

1. See definition of relevant entity under section 16 of the Environmental Offsets Regulation 2014. [↑](#footnote-ref-1)