

**Guideline**  
**Completing an Annual Return**

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Version 1.0

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## 1 Introduction

This guideline has been developed to assist approval holders and licensees to prepare Annual Returns for approvals and licences issued under the *Waste Management and Pollution Control Act* (the Act).

The requirement to submit an Annual Return provides a mechanism to ensure that approval holders / licensees regularly self-audit their operations for compliance with their approval or licence. It complements current inspection and audit activities undertaken by the Northern Territory Environment Protection Authority (NT EPA).

### 1.1 Limitations

*The NT EPA has prepared this document in good faith, exercising all due care and attention, but no representation or warranty, express or implied, is made as to the relevance, completeness or fitness for purpose of this document in respect of any particular user's circumstances. Users of this document should satisfy themselves concerning its application to their situation and, where necessary, seek expert advice.*

### 1.2 Legislative Framework

The NT EPA grants environment protection approvals and licences for activities listed in Schedule 2 of the Act.

Part 5 of the Act allows the NT EPA to set conditions on approvals and licences and that approval holders / licensees must comply with those conditions.

A condition of approvals and licences usually includes the requirement for approval holders / licensees to submit an Annual Return.

## 2 Completing an Annual Return

The Annual Return form is available from the NT EPA website. The form must be completed and submitted to the NT EPA by the date specified in the approval or licence.

A reminder notice is sent to approval holders / licensees when an Annual Return is due. It is the responsibility of the approval holder / licensee to submit their Annual Return on time.

Approval holders / licensees should contact the NT EPA if they are unable to access the Annual Return form.

The Annual Return form is divided into four sections.

### 2.1 Section 1. Approval Holder/Licensee Details

It is important to ensure that approval holder / licensee, location and emergency contact details are current.

Details that require updating can be done so via NT EPA Online or completing the table in the form (if the approval holder / licensee has not migrated to the online system).

### 2.2 Section 2. Statement of Compliance

The statement of compliance requires the approval holder / licensee to assess their performance against each condition of the approval / licence and determine whether it has been compliant or non-compliant.

By ticking "Yes", approval holders / licensees will be required to possess objective, verifiable documented information confirming that compliance has been achieved for each condition of their approval / licence. These records should be clear, direct and

detailed enough to enable the NT EPA to reach the same conclusion as the approval holder / licensee.

Records supporting compliance need not be submitted with the Annual Return but should be available to the NT EPA on request.

Compliance audits will be undertaken by the NT EPA for selected approvals / licences and approval holders / licensees will be required to produce information to substantiate claims of compliance.

If there is a condition that has not been complied with the approval holder / licensee needs to tick “No” and provide details in the table. If the NT EPA has already been notified of the non-compliance, only a summary is required. If the NT EPA has not previously been notified, the approval holder / licensee is required to complete the table and provide specific details by completing ‘Section 3. Report of Non-compliance’.

### **2.3 Section 3. Report of Non-compliance**

If there is a condition that has not been complied with, and the NT EPA has not previously been notified, specific details of the non-compliance and the steps taken to mitigate impacts and / or prevent recurrence are to be provided. A separate page is to be used for each non-compliance.

### **2.4 Section 4. Signature and Certification**

The Annual Return can only be signed by a person(s) with the legal authority to sign it as set out in the form or by a person(s) authorised to act on behalf of the approval holder / licensee.

## **3 Accuracy of Information**

It is an offence under the *Waste Management and Pollution Control Act* for a person to provide false or misleading information and penalties apply.

## **4 Submission of Annual Return**

Completed Annual Returns are to be submitted to the NT EPA by the due date via email or by post.

Email: [waste@nt.gov.au](mailto:waste@nt.gov.au)

Post: GPO Box 3675, Darwin, NT, 0801

## **5 Processing Annual Returns**

The NT EPA will conduct a review and check that the Annual Return has fulfilled the requirements of the approval / licence condition and if any further action is required. The NT EPA may contact the approval holder / licensee to follow up.

## **6 Public Availability of Annual Returns**

Annual Returns are publicly available documents and will be made available on the NT EPA website. This allows the community and other stakeholders to understand the environmental performance of approval holders / licensees.

## 7 More Information

Please refer any questions regarding Annual Returns to the NT EPA on (08) 8924 4218 or [waste@nt.gov.au](mailto:waste@nt.gov.au)

Information about approvals and licences can be found on the NT EPA website at [www.ntepa.nt.gov.au](http://www.ntepa.nt.gov.au)