

## Annual Return and Fee— Greenhouse Gas and Petroleum (Level 2) Activities

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### Why are annual returns and annual fees required?

From 1 January 2009, holders of level 2 environmental authorities (EAs) for greenhouse gas and petroleum activities have been required to submit an annual return and pay an annual fee. This ensures Queensland's environment is protected while allowing for ecologically sustainable development.

### What is an annual notice?

The Department of Environment and Resource Management (DERM) provides the holder with prior notice that submission of an annual return and payment of the annual fee is due. The due date is the anniversary of the date the environmental authority was originally issued, regardless of whether it has been amended or transferred.

### What is an annual return?

An annual return describes environmental management activities at the site during the previous 12 months and addresses:

- the extent to which conditions of the environmental authority have been met
- actions taken in response to environmental incidents
- other initiatives undertaken
- any disturbance and rehabilitation undertaken
- current contact information held by DERM.

### Where do I send the completed annual return?

Forward the annual return with any supporting information to:

Permit and Licence Management  
Implementation and Support Unit  
Department of Environment and Resource Management  
GPO Box 2454  
Brisbane QLD 4001  
Phone: 1300 130 372 (option 4)  
Fax: (07) 3896 3342  
Email: <palm@derm.qld.gov.au>

### What happens if I don't submit my annual return?

If the holder of an environmental authority fails to submit a completed annual return the environmental authority may be suspended or cancelled. This would mean that activities authorised to occur under the terms of the environmental authority will have to cease.

### What is the annual fee?

The annual fee is based on the environmental risk associated with a mining activity.

Fees are set out under Schedule 10, Part 3 of the Environmental Protection Regulation. Fees change to reflect movements associated with the Consumer Price Index (CPI).

### What happens if I don't pay the fee?

Failure to pay the annual fee in full by the due date will result in a late fee being payable. Unpaid fees are recoverable by DERM as debt. Failure to pay may result in suspension or cancellation of the environmental authority. This means activities authorised to occur under the terms of the environmental authority must cease.

### How can I pay the annual fee?

The annual fee and late fee can be paid online or by telephone using BPay and BPoint. The biller code and reference number are displayed on the bottom of the invoice.

Cheque and credit card payments can be mailed to the postal address shown on the bottom of the invoice.

### What if the environmental authority has been transferred or surrendered?

If you are not the holder of the environmental authority shown in the annual notice, you must provide evidence that the environmental authority has been lawfully transferred or surrendered.

If you are unable to produce evidence, you must prove to DERM you are not the holder of the environmental authority—or you will be required to pay the annual fee and submit the annual return.

Transfers or surrenders need to be completed prior to the anniversary date of the environmental authority—or payment of the annual fee and submission of the annual return will be required.



## Further information

Further information is available on DERM's website  
<[www.derm.qld.gov.au](http://www.derm.qld.gov.au)>.

If you have any questions, please contact Permit and  
Licence Management:

Phone: 1300 130 372 (option 4)

Fax: (07) 3896 3342

Email: <[palm@derm.qld.gov.au](mailto:palm@derm.qld.gov.au)>

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For general enquiries contact the  
Queensland Government call centre 13 QGOV (13 74 68)  
or visit [www.derm.qld.gov.au](http://www.derm.qld.gov.au)