



Australian Government

Department of Climate Change, Energy, the Environment and Water

EPBC Act referral form template

Offline form questions

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This publication is available at dcceew.gov.au/epbc/portal-user-guides

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Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past, present and emerging.

Contents

EPBC Act referral form template	1
Offline form questions	1
Overview.....	1
Who this document is for.....	1
What this document is for	1
How to use this document	1
1 About the project.....	2
1.1 Project details.....	2
1.2 Proposed action details.....	2
1.3 Identity	3
1.4 Payment exemption and fee waiver	7
2 Location.....	9
2.1 Project footprint.....	9
2.2 Footprint details.....	9
3 Existing environment	11
3.1 Physical description.....	11
3.2 Flora and fauna.....	11
3.3 Heritage.....	12
3.4 Hydrology	12
4 Impacts and mitigation	14
4.1 Impact details	14
4.2 Impact summary	30
4.3 Alternatives	31
5 Lodgement	39
5.1 View attachments.....	39
5.2 Declarations.....	39
Appendix.....	40
Glossary.....	40
Additional information on attachments.....	40

Overview

Who this document is for

This document is for individuals and organisations (or environmental consultants acting on their behalf) who are proposing to undertake a project in an area covered by the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and therefore need to refer the project to the Commonwealth environment minister for approval. You can find further information by going to www.dcceew.gov.au/environment/epbc.

What this document is for

The purpose of this document is to help you prepare an EPBC Act referral application.

This offline version of the referral application form sets out all the questions you will need to answer when you complete the online application form on the EPBC [Act Business Portal](#).

Please note that you must use the online form. The department is unable to accept a referral form outside the Business Portal. However, this document can help you gather all the information you need before you enter the details into the referral form on the EPBC Act Business Portal.

How to use this document

The blue headings in this document match those in the online referral application form. There are 4 main types of questions in the referral application form:

- Yes/No answers. Depending on whether your answer is Yes or No, the form will take you straight to the relevant path of questioning.
- Selections from a drop-menu. Your selections will also automatically determine the remaining questions that you need to answer.
- Questions seeking details to be entered into a free text field. When answering these, you can copy your answers from this document and paste them into the relevant field.
(Please Note: the online form will not accept more than 10,000 characters for most free text responses.)
- Questions that require you to provide mapping information. You can provide this by using the interactive mapping tool that is part of the form, or by uploading your own map files.

This document shows you the guidance text you'll see when you use the online form. This is in italics for general instructions. Additional guidance to help you to answer specific questions is included in boxes below.

1 About the project

1.1 Project details

1.1.1 Project title

This is a descriptive title that will be visible in the EPBC Act Public Portal. The example given in the online form is 'Land clearing for forestry access road'.

Type your response and save.

1.1.2 Project industry type

Click on the magnifying glass (search) icon and choose from a menu of industry types. Select the industry type that best fits the main activity you are proposing. E.g., 'Agriculture and Forestry'.

Type your response and save.

1.1.3 Project industry sub-type

Click on the magnifying glass (search) icon and choose from a menu of sub-industry types, e.g., 'Forestry'.

Type your response and save.

1.1.4 Estimated start and end date for proposed action

Click on the calendar icon and choose an estimated start date and end date. These should be correct to the best of your knowledge.

Type your response and save.

1.2 Proposed action details

1.2.1 Provide an overview of the proposed action, including all proposed activities.

Type your response and save.

1.2.2 Is the project action part of a staged development or related to other actions or proposals in the region?

Type your response and save.

1.2.3 Is the proposed action the first stage of a staged development (or larger project)?

Type your response and save.

1.2.4 Related referral(s)

Type your response and save.

1.2.5 Provide information about the staged development (or relevant larger project)

Type your response and save.

1.2.6 What Commonwealth or state legislation, planning frameworks or policy documents are relevant to the proposed action, and how are they relevant?

Type your response and save.

1.2.7 Describe any public consultation that has been, is being or will be undertaken regarding the project area, including with Indigenous stakeholders. Attach any completed consultation documentations, if relevant.

Type your response and save.

1.3 Identity

1.3.1 Identity: Referring party

The referring party is the person who completes and lodges the form online – This may be the person proposing to take the action or it may be a consultant, or another party.

Read the privacy notice and tick the box to confirm that you have read and understood it.

Your personal details will then automatically show on the form.

1.3.1.1 Is Referring party an organisation or business?

Choose Yes or No.

If Yes, go to question 1.3.1.2.

If No, go to question 1.3.2.

1.3.1.2 Do they have an existing ABN or ACN?

Choose Yes or No.

If Yes, go to question 1.3.1.3.

If No, go to question 1.3.1.4.

1.3.1.3 ABN/ACN (do not include spaces)

Type your response and save.

Click 'Validate and autofill'. This will automatically fill in the organisation's name and address.

1.3.1.4 Select why there is no existing ABN or ACN

Choose the reason from a drop-down menu – either 'International company' or 'Other'.

1.3.1.5 Organisation name

Type your response and save.

1.3.1.6 Organisation's primary address

Type your response and save.

1.3.2 Identity: Person proposing to take the action

This is the individual or organisation that will be principally responsible for or will carry out the action.

1.3.2.1 Are the Person proposing to take the action details the same as the Referring party details?

Choose Yes or No.

If Yes, go to 1.3.2.14.

If No, go to 1.3.2.2.

1.3.2.2 Is Person proposing to take the action an organisation or business?

Choose Yes or No.

If Yes, go to 1.3.2.3.

If No, go to 1.3.2.8.

1.3.2.3 Do they have an existing ABN or ACN?

Choose Yes or No.

If Yes, go to 1.3.2.4.

If No, go to 1.3.2.5.

1.3.2.4 ABN/ACN (do not include spaces)

Type your response and save.

Click 'Validate and autofill'. This will automatically fill in the organisation's name and address.

1.3.2.5 Select why there is no existing ABN or ACN

Choose the reason from a drop-down menu – either 'International company' or 'Other'.

1.3.2.6 Organisation name

Type your response and save.

1.3.2.7 Organisation's primary address

Type your response and save.

1.3.2.8 to 1.3.2.13

Type in the contact details of the person proposing to take the action. This goes back to your answer to question 1.3.2.2. That is:

- If the person proposing to take the action is an organisation or business, give the contact details of an individual who is authorised to sign on behalf of the organisation.
- If the person proposing to take the action is an individual, give their own contact details.

1.3.2.14 Are you proposing to take the action as part of a Joint Venture?

A joint venture is 2 or more people, companies or organisations who work together for specific purpose or project, rather than as an ongoing business. To be a joint venture you must have a legally binding agreement that governs the relationship between the people, companies or organisations in the joint venture.

Choose Yes or No.

If Yes, click 'Add'. A form will pop up. Click on the magnifying glass (search) icon to search for the joint venture project. Fill in the organisation name, business address and ABN/ACN, the name of the responsible person and their email address.

If No, go to 1.3.2.15.

1.3.2.15 Are you proposing the action as part of a Trust?

A Trustee to a Trust may be a natural person, a partnership or a corporation. A Trustee to a Trust cannot be another type of Trust.

Choose Yes or No.

If yes, go to 1.3.2.16.

If no, go to 1.3.2.17.

1.3.2.16 Describe the nature of the trust arrangement in relation to the proposed action.

Please attach the Trust Deed.

Type your response and save.

1.3.2.17 Describe the Person proposing the action’s history of responsible environmental management including details of any proceedings under a Commonwealth, State or Territory law for the protection of the environment or the conservation and sustainable use of natural resources against the Person proposing to take the action.

This may include information about past or ongoing proceedings, previous referred actions, and any corporate environmental policies and frameworks that all entities have previously complied with. This includes information on company executives.

Type your response and save.

If available, please provide the Corporation’s environmental policy and planning framework documentation as an attachment to the referral and provide a summary of the policy and framework here.

Type your response and save.

1.3.3 Identity: Proposed designated proponent

1.3.3.1 Are the Proposed designated proponent details the same as the Person proposing to take the action?

Choose Yes or No.

If Yes, go to question 1.3.4.

If No, go to question 1.3.3.2.

1.3.3.2 Is Proposed designated proponent an organisation or business?

Choose Yes or No.

If Yes, go to question 1.3.3.3.

If No, go to question 1.3.3.8.

1.3.3.3 Do they have an existing ABN or ACN?

Choose Yes or No.

If Yes, go to question 1.3.3.4.

If No, go to question 1.3.3.5.

1.3.3.4 ABN/ACN

Enter the number. Click ‘Validate and autofill’ and questions 1.3.3.6 (Organisation name) and 1.3.3.7 (Organisation’s primary address) will autofill.

Note: The company name should be exactly the same as in the ABN lookup. (e.g., Capitalisations and abbreviations).

Organisation’s representative – 1.3.3.8 to 1.3.3.13

These are the contact details of an individual authorised to sign on behalf of the organisation. Fill in the name, job title, phone number, email and address.

1.3.3.5 Select why there is no existing ABN or ACN

Choose from the drop-down menu. The choices are 'International Company' and 'Other'.

1.3.3.6 Organisation name

Type in the name if it doesn't autofill. 1.3.3.7 Organisation's primary address

Type your response and save.

Organisation's representative – 1.3.3.8 to 1.3.3.13

These are the contact details of an individual authorised to sign on behalf of the organisation. Fill in the name, job title, phone number, email and address.

1.3.4 Identity: Summary of an allocation

Here you check that the identity details you've entered are correct. If they aren't, you can go back and make corrections. If they are, tick the box to confirm that the details are correct.

1.4 Payment exemption and fee waiver

1.4.1 Do you qualify for an exemption from fees under EPBC Regulation 5.23(1)(a)?

If you are a small business or an individual, you may qualify for an exemption.

Choose Yes or No.

If Yes, go to 1.4.2.

If No, go to 1.4.3.

1.4.2 Select reason for exemption

Choose a reason from the drop-down menu – 'Small business' or 'Individual'.

The next question for you will be 1.4.11.

1.4.3 Have you applied for or been granted a waiver for full or partial fees under Regulation 5.21A?

Choose Yes or No.

If Yes, go to 1.4.4.

If No, go to 1.4.5.

1.4.4 Provide your waiver document number

Type your response and save.

1.4.5 Are you going to apply for a waiver of full or partial fees under Regulation 5.21A?

Choose Yes or No.

If Yes, go to 1.4.6.

If No, go to 1.4.7.

1.4.6 Please provide a waiver application statement of reasons in accordance with EPBC Regulation 5.21A

Type your response and save.

1.4.7 Has the department issued you with a credit note?

Choose Yes or No.

If yes, go to 1.4.8.

If no, go to 1.4.9.

1.4.8 Provide your credit note number

Type your response and save.

1.4.9 Would you like to add a purchase order number to your invoice?

Choose Yes or No.

If yes, go to 1.4.10.

If no, go to 1.4.11.

1.4.10 Enter purchase order number

Type your response and save.

1.4.11 Who would you like to allocate as the entity responsible for payment?

Here you nominate the entity responsible for the payment of the referral fee and other cost recovery fees if applicable.

Choose from the drop-down menu who this entity is – the options are ‘Person proposing to take the action’, ‘Referring party’, ‘Proposed designated proponent’, ‘Third party’.

If you choose ‘Third party’, you’ll be prompted to provide their name and contact details (questions 1.4.12 to 1.4.23).

2 Location

2.1 Project footprint

Map out the footprint of your proposed action.

You can provide your mapping information by uploading files (e.g., see the example project footprint map) or drawing on the interactive map that appears on this page of the form.

See the [Guide to providing maps and boundary data for EPBC Act projects](#) for more guidance on the technical requirements and tips for presentation.

The project area and disturbance footprint you show here must match the project area and disturbance you indicated in section 1.2.

2.2 Footprint details

2.2.1 What is the address of the proposed action?

Type your response and save.

2.2.2 Where is the primary jurisdiction of the proposed action?

The primary jurisdiction should reflect the locality where majority of the action is proposed to take place. This may be a jurisdiction other than an Australian state or territory.

Use the magnifying glass (search) icon to see the list of jurisdictions – state or territory – and select one.

Note: The primary jurisdiction should reflect the locality where majority of the action is proposed to take place. For example, nominate the relevant primary jurisdiction if your project will include rail lines, roads or other infrastructure that will cross borders into another state or territory.

Marine projects need to nominate if the majority of the action is in Commonwealth Marine waters, international waters or State/Territory jurisdictional waters.

2.2.3 Is there a secondary jurisdiction for this proposed action?

For example, if your project will include rail lines, roads or other infrastructure that will cross borders into another state or territory. This also includes marine projects that might cross into international waters.

Choose Yes or No.

If Yes, go to 2.2.4.

If no, go to 2.2.5.

2.2.4 Where is the secondary jurisdiction of the proposed action?

Use the magnifying glass (search) icon to see the list of jurisdictions and select one.

2.2.5 What is the tenure of the action area relevant to the project area?

Tenure means the conditions under which land or buildings are held or occupied, such as under a commercial lease arrangement or private ownership by either a company, a trust or an individual. There can be different types of tenure. A project may have multiple tenures across the whole area of the proposed action areas.

In Australia the type of land tenure is typically either Freehold land (including forms held by traditional owner groups); or Non-freehold land (Crown land), which may either be leased or licensed. Tenures include but are not limited to minerals, petroleum and mining leases; pastoral leases; Aboriginal freehold land; Native title; Sacred sites and others. Tenure can be held exclusively, alongside or overlapping other types of land tenure.

Type your response and save.

3 Existing environment

This section asks for a full description of the project area of your proposed action including, for example, information on location; distance from major towns; zoning; access and current land use. Information relating to which Matters of National Environmental Significance are present on the site is required in Section 4: Impacts and mitigation.

Glossary: Matters of National Environmental Significance means nationally and internationally important flora, fauna, ecological communities, wetlands and heritage places protected under the EPBC Act. Further information on Matters of National Environmental Significance can be found in [What's protected under the EPBC Act](#) on the DCCEEW website.

3.1 Physical description

3.1.1 Describe the current condition of the project area's environment.

Type your response and save.

3.1.2 Describe any existing or proposed uses for the project area.

'Proposed uses' refers to any industrial, economic or social uses of the project area. For example: forestry, farming or tourism, or community uses.

Type your response and save.

3.1.3 Describe any outstanding natural features and/or any other important or unique values that applies to the project area.

'Natural features' refers to any specific values that are protected or understood to be significant to the area.

Type your response and save.

3.1.4 Describe the gradient (or depth range if action is to be taken in a marine area) relevant to the project area.

Type your response and save.

3.2 Flora and fauna

3.2.1 Describe the flora and fauna within the affected area and attach any investigations of surveys if applicable.

Outline the existing ecosystem, including the plants, animals and ecological communities present.

Glossary: Ecosystem = A dynamic complex of plant, animal and micro-organism communities and their non-living environment interacting as a functional unit. Ecological communities = A group of native plants, animals and other organisms that naturally occur together and interact in a unique habitat. An ecological community's (EC) structure,

composition and distribution are determined by environmental factors such as soil type, position within the landscape/seascape (e.g., altitude/depth), climate, and water availability, chemistry and movement (e.g., oceanic currents). Species within each ecological community interact with and depend on each other—for example, for food or shelter. Listed ecological communities include grasslands, woodlands, shrublands, forests, wetlands, marine, ground springs and cave communities. Currently listed EPBC Act Threatened Ecological Communities (TECs) can be found on the Species Profile and Threats Database (SPRAT).

Type your response and save.

3.2.2 Describe the vegetation (including the status of native vegetation and soil) within the project area.

Describe the vegetation characteristics of the area, including remnant native vegetation, soil condition and vegetation growth.

Glossary: Remnant native vegetation = Natural vegetation (trees, shrubs, grasses) that still exists or, if the natural vegetation has been altered, is still representative of the structure and floristics of the natural vegetation.

Type your response and save.

3.3 Heritage

3.3.1 Describe any Commonwealth heritage places overseas or other places recognised as having heritage values that apply to the project area.

Review the Commonwealth heritage places overseas list that identifies places of Indigenous, historic and natural heritage places owned or controlled by the Australian Government.

Type your response and save.

3.3.2 Describe any Indigenous heritage values that apply to the project area.

Aboriginal and Torres Strait Islander heritage is an important part of Australian heritage. As well as being historically important, Indigenous heritage is of continuing significance, creating and maintaining continuous links with the people and the land.

Type your response and save.

3.4 Hydrology

3.4.1 Describe the hydrology characteristics that apply to the project area and attach any hydrological investigations or surveys if applicable.

This includes both surface water and groundwater flows and catchments.

Type your response and save.

4 Impacts and mitigation

4.1 Impact details

4.1.1 Impact details (World Heritage)

4.1.1.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.1.2

If No, go to 4.1.1.3.

4.1.1.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Type your response and save.

4.1.1.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.1.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.1.5.

If No, go to 4.1.1.6.

4.1.1.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.1.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.1.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.1.8.

If No, go to 4.1.1.9.

4.1.1.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.1.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.1.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.1.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.2 Impact details (National Heritage)

4.1.2.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If yes, go to 4.1.2.2

If no, go to 4.1.2.3.

4.1.2.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Type your response and save.

4.1.2.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.2.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.2.5.

If No, go to 4.1.2.6.

4.1.2.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Type your response and save.

4.1.2.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.2.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.2.8.

If No, go to 4.1.2.9.

4.1.2.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.2.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.2.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.2.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.3 Impact details (Ramsar Wetland)

4.1.3.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.3.2

If No, go to 4.1.3.3.

4.1.3.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

You have identified that your proposed action will likely impact a Ramsar Wetland.

Type your response and save.

4.1.3.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.3.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.3.5.

If No, go to 4.1.3.6.

4.1.3.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.3.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.3.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.3.8.

If No, go to 4.1.3.9.

4.1.3.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.3.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.3.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.3.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.4 Impact details (Threatened Species and Ecological Communities)

4.1.4.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.4.2

If No, go to 4.1.4.3.

4.1.4.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.4.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.4.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.4.5.

If No, go to 4.1.4.6.

4.1.4.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.4.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.4.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.4.8.

If No, go to 4.1.4.9.

4.1.4.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.4.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.4.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Please ensure you have read the general guidance at the beginning of section 4 of this document.

4.1.4.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.5 Impact details (Migratory Species)

4.1.5.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.5.2

If No, go to 4.1.5.3.

4.1.5.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

You have identified that your proposed action will likely impact one or more migratory species.

Type your response and save.

4.1.5.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.5.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.5.5.

If No, go to 4.1.5.6.

4.1.5.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.5.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.5.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.5.8.

If No, go to 4.1.5.9.

4.1.5.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.5.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.5.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.5.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.6 Impact details (Nuclear)

4.1.6.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.6.2

If No, go to 4.1.6.3.

4.1.6.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

You have identified that your proposed action involves a nuclear action.

Type your response and save.

4.1.6.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.6.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.6.5.

If No, go to 4.1.6.6.

4.1.6.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.6.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.6.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.6.8.

If No, go to 4.1.6.9.

4.1.6.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.6.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.6.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.6.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.7 Impact details (Commonwealth Marine Area)

4.1.7.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.7.2

If No, go to 4.1.7.3.

4.1.7.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.7.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.7.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.7.5.

If No, go to 4.1.7.6.

4.1.7.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.7.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.7.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.7.8.

If No, go to 4.1.7.9.

4.1.7.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.7.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.7.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.7.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.8 Impact details (Great Barrier Reef)

4.1.8.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.8.2

If No, go to 4.1.8.3.

4.1.8.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.8.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.8.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.8.5.

If No, go to 4.1.8.6.

4.1.8.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.8.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.8.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.8.8.

If No, go to 4.1.8.9.

4.1.8.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.8.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.8.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.8.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.9 Impact details (Water resource in relation to large coal mining development or coal seam gas)

4.1.9.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.9.2

If No, go to 4.1.9.3.

4.1.9.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.9.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.9.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.9.5.

If No, go to 4.1.9.6.

4.1.9.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.9.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.9.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.9.8.

If No, go to 4.1.9.9.

4.1.9.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.9.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.9.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.9.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.10 Impact details (Commonwealth Land)

4.1.10.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.10.2

If No, go to 4.1.10.3.

4.1.10.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.10.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.10.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.10.5.

If No, go to 4.1.10.6.

4.1.10.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.10.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.10.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.10.8.

If No, go to 4.1.10.9.

4.1.10.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.10.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.10.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.10.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.11 Impact details (Commonwealth Heritage Places Overseas)

4.1.11.1 Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?

Choose Yes or No.

If Yes, go to 4.1.11.2

If No, go to 4.1.11.3.

4.1.11.2 Briefly describe why your action has a direct and/or indirect impact on these protected matters.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.11.3 Briefly describe why your action is unlikely to have a direct and/or indirect impact.

Type your response and save.

4.1.11.4 Do you consider this likely direct and/or indirect impact to be a Significant Impact?

Choose Yes or No.

If Yes, go to 4.1.11.5.

If No, go to 4.1.11.6.

4.1.11.5 Describe why you consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.11.6 Describe why you do not consider this to be a Significant Impact.

Likely impacts refer to impacts before any avoidance or mitigation measure is applied.

Note that the Minister cannot consider the likely beneficial impacts of any action when making a referral decision.

Type your response and save.

4.1.11.7 Do you think your proposed action is a controlled action?

Choose Yes or No.

If Yes, go to 4.1.11.8.

If No, go to 4.1.11.9.

4.1.11.8 Please elaborate why you think your proposed action is a controlled action.

Type your response and save.

4.1.11.9 Please elaborate why you do not think your proposed action is a controlled action.

Type your response and save.

4.1.11.10 Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.

Include any possible and practicable measures to best avoid impacts. If impacts cannot be avoided, then they should be minimised or mitigated as much as possible.

Type your response and save.

4.1.11.11 Please describe any proposed offsets and attach any supporting documentation relevant to these measures.

Type your response and save.

4.1.12 Impact details (Commonwealth or Commonwealth Agency)

4.1.12.1 Is the proposed action to be taken by the Commonwealth or a Commonwealth Agency?

Choose Yes or No.

If Yes, go to 4.1.12.2.

If No, continue to 4.2.

4.1.12.2 Briefly describe the nature and extent of the likely impact on the whole of the environment.

Type your response and save.

4.2 Impact summary

Here you will see a summary of the information you provided in section 4.1, expressed as:

- Conclusion on the likelihood of significant impacts
- Conclusion on the likelihood of unlikely significant impacts

4.3 Alternatives

Failure to undertake an assessment for proposed alternatives could result in the referral application being determined 'not acceptable' at referral.

If the referral application is accepted, a controlled action decision is made to further consider these alternatives, which may need to be implemented to approve the project.

Alternative timeframes for certain activities are a mitigation measure. They may lessen impacts on particular species or places.

4.3.1 Do you have any possible alternatives for your proposed action to be considered as part of your referral?

Include any relevant alternative timeframes, locations or activities.

Choose Yes or No.

If Yes, select the alternatives that apply to your proposed action. These are presented in questions 4.3.2, 4.3.4 and 4.3.6.

If No, go to 4.3.8.

Select the alternatives that apply to your proposed action.

This includes the whole of the proposed action including where relevant, clearing, contraction, operation and decommissioning.

4.3.2 Do you have an alternative timeline you are proposing for your proposed action?

If Yes, you will need to answer additional questions on the Alternative Timeline page.

Choose Yes or No.

If Yes go to 4.3.4.

Note that you'll be taken back to questions about your alternative timeline after you've answered 4.3.6 and (if applicable) 4.3.7.

If No, go to 4.3.3.

4.3.3 Briefly describe why an alternate timeline for your proposed action was not possible.

Type your response and save.

4.3.4 Do you have an alternative location you are proposing for your proposed action?

If Yes, you will need to answer additional questions on the Alternative Location page.

Choose Yes or No.

If Yes, go to 4.3.6.

Note that you'll be taken back to questions about your alternative location after you've answered 4.3.6 and (if applicable) 4.3.7.

If No, go to 4.3.5.

4.3.5 Briefly describe why an alternative location for your proposed action was not possible.

Type your response and save.

4.3.6 Do you have alternative activities you are proposing for your proposed action?

If Yes, you will need to answer additional questions on the Alternative Activity page.

Choose Yes or No.

If Yes, continue to the next page.

That's where you'll be asked about your proposed alternatives, including for alternative activities (4.3.1.1 to 4.3.5.2).

If No, go to 4.3.7.

4.3.7 Briefly describe why an alternative activity for your proposed action was not possible.

Type your response and save.

4.3.1 Timeline

4.3.1.1 Estimated start and end date for proposed alternative

If you answered 'Yes' to 4.3.6, additional information on the alternative activities must be provided in more detailed responses at 4.3.1.1 to 4.3.5.2. Give indicative timeframes for when this proposed alternative will take place.

Click on the calendar icons to insert the proposed start and end dates.

4.3.1.2 Describe how the impacts and mitigation measures are different for your alternative timeline.

In your response, consider how the impacts and mitigation measures may be different for the following aspects:

- *flora and fauna*
- *hydrology, including water flows*
- *the current state of the environment*
- *other important or unique aspects of the environment*

Type your response and save.

4.3.2 Location

Upload or draw on map your proposed location alternative for your proposed action.

You can provide your mapping information by uploading files (e.g., see the example project footprint map) or drawing on the interactive map that appears on this page of the form.

See the [Guide to providing maps and boundary data for EPBC Act projects](#) for more guidance.

4.3.2.1 Describe how the impacts and mitigation measures are different for your alternative location.

In your response, consider how the impacts and mitigation measures may be different for the following aspects:

- *physical description*
- *flora and fauna*
- *hydrology, including water flows*
- *the presence of outstanding natural features*
- *the presence of remnant native vegetation*
- *the current state of the environment*
- *the presence of Commonwealth heritage places overseas or other places recognised as having heritage values*
- *the presence of indigenous heritage values*
- *other important or unique aspects of the environment*

Type your response and save.

8. Ensure the reader is directed to the specific information by attaching or hyperlinking to any supporting documentation following the guidance provided (e.g., Attachment 'file name', section, page).4.3.2.2 Describe any public consultation that has been, is being or will be undertaken, including with Indigenous stakeholders in relation to the proposed alternative location.

Type your response and save.

4.3.2.3 What Commonwealth or state legislation, planning frameworks or policy documents are relevant to the proposed alternative location, and how are they relevant?

Type your response and save.

4.3.3 Activities

4.3.3.1 Describe how the impacts and mitigation measures are different for your alternative activities.

In your response, consider how the impacts and mitigation measures may be different for the following aspects:

- *physical description*
- *flora and fauna*
- *hydrology, including water flows*
- *the presence of outstanding natural features*
- *the current state of the environment*
- *other important or unique aspects of the environment*

Type your response and save.

4.3.4 Impact and mitigation

4.3.4.1 Do these alternatives have a different impact, avoidance, or mitigation measure compared to what you have already provided?

Choose Yes or No.

If Yes, go to 4.3.4.2.

If No, continue to 4.5.

4.3.4.2 On World Heritage Properties

Choose Yes or No.

If Yes, go to 4.3.4.3.

If No, go to 4.3.4.4.

4.3.4.3 Describe how this alternative has different impacts or mitigations from the original proposal, on World Heritage properties.

Type your response and save.

4.3.4.4 On National Heritage Places

Choose Yes or No.

If Yes, go to 4.3.4.5.

If No, go to 4.3.4.6.

4.3.4.5 Describe how this alternative has different impacts or mitigations from the original proposal, on National Heritage places.

Type your response and save.

4.3.4.6 On the ecological character of a Ramsar wetland

Choose Yes or No.

If Yes, go to 4.3.4.7.

If No, go to 4.3.4.8.

4.3.4.7 Describe how this alternative has different impacts or mitigations from the original proposal, on the ecological character of a Ramsar wetland.

Type your response and save.

4.3.4.8 Listed threatened species, their habitat, or threatened ecological communities.

Choose Yes or No.

If Yes, go to 4.3.4.9.

If No, go to 4.3.4.10.

4.3.4.9 Describe how this alternative has different impacts or mitigations from the original proposal relating to listed threatened species, their habitat, or threatened ecological communities.

Type your response and save.

4.3.4.10 Listed migratory species or their habitat

Choose Yes or No.

If Yes, go to 4.3.4.11.

If No, go to 4.3.4.12.

4.3.4.11 Describe how this alternative has different impacts or mitigations from the original proposal relating to listed migratory species or their habitat.

Type your response and save.

4.3.4.12 Is a nuclear action

Choose Yes or No.

If Yes, go to 4.3.4.13.

If No, go to 4.3.4.14.

4.3.4.13 Describe how this alternative has different impacts or mitigations from the original proposal, regarding a nuclear action.

Type your response and save.

4.3.4.14 On Commonwealth Marine Areas

Choose Yes or No.

If Yes, go to 4.3.4.15.

If No, go to 4.3.4.16.

4.3.4.15 Describe how this alternative has different impacts or mitigations from the original proposal on Commonwealth Marine Areas.

Type your response and save.

4.3.4.16 Taking place in or flowing into the Great Barrier Reef Marine Park

Choose Yes or No.

If Yes, go to 4.3.4.17.

If No, go to 4.3.4.18.

4.3.4.17 Describe how this alternative has different impacts or mitigations from the original proposal, taking place in or flowing into the Great Barrier Reef Marine Park.

Type your response and save.

4.3.4.18 Impacts a water resource relating to a coal seam gas or large coal mining development

Choose Yes or No.

If Yes, go to 4.3.4.19.

If No, go to 4.3.4.20.

4.3.4.19 Describe how this alternative has different impacts or mitigations from the original proposal for a water resource relating to a coal seam gas or large coal mining development.

Type your response and save.

4.3.4.20 On or near Commonwealth land

Choose Yes or No.

If Yes, go to 4.3.4.21.

If No, go to 4.3.4.22.

4.3.4.21 Describe how this alternative has different impacts or mitigations from the original proposal, on or near Commonwealth land.

Type your response and save.

4.3.4.22 On Commonwealth heritage places overseas

Choose Yes or No.

If Yes, go to 4.3.4.23.

If No, go to 4.3.4.24.

4.3.4.23 Describe how this alternative has different impacts or mitigations from the original proposal, on Commonwealth heritage places overseas.

Type your response and save.

4.3.4.24 Action undertaken by the Commonwealth or a Commonwealth Agency

Choose Yes or No.

If Yes, go to 4.3.4.25

If No, continue to 4.5.

4.3.4.25 Describe how this alternative has different impacts or mitigations from the original proposal relating to the action being undertaken by the Commonwealth or a Commonwealth Agency.

Type your response and save.

4.3.5 Considered alternatives

4.3.5.1 Do you have any other alternative actions, including not taking the action, that you have considered but are not proposing as part of this referral?

Choose Yes or No.

If Yes, go to 4.3.5.2.

If No, continue to section 5.

4.3.5.2 Describe the details of this possible alternative that you have considered but are not proposing.

Type your response and save.

5 Lodgement

5.1 View attachments

Please review the attachments provided in your referral before lodgement.

5.2 Declarations

Appendix

Glossary

Term	Definition
ABN	Australian Business Number
ACN	Australian Company Number
EPBC	Environmental Protection and Biodiversity Conservation

Additional information on attachments

Attachment filename guidelines

- a. Observe the file type (PDF only) and file size (no greater than 25 MB per PDF file) requirements.
- b. Use letters or numbers to identify each attachment and use file names that clearly identify the content of each attachment - these will display at Appendix A of the PDF referral form.
- c. Keep file names as short as possible whilst still being clear. Use “Att” instead of Attachment.
- d. Use only letters, numbers, hyphens and underscores in the file name (No special characters).
- e. Cross-reference each attachment at the relevant point within the text on the referral form, being as specific as possible.
- f. Ensure attachments (and the referral form) do not contain information that is confidential or information that may endanger a species or a site of environmental significance if disclosed. Obtain appropriate consents from third parties where required.
- g. If a document cited in the text is not readily publicly available, it should be included as an attachment.
- h. Do not include attachments that have not been referenced in the referral form text.

Description of sensitive information in attachments and how it is handled

The department manages 3 types of sensitive information:

- a. Threatened Species:** The Department deems some threatened species data as sensitive, and, therefore not appropriate for public view. Any attachments which contain locational information of species listed in the [Sensitivity List](#) should be treated as sensitive information.
- b. Indigenous and Cultural information:** To maintain sensitivity and privacy, the Department does not publish any attachments which contain Indigenous and Culturally sensitive information. However, these documents are still required for the assessment of your application. Please ensure you upload any relevant attachment/s which contain this information, noting that they will not be published.
- c. Commercial-in-confidence information:** Proponents can note where information could compromise commercial negotiations.

Section 5 of the application displays a list of all attachments and external sources provided as supporting information to the application. The listing number provided at section 5.1 is not to be used as referencing or citation in the text of the application.

Where documents are not owned by a listed party, this is referred as an external source. External sources are not provided as attachments to the application. When citing any external sources in the text of the application, please use the referencing function to provide the complete citation details for these sources. In-text, use the referencing format (Author, Year).

Attachments with sensitive information should be provide as both an unredacted **and** a redacted version. The unredacted attachment will **not** be published.