



**Referral of a Scheme or Scheme Amendment to the
Environmental Protection Authority for consideration under
Section 48A of the *Environmental Protection Act 1986*.**

GUIDE TO COMPLETING THE REFERRAL FORM

STATUTORY REQUIREMENTS

The *Planning and Development Act 2005*, the *Metropolitan Redevelopment Act 2011* and the *Hope Valley Wattleup Redevelopment Act 2000* (Scheme Acts) require all proposed schemes and scheme amendments¹ to be referred to the Environmental Protection Authority (EPA) by the authority responsible for the scheme. The Scheme Acts provide that the responsible authority is to refer to the EPA a written notice of the responsible authority's resolution to prepare or amend the scheme; and such written information about the scheme or amendment as is sufficient to enable the EPA to comply with section 48A of the *Environmental Protection Act 1986* (EP Act). Schemes and scheme amendments can only be referred to the EPA by the responsible authority.

Upon receipt of a scheme or scheme amendment and such written information about the scheme or scheme amendment which enables the EPA to comply with section 48A of the EP Act, the EPA will decide whether the referred scheme or scheme amendment:

- a) should not be assessed (advice and recommendations may be provided); or
- b) should be assessed; or
- c) is incapable of being made environmentally acceptable.

This decision must be made within 28 days of referral of the scheme or scheme amendment and sufficient information to enable the EPA to comply with section 48A of the EP Act.

PURPOSE OF THE REFERRAL FORM

The purpose of this referral form is to ensure that sufficient information is provided to the EPA to enable the EPA to comply with section 48A of the EP Act in a timely manner.

It is important that there is sufficient supporting evidence and documentation about the likely environmental issues raised by the scheme or scheme amendment.

EPA ENVIRONMENTAL FACTORS AND OBJECTIVES

The EPA's environmental factors and objectives, and how the EPA makes decisions are outlined in Environmental Assessment Guideline 8 *Environmental factors and objectives* (EAG 8) and Environmental Assessment Guideline 9 *Application of a significance framework in the environmental impact assessment process* (EAG 9) which are available through the EPA website at www.epa.wa.gov.au/Policies_guidelines/EAGs

¹ Referred to as master plans under the *Hope Valley-Wattleup Redevelopment Act 2000*

REFERRAL INFORMATION REQUIREMENTS

If insufficient information is provided with the referral of the scheme or amendment, the referral may be deemed to be incomplete and will not be accepted.

The following outlines the information required to be provided by responsible authorities or their authorised agents.

- **Referral Form** – complete all sections.
- **Responsible authority’s resolution to adopt the scheme or amendment** – until the scheme or scheme amendment has been prepared there is unlikely to be sufficient information available.
- **Spatial data** - GIS data is considered critical to informing the EPA’s decision and record-keeping for referrals.

(GIS or CAD) on CD, depicting the scheme or scheme amendment extent, geo-referenced and conforming to the following parameters:

- GIS: polygons representing all activities and named;
- CAD: simple closed polygons representing all activities and named;
- Datum: GDA94;
- Projection: Geographic (latitude/longitude) or Map Grid of Australia (MGA);
- Format: Arcview shapefile, Arcinfo coverages, Microstation or AutoCad.

Spatial data may not be required for all referrals, for example text amendments which apply across a scheme. Spatial data must be provided where a scheme amendment area consists of multiple lots and/or partial lots.

- **New schemes that replace existing schemes and/or incorporate existing schemes into a single scheme** - provide maps with notes showing changes to zones and a summary of changes to the scheme text/s. Identify any amendments in progress for the existing scheme/s. The Environmental Planning Branch at the Office of the EPA can provide further advice where required.
- **One hard (if mailed to the EPA) and one electronic copy (all referrals) of documentation relating to the scheme or scheme amendment** e.g. Council Minutes, environmental reports, subdivision guide plan, maps etc. on CD, in PDF file format. The EPA may forward documentation to other agencies for technical advice.

Please ensure any attachments are below eight megabytes (8MB) as they may be published on the Department’s website for public comment. To minimise file size, enclose maps and figures as separate files if necessary. File names should be descriptive and must not include any special characters such as the following: ~ ` ^ : & * () | ' " , ? © [] < >

Please mail completed referrals to:

Locked Bag 10
EAST PERTH WA 6892

Or Email to registrar@epa.wa.gov.au

For further information:

EPA website: www.epa.wa.gov.au

Email: info@epa.wa.gov.au

REFERRAL OF A SCHEME OR SCHEME AMENDMENT TO THE ENVIRONMENTAL PROTECTION AUTHORITY

REFERRAL FORM

RESPONSIBLE AUTHORITY AND SCHEME (or SCHEME AMENDMENT) INFORMATION

Name of Responsible Authority:

Name of the Responsible Authority's Chief Executive Officer (for correspondence):

Salutation: First Name:.....Surname:.....

Scheme Type (choose one): **Local** **Region** **Redevelopment** **Improvement** **Other**

Scheme Title:

Amendment No.:

If the referral concerns an amendment to a Local Planning Scheme does the amendment conform to a WAPC endorsed Local Planning Strategy? **Yes** **No** Date of endorsement.....

ENVIRONMENTAL CHECKLIST

This checklist is intended to assist responsible authorities identify potential environmental issues, and to ensure they supply sufficient information with the referral to enable the EPA to decide whether or not to assess a scheme or scheme amendment.

The questions below have been grouped together under themes in accordance with the EPA's environmental factors and objectives as listed in Environmental Assessment Guideline No. 8.

For clarification of any terms or descriptions used, please refer to EPA Guidance No. 33 "Environmental Guidance for Planning and Development" through the EPA website.

Please tick the appropriate box and supply the information indicated at the end of this section.

LAND, WATER and SEA

Yes No Unsure

1. Does the scheme (or amendment) apply to land which contains or adjoins any of the following?

a) Native vegetation.

 If yes, identify:

b) Wetland (includes seasonally damp land), watercourse or river

 If yes, identify:

c) Estuary or inlet.

 If yes, identify:

d) Coastal area or near-shore marine area.

 If yes, identify:

e) Public water supply area.

 If yes, identify:

f) Landform of special interest, for example, karst, beach, ridge, plain.

 If yes, identify:

- | | Yes | No | Unsure |
|--|------------|-----------|---------------|
| 2. Does the scheme (or amendment) apply to land which is the subject of any significant or potentially significant soil or land degradation issues, for example, salinity, waterlogging, erosion, acid sulphate soil?
If yes, identify issue/s: | Yes | No | Unsure |
| 3. Does the scheme (or amendment) allow for a land use/s that will or could discharge a pollutant to the air, surface water, soil or groundwater?
If yes, identify the land use/s, and associated pollutants:
..... | Yes | No | Unsure |
| 4. Does the scheme (or amendment) apply to a site that has been used for a past land use which may have contaminated the soil or groundwater, for example, market garden, industrial use, fill?
If yes, identify: | Yes | No | Unsure |
| 5. Does the scheme (or amendment) apply to any land with a high watertable? | Yes | No | Unsure |

PEOPLE and AIR

- | | | | |
|---|------------|-----------|---------------|
| 6. Does the scheme (or amendment) allow development that may cause emissions (noise, gases, odour, dust, light, vibration) to impact on sensitive land uses (including land that may be used for future residential use)?
If yes, identify the nearby sensitive land uses: | Yes | No | Unsure |
| 7. Does the scheme (or amendment) allow a sensitive land use to be situated in an area likely to be affected by emissions (noise, gases, odour, dust, light, vibration) from land uses such as industry, agriculture or infrastructure?
If yes, identify: | Yes | No | Unsure |
| 8. Does the scheme (or amendment) raise any environmental issues of concern to the public?
Please specify the environmental issue(s) of concern:..... | Yes | No | Unsure |
| 9. Does the scheme (or amendment) adversely affect any historical and/or cultural association?
If yes, identify: | Yes | No | Unsure |

Additional information

- If all answers to the questions above are “no”, no other environmental information is required to accompany this checklist.
- If answers include “yes” or “unsure”, please provide information for those items on:
 - the existing environment
 - potential environmental impacts and their magnitude/significance
 - how the impacts will be managed to ensure a good environmental outcome.

The EPA will review the checklist and information submitted and if the response or information is insufficient to enable the EPA to decide whether or not to assess the scheme, the EPA may request additional information. Processing of the referral cannot be commenced until the information is provided.

REFERRAL INFORMATION CHECKLIST

Information to be included with the referral	Yes	N/A
A copy of the Responsible Authority’s resolution to adopt the scheme or scheme amendment		
New schemes that replace existing schemes and/or incorporate existing schemes into a single scheme: Maps showing changes to zones A summary of changes to the scheme text/s Amendments in progress for the existing scheme/s		
Spatial data (see guide) If not, identify why (eg a text amendment that applies across the scheme): ----- -----		
One electronic and one hard copy of the referral documentation (if mailed to the EPA)		
A letter of authorisation to act on behalf of the Responsible Authority (only required if the referral is being submitted by an agent acting on behalf of the Responsible Authority)		

DECLARATION (for completion by Responsible Authority or authorised agent):

I, -----, (*full name*) declare that I am authorised on behalf of ----- (being the Responsible Authority referring the scheme/ scheme amendment) to submit this form and further declare that the information contained in this form is true and correct.

Signature:	Name (print):
Position:	Responsible Authority/ Company:
Date:	Contact Phone/Email: