**Annual Audit Compliance Report Form**

*Environmental Protection Act 1986, Part V Division 3*

Once completed, please submit this form either via email to [info@dwer.wa.gov.au](mailto:info@dwer.wa.gov.au), or to the below postal address:

Department of Water and Environmental Regulation

Locked Bag 10

Joondalup DC WA 6919

| **Section A – Licence details** | | | |
| --- | --- | --- | --- |
| Licence number: |  | Licence file number: |  |
| Licence holder name: |  | | |
| Trading as: |  | | |
| ACN: |  | | |
| Registered business address: |  | | |
| Reporting period: | / /  **to**  / / | | |

| **Section B – Statement of compliance with licence conditions** |
| --- |
| Did you comply with all of your licence conditions during the reporting period?  (please tick the appropriate box) |
| Yes – please complete:   * section C; * section D (if required); and * sign the declaration in Section F. |
| No – please complete:   * section C; * section D (if required); * section E; and * sign the declaration in Section F. |

| **Section C – Statement of actual production** | |
| --- | --- |
| Provide the actual production quantity for this reporting period. Supporting documentation is to be attached. | |
| **Prescribed premises category** | **Actual production quantity** |
|  |  |

| **Section D – Statement of actual Part 2 waste discharge quantity** | |
| --- | --- |
| Provide the actual Part 2 waste discharge quantity for this reporting period. Supporting documentation is to be attached. | |
| **Prescribed premises category** | **Actual Part 2 waste discharge quantity** |
|  |  |

| **Section E – Details of non-compliance with licence condition** | | | | |
| --- | --- | --- | --- | --- |
| Please use a separate page for each condition with which the licence holder was non-compliant at a time during the reporting period. | | | | |
| Condition no: |  | Date(s) of non-compliance: | |  |
| Details of non-compliance: | | | | |
|  | | | | |
| What was the actual (or suspected) environmental impact of the non-compliance?  **NOTE** – please attach maps or diagrams to provide insight into the precise location of where the non-compliance took place. | | | | |
|  | | | | |
| Cause (or suspected cause) of non-compliance: | | | | |
|  | | | | |
| Action taken to mitigate any adverse effects of non-compliance and prevent recurrence of the non-compliance: | | | | |
|  | | | | |
| Was this non-compliance previously reported to DWER? | | | | |
| Yes, and | | | | |
| Reported to DWER verbally | | | Date: / / | |
| Reported to DWER in writing | | | Date: / / | |

| **Section F – Declaration** |
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|  |  |  |  |
| --- | --- | --- | --- |
| I / We declare that the information in this Annual Audit Compliance Report is true and correct and is not false or misleading in a material particular[[1]](#endnote-2).  I / We consent to the Annual Audit Compliance Report being published on the Department of Water and Environmental Regulation’s (DWER) website. | | | |
| Signature[[2]](#endnote-3): |  | Signature: |  |
| Name: (printed) |  | Name: (printed) |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |
| Seal (if signing under seal): |  | | |

1. It is an offence under section 112 of the *Environmental Protection Act 1986* for a person to give information on this form that to their knowledge is false or misleading in a material particular. [↑](#endnote-ref-2)
2. AACRs can only be signed by the licence holder or an authorised person with the legal authority to sign on behalf of the licence holder. [↑](#endnote-ref-3)