



Australian Government

Department of Climate Change, Energy, the Environment and Water

# EPBC Act referral form template

## Preparation guide

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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.

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# 1 Overview

This document lists all questions asked and evidence details required to complete the New EPBC online referral form.

Please note that this form cannot be filled and submitted to the department. This form is only meant to help you gather all the information before you provide details in the new EPBC Act Business Portal online referral form.

# 2 Referral form Template

## 2.1 Section 1: About the project

**Table 1 Section 1 About the project**

Portal section	Display name/question	Field type	Field to be completed by applicant
<b>1.1</b>	<b>Section 1.1: Project details</b>	-	-
1.1	Project title	Single-line text	Enter text here
1.1	Project industry type	Search tool	Select Industry Type
1.1	Project industry sub-type	Search tool	Select Industry Sub-Type
1.1	Estimated start and end date for proposed action	Date picker	Enter date
<b>1.2</b>	<b>Section 1.2: Proposed Action details</b>	-	-
1.2	Provide an overview of the proposed action, including all proposed activities.	Multi-line text	Enter text
1.2	Is the project action part of a staged development or related to other actions or proposals in the region?	Yes/No	Select yes or no
1.2	If Yes: Is the proposed action the first stage of a staged development (or a larger project)?	Yes/No	Enter text here
1.2	If Yes: Related referral(s)	Search tool	Select Project Name or number
1.2	Provide information about the staged development (or relevant larger project).	Multi-line text	Enter text here
1.2	What Commonwealth or state legislation, planning frameworks or policy documents are relevant to the proposed action, and how are they relevant?	Multi-line text	Enter text here
1.2	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.	Multi-line text	Enter text here
<b>1.3</b>	<b>Section 1.3: Identity: Referring party</b>	-	-
1.3	Confirm that you have read and understand this Privacy Policy	Yes checkbox	Tick the checkbox to proceed
1.3	Is Referring party an Organisation?	Yes/No	-
1.3	If Yes: Do they have an ABN or ACN?	Yes/No	-
1.3	If Yes: ABN/ACN	Single-line text	Enter text here
1.3	Validate and autofill button	Button	-
1.3	If No: Select why there is no existing ABN or ACN?	Check box – International Company/ Other	-
1.3	Organisation Name	Single-line text	Enter text here
1.3	Organisation’s Primary Address	Single-line text	Enter text here

<b>Portal section</b>	<b>Display name/question</b>	<b>Field type</b>	<b>Field to be completed by applicant</b>
1.3	RP details will be populated from the registered account Name Job title Email address Phone Address	Pre-populated fields	-
<b>1.3</b>	<b>Sub-section 1.3 PPA's Identity</b>	-	-
1.3	Are the Person Proposing the Action's details the same as the Referring party?	Yes/No	-
1.3	If Yes: PPA details will be populated from account Organisation details (if an organisation) ABN Organisation name Organisation address Individual details Name Job title Email address Phone phone Address	Pre-populated fields	-
1.3	If No: Is Person Proposing the Action an Organisation?	Yes/No	-
1.3	If Yes: Do they have an ABN or ACN?	Yes/No	-
1.3	If Yes: ABN/ACN	Single-line text	Enter text here
1.3	Validate and autofill button	Button	-
1.3	If No: Select why there is no existing ABN or ACN?	Check box: International Company/Other	-
1.3	If No (to same person or to Organisation): PPA: First Name	Single-line text	Enter text here
1.3	PPA: Last Name	Single-line text	Enter text here
1.3	PPA: Job Title	Single-line text	Enter text here
1.3	PPA: Phone	Single-line text	Enter text here
1.3	PPA: Email	Single-line text	Enter text here
1.3	PPA: Address	Single-line text	Enter text here
1.3	Are you proposing the action as part of a Joint Venture?	Yes/No	-
1.3	If Yes: Joint Venture Details Grid displays Joint Ventures Name Business Address ABN/ACN Email	Add fields Button	Select to Add

<b>Portal section</b>	<b>Display name/question</b>	<b>Field type</b>	<b>Field to be completed by applicant</b>
1.3	Are you proposing the action as part of a Trust?	Yes/No	-
1.3	If Yes: Describe the nature of the trust arrangement in relation to the proposed action.	Multi-line text	Enter text here
1.3	Please attach the Trust Deed	Upload file	-
1.3	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 the action.	Multi-line text	Enter text here
<b>1.3</b>	<b>Sub-section 1.3 PDP's identity</b>	-	-
1.3	Are the Proposed Designated Proponent details the same as the Person Proposing the Action?	Yes/No	-
1.3	If Yes: PDP details will be populated from account Organisation details (if an organisation) ABN Organisation name Organisation address Individual details Name Job title Email address Phone phone Address	Pre-populated fields	-
1.3	If No: Is Proposed Designated Proponent an Organisation?	Yes/No	-
1.3	If Yes: Do they have an ABN or ACN?	Yes/No	-
1.3	If Yes: ABN/ACN	Single-line text	Enter text here
1.3	Validate and autofill button	Button	Validate
1.3	If No: Select why there is no existing ABN or ACN?	<input type="checkbox"/> International Company <input type="checkbox"/> Other	-
1.3	If No (to same person or to Organisation): PDP: First Name	Single-line text	Enter text here
1.3	PDP: Last Name	Single-line text	Enter text here
1.3	PDP: Job Title	Single-line text	Enter text here
1.3	PDP: Phone	Single-line text	Enter text here
1.3	PDP: Email	Single-line text	Enter text here
1.3	PDP: Address	Single-line text	Enter text here
1.3	Summary of Allocation	Heading	-

Portal section	Display name/question	Field type	Field to be completed by applicant
1.3	Check this box to confirm these are the correct identity details.	Check box	-
<b>1.4</b>	<b>Section 1.4: Payment details</b>	-	-
1.4	Does the Person proposing the action qualify for an exemption from fees under EPBC Regulation 5.23 (1)(a)?	Yes/No	-
1.4	If Yes: Select reason for exemption.	<input type="checkbox"/> Small business <input type="checkbox"/> An individual	-
1.4	Has the department issued you with a credit note?	Yes/No	-
1.4	If Yes: Provide your credit note number	Single-line text	Enter text here
1.4	Have you applied for or been granted a waiver for full or partial fees under Regulation 5.21 or 5.21A?	Yes/No	-
1.4	If Yes: Provide your waiver document number	Single-line text	Enter text here
1.4	Are you going to apply for a waiver of full or partial fees under EPBC Regulation 5.21A?	Yes/No	-
1.4	Would you like to add a purchase order number to your invoice?	Yes/No	-
1.4	Single-line text	Single-line text	Enter text here
1.4	Who would you like to allocate as the entity responsible for payment?	<input type="checkbox"/> Person Proposing the Action <input type="checkbox"/> Proposed Designated Proponent <input type="checkbox"/> Referring party Third Party (other)	-
1.4	If Yes (third party): Is the third party an organisation?	Yes/No	-
1.4	If Yes: Do they have an existing ABN or ACN?	Yes/No	-
1.4	If Yes: ABN/ACN	Single-line text	Enter text here
1.4	Validate and autofill button	Button	Validate
1.4	If No: Select why there is no existing ABN or ACN.	Check box: International Company / Other	-
1.4	If Yes (organisation) Organisation Name	Single-line text	Enter text here
1.4	Organisation Primary Address	Single-line text	Enter text here
1.4	Third party rep: Name	Single-line text	Enter text here
1.4	Third party rep: Primary Address	Single-line text	Enter text here
1.4	Third party rep: First Name	Single-line text	Enter text here
1.4	Third party rep: Last Name	Single-line text	Enter text here



Portal section	Display name/question	Field type	Field to be completed by applicant
1.4	Third party rep: Job title	Single-line text	Enter text here
1.4	Third party rep: Phone	Single-line text	Enter text here
1.4	Third party rep: Email	Single-line text	Enter text here
1.4	Third party rep: Address	Single-line text	Enter text here

## 2.2 Section 2 Location

Table 2 Section 2 Location

Portal section	Display name/question	Field type	Field to be completed by applicant
2.1	Provide your mapping information by uploading files or drawing on the map	Dropdown	-
2.1	If Upload: Project area	Upload file	-
2.1	If Draw: Project area	Draw Button	Select Draw
2.1	If Upload: Disturbance footprint	Upload file	-
2.1	If Draw: Disturbance footprint	Draw Button	Select Draw
2.1	If Upload: Avoidance area	Upload file	-
2.1	If Draw: Avoidance area	Draw Button	Select Draw
2.1	If Upload: Retention area	Upload file	-
2.1	If Draw: Retention area	Draw button	Select Draw
2.2	What is the address of the proposed action?	Single-line text	Enter text here
2.2	Where is the primary jurisdiction of the proposed action?	Search tool	Select jurisdiction
2.2	Is there a secondary jurisdiction for this proposed action?	Yes/No	-
2.2	If Yes: Where is the secondary jurisdiction of the proposed action?	Search tool	Select secondary jurisdiction
2.2	What is the tenure of the project area?	Multi-line text	Enter text here

## 2.3 Section 3 Existing Environment

Table 3 Section 3 Existing Environment

Portal section	Display name/question	Field type	Field to be completed by applicant
3.1	<b>Section 3.1 Physical description</b>	-	-
3.1	Describe the current condition of the project area's environment.	Multi-line text	Enter text here

3.1	Describe any existing or proposed uses for the project area.	Multi-line text	Enter text here
3.1	Describe any outstanding natural features and/or any other important or unique values that applies to the project area.	Multi-line text	Enter text here
3.1	Describe the gradient (or depth range if action is to be taken in a marine area) relevant to the project area.	Multi-line text	Enter text here
<b>3.2</b>	<b>Section 3.2: Flora and fauna</b>	-	-
3.2	Describe the flora and fauna within the affected area and attach any investigations of surveys if applicable.	Multi-line text	Enter text here
3.2	Describe the vegetation (including the status of native vegetation and soil) within the project area.	Multi-line text	Enter text here
<b>3.3</b>	<b>Section 3.3: Heritage</b>	-	-
3.3	Describe any Commonwealth Heritage places, or other places recognised as having heritage values that apply to the project area.	Multi-line text	Enter text here
3.3	Describe any Indigenous heritage values that apply to the project area.	Multi-line text	Enter text here
<b>3.4</b>	<b>Section 3.4: Hydrology</b>	-	-
3.4	Describe the hydrology characteristics that apply to the project area and attach any hydrological investigations or surveys if applicable.	Multi-line text	Enter text here

## 2.4 Section 4: Impacts and Mitigation

Table 4 Section 4 Impacts and Mitigation

Portal section	Display name/question	Field type	Field to be completed by applicant
4.1	<b>Section 4.1: Impact details</b>	-	-
4.1	Note provided: From the location information you provided in Section 2 we have identified and pre-populated potential Matters of National Environmental Significance (MNES) relevant to your proposed action area. [The results are displayed in the Impacted column]. Review and adjust accordingly if required based on your own impact assessment. Note: all controlling provisions must be reviewed for impact.	The following rows indicate table showing impacted MNES is displayed:	Enter text here
4.1	<b>Sub-section 4.1: World Heritage properties impacts</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here

4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: National Heritage place impacts</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here

4.1	<b>Sub-section 4.1: Ramsar Wetland impacts</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: Endangered Communities</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here

4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: Migratory Species</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: Nuclear action impacts</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here

4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: Commonwealth Marine Area</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: Great Barrier Reef</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here

4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: Water resource in relation to large coal mining development or coal seam gas</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: Commonwealth Land</b>	<b>Heading</b>	-

4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: Commonwealth heritage places overseas</b>	-	-
4.1	Is the proposed action likely to have any direct and/or indirect impact on any of these protected matters?	Yes/No	-
4.1	If Yes: Briefly describe why your action has a direct and/or indirect impact on these protected matters	Multi-line text	Enter text here
4.1	If No: Briefly describe why your action is unlikely to have a direct and/or indirect impact.	Multi-line text	Enter text here
4.1	Do you consider this likely direct and/or indirect impact to be a Significant Impact?	Yes/No	-
4.1	If Yes: Describe why you consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	If No: Describe why you do not consider this to be a Significant Impact.	Multi-line text	Enter text here
4.1	Do you think your proposed action is a controlled action?	Yes/No	-
4.1	If Yes: Please elaborate why you think your proposed action is a controlled action.	Multi-line text	Enter text here
4.1	If No: Please elaborate why you do not think your proposed action is a controlled action.	Multi-line text	Enter text here



4.1	Please describe any avoidance or mitigation measures proposed for this action and attach any supporting documentation for these avoidance and mitigation measures.	Multi-line text	Enter text here
4.1	Please describe any proposed offsets and attach any supporting documentation relevant to these measures	Multi-line text	Enter text here
4.1	<b>Sub-section 4.1: Commonwealth Agency impacts</b>	-	-
4.1	Is the proposed action to be taken by the Commonwealth or a Commonwealth Agency?	Yes/No	-
4.1	If Yes: Briefly describe the nature and extent of the likely impact on the whole of the environment	Multi-line text	Enter text here
4.2	<b>Section 4.2 Impact Summary</b>	-	-
4.2	Based on information provided in Section 4.1 a table will display showing each controlling provision and whether the impact is significant or not significant.  To make any changes to this section, you will need to update content provided in Section 4.1,	Information	-
4.3	<b>Section 4.3 Impacts and Mitigation: Alternatives</b>	-	-
4.3	Do you have any possible alternatives for your proposed action to be considered as part of your referral?	Yes/No	Enter text here
4.3	If No: Describe why alternatives for your proposed action were not possible. [If No, no further questions on Alternatives appear].	Multi-line text	Enter text here
4.3	If Yes: Do you have an alternative timeline you are proposing for your proposed action?	Yes/No	-
4.3	If No: Briefly describe why an alternate timeline for your proposed action was not possible	Multi-line text	Enter text here
4.3	If Yes: Do you have an alternative location you are proposing for your proposed action?	Yes/No	-
4.3	If No: Briefly describe why an alternate location for your proposed action was not possible	Multi-line text	Enter text here
4.3	If Yes: Do you have any alternative activities you are proposing for your proposed action?	Yes/No	-
4.3	If No: Briefly describe why an alternate activity for your proposed action was not possible	Multi-line text	Enter text here
4.3	<b>Sub-section 4.3:Alternative Timeline</b> Page visible if yes is selected on Alternatives page	-	-
4.3	Estimated start and end date for proposed alternative	Date picker	-

4.3	Describe how the impacts and mitigation measures are different for your alternative timeline	Multi-line text	Enter text here
4.3	<b>Sub-section 4.3: Alternative Location</b> Page visible if yes selected on Alternatives page	-	-
4.3	Upload or draw on map your proposed location alternative for your proposed action.	-	-
4.3	Load: Project area	Upload file	Select load
4.3	Draw: Project area	Draw Button	Select draw
4.3	Describe how the impacts and mitigation measures are different for your alternative location	Multi-line text	Enter text here
4.3	Describe any public consultation that has been, is being or will be undertaken, including with Indigenous stakeholders in relation to the proposed alternative location.	Multi-line text	Enter text here
4.3	What Commonwealth or state legislation, planning frameworks or policy documents are relevant to the proposed alternative location, and how are they relevant?	Multi-line text	Enter text here
4.3	<b>Sub-section 4.3: Alternative Activities</b> Page visible if yes selected on Alternatives page	-	-
4.3	Describe how the impacts and mitigation measures are different for your alternative location	Multi-line text	Enter text here
4.3	<b>Sub-section 4.3: Impacts and mitigation,</b> page visible if alternatives checked	-	-
4.3	Do these alternatives have a different impact, avoidance and mitigation measure compared to what you have already provided?	Yes/No	-
4.3	If Yes: On World Heritage properties.	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal, on World Heritage properties.	Multi-line text	Enter text here
4.3	If Yes: On National Heritage places.	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal, on National Heritage places.	Multi-line text	Enter text here
4.3	If Yes: On the ecological character of a Ramsar wetland.	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal, on the ecological character of a Ramsar wetland.	Multi-line text	Enter text here
4.3	If Yes: Listed threatened species, their habitat, or threatened ecological communities	Yes/No	-

4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal relating to listed threatened species, their habitat, or threatened ecological communities.	Multi-line text	Enter text here
4.3	If Yes: Listed migratory species or their habitat	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal relating to listed migratory species or their habitat.	Multi-line text	Enter text here
4.3	If Yes: Is a nuclear action.	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal, regarding a nuclear action.	Multi-line text	Enter text here
4.3	If Yes: On a Commonwealth marine area.	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal, on a Commonwealth marine area.	Multi-line text	Enter text here
4.3	If Yes: Taking place in or flowing into the Great Barrier Reef Marine Park.	Yes/No	-
4.3	If Yes: 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.	Multi-line text	Enter text here
4.3	If Yes: Impacts a water resource from a coal seam gas or large coal mining development	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal, regarding a water resource from a coal seam gas or large coal mining development	Multi-line text	Enter text here
4.3	If Yes: on or near Commonwealth land.	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal, on or near Commonwealth land.	Multi-line text	Enter text here
4.3	If Yes: On a Commonwealth Heritage place overseas.	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal, on a Commonwealth Heritage place overseas.	Multi-line text	Enter text here
4.3	If Yes: Action undertaken by the Commonwealth or Commonwealth Agency.	Yes/No	-
4.3	If Yes: Describe how this alternative has different impacts or mitigations from the original proposal, by the Commonwealth or a Commonwealth Agency.	Multi-line text	Enter text here
4.3	<b>Sub-section 4.3: Considered alternatives</b>	-	-

4.3	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?	Yes/No	-
4.3	If Yes: Describe the details of this possible alternative that you have considered but are not proposing. If No: Proceed to Section 5.	Multi-line text	Enter text here

## 2.5 Section 5 Lodgement

Table 5 Section 5 Lodgement

Portal section	Display name/question	Field type	Field to be completed by applicant
5.1	View attachments Table showing list of attachments and links referenced throughout the form.	-	Review each link or attachment
5.2	<b>Section 5.2: Declarations</b>	-	-
5.2	Check this box to indicate you have read the referral form	Check box	-
5.2	Check this box to confirm these are the correct identification details.	Check box	-
5.2	By checking this box, I, [RP Full Name] of [RP's Organisation's Name], declare that to the best of my knowledge the information I have given on, or attached to this EPBC Act Referral is complete, current and correct. I understand that giving false or misleading information is a serious offence.	Check box	-
5.2	I would like to receive notifications and track the referral progress through the EPBC portal.	Check box	-
5.2	Check this box to indicate you have read the referral form.	Check box	-
5.2	Check this box to confirm these are the correct identification details.	Check box	-
5.2	I, [PPA Full Name] of [PPA Organisation's Name], declare that to the best of my knowledge the information I have given on, or attached to the EPBC Act Referral is complete, current and correct. I understand that giving false or misleading information is a serious offence. I declare that I am not taking the action on behalf or for the benefit of any other person or entity.	Check box	-
5.2	I, [PPA Full Name], the person proposing the action, consent to the designation of [Name] as the Proposed Designated Proponent for the purposes of the action described in this EPBC Act Referral.	Check box	-
5.2	Check this box to indicate you have read the referral form.	Check box	-

<b>Portal section</b>	<b>Display name/question</b>	<b>Field type</b>	<b>Field to be completed by applicant</b>
5.2	Check this box to confirm these are the correct identification details.	Check box	-
5.2	I, [PDP Full Name] of [PDP Organisation's Name], declare that to the best of my knowledge the information I have given on, or attached to the EPBC Act Referral is complete, current and correct. I understand that giving false or misleading information is a serious offence. I declare that I am not taking the action on behalf or for the benefit of any other person or entity.	Check box	-
5.2	I would like to receive notifications and track the referral progress through the EPBC portal.	Check box	-
5.2	Submit Application	Submit button	Submit

# 3 Glossary and tips to upload attachments

## 3.1 Glossary

Term	Definition
ABN	Australian Business Number
ACN	Australian Company Number
EPBC	Environmental Protection and Biodiversity Conservation
PDP	Proposed designated proponent
PPA	Person proposing the action
RP	Referring party

## 3.2 Tips to upload attachments

	Attachment upload For each attachment loaded or referenced, the following questions are asked	Information	-
-	Name	Multi-line text	Enter text here
-	Is this document associated with a previous attachment?	Yes/No	-
-	If Yes:	Search tool	-
-	If No:	Upload Button	Select load files
-	Does this document contain sensitive information?	Yes/No	-
-	Relevant page numbers	Single-line text	Enter text here
-	Document date	Date picker	-
-	In a few words, describe this document	Single-line text	Enter text here
-	What is your level of confidence that the information in this document is reliable?	Low or uncertain / Medium/High	-
-	If Low or uncertain: Why have you selected low or uncertain?	Multi-line text	Enter text here