

ANNUAL RETURN

Information on this form is required in accordance with the conditions of your licence issued under the *Waste Management and Pollution Control Act 1998*

Failure to provide the information requested and/or the provision of false or misleading information is an offence under the legislation and you may be liable for heavy penalties.

Section 1. Licence Details

LICENCE NUMBER	EPL 360	REPORTING PERIOD	July 2023 to June 2024
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Please check your contact details including 24 hour emergency contact in [NT EPA online](#) and update if necessary. The NT EPA website will be updated using the details provided online.

Were the contact details correct? YES / **NO**

Section 2. Statement of Compliance

Were all conditions of the licence complied with during the reporting period? YES / **NO**

If Yes, proceed to Section 4. If not, complete the table below (add more rows if required)

Details of Non-compliance				
Condition number	Date of non-compliance (dd/mm/yy)	Was NT EPA notified? (Yes / No)	If yes, date NT EPA notified (dd/mm/yy)	If yes, how was NT EPA notified? (e.g. phone, email, Pollution Hotline)
		If no, complete Section 3		
1	01/07/2023	No		
13	01/07/2023	No		

Section 3. Report of Non-compliance

Please supply the following details for each non-compliance not reported to the NT EPA identified in Section 2. Use a separate page for each non-compliance.


Condition Number 1:

The date and time of the non-compliance.
Names and contact people were not updated before the end of the reporting period; June 30, 2024.
When the non-compliance was detected and by whom.
A representative of the NT EPA contacted the office to advise that mails have been sent to the contact people registered on the EPL license, but no response was received.
The actual and potential causes and contributing factors to the non-compliance.
Previous contact people left the business and the details on the EPL website was not updated prior to their departure.
The risk of environmental harm arising from the non-compliance.
Nil
The action(s) that have or will be undertaken to mitigate any environmental harm arising from the non-compliance.
N/A
Corrective actions that have or will be undertaken to ensure the non-compliance does not reoccur.
Contact details have been updated, a regular review process has been implemented and a reminder has been set for the next reporting period.
If no action was taken, why no action was taken.
N/A

Condition Number 13:

The date and time of the non-compliance.
July 31, 2023
When the non-compliance was detected and by whom.
Non-compliance was detected on 07/08/2024 by the Environmental Manager after receiving correspondence from NT EPA regarding the annual return. Reading through the EPL license, he realised it would be necessary to update the listed waste streams, to correctly reflect current project phase activities.
The actual and potential causes and contributing factors to the non-compliance.
Previous designated NT EPA contact persons left the business and these details were not updated on the EPL website prior to their departure, as indicated in the reported details of non-compliance condition Number 1. Hence, there was a breakdown in communication leading to this non-compliance.
The risk of environmental harm arising from the non-compliance.
Very Low
The action(s) that have or will be undertaken to mitigate any environmental harm arising from the non-compliance.
The NT EPA was contacted and the non-compliance was self-reported, immediately upon discovery. In the meantime, any activity relating to this non-compliance has been ceased, until the correct updates have been submitted and license has been updated.
Corrective actions that have or will be undertaken to ensure the non-compliance does not reoccur.
The NT EPA was contacted immediately to enquire about the procedure for updating the listed waste streams.
If no action was taken, why no action was taken.
N/A

Section 4. Signature and Certification

This declaration must only be signed by a person(s) with the legal authority to sign it. The ways in which the application may be signed, and the people who may sign the application, are set out in the categories below.		
If the licence holder is:	Check	The application must be signed and certified by one of the following:
An individual	<input type="checkbox"/>	The individual.
A partnership	<input type="checkbox"/>	A partner.
A company	<input type="checkbox"/>	The common seal being affixed in accordance with the <i>Corporations Act</i> , or
	<input type="checkbox"/>	Two directors, or
	<input type="checkbox"/>	A director and a company secretary, or
A public authority	<input type="checkbox"/>	If a proprietary company that has a sole director who is also the sole company secretary – by that director.
	<input type="checkbox"/>	The Chief Executive Officer (CEO) of the public authority, or
<input type="checkbox"/>	<input type="checkbox"/>	By a person delegated to sign on the public authority's behalf in accordance with its legislation (Please note: a copy of the relevant instrument of delegation must be attached to this application).
I/We hereby declare that the information provided in this Annual Return and accompanying documents is to the best of my/our knowledge, true and correct.		
Signature		Signature
Name (printed)	SIMON GILL.	Name (printed)
Position	DIRECTOR.	Position
Date	16/08/24	Date
Seal (if signing under seal):		

Return the completed signed form to environmentalregulation@nt.gov.au