



Application for payment into the Biodiversity Conservation Fund for an offset obligation in NSW

This form is to be completed by persons who propose to meet an offset obligation required under the *Biodiversity Conservation Act 2016* (NSW) (BC Act) by making payment into the Biodiversity Conservation Fund under division 6, section 6.30 (1) of the BC Act.

If you need help completing the form or you have other queries, please contact the NSW Biodiversity Conservation Trust (BCT) via telephone on 1300 992 688 or email at info@bct.nsw.gov.au.

PART A - APPLICANT DETAILS

Complete this part to identify the applicant who has a legal obligation to retire credits.

Applicant (if an individual)			
Title			
Last name			
First name			
Applicant (if a company)			
Company			
ACN		GST registered	<input type="checkbox"/> Yes <input type="checkbox"/> No
ARBN		GST registered	<input type="checkbox"/> Yes <input type="checkbox"/> No
Street address			
Address			
Suburb /city			
State / territory		Postcode	
Country			
Mailing address (if different from above)			
Address			
Suburb / city			
State / territory		Postcode	
Country			
Contact details			
Name			
Phone		Mobile	
Fax		Email	

PART B – BIODIVERSITY CREDIT OBLIGATIONS & SUPPORTING DOCUMENTATION

To provide payment into the Biodiversity Conservation Fund to meet an offset obligation you must calculate the total monetary value of payment required by using the biodiversity offsets payment calculator established under the *Biodiversity Conservation Act 2016*. The biodiversity offsets payment calculator is available in the Biodiversity Offsets and Agreement Management System or at the public tool: <https://www.lmbc.nsw.gov.au/offsetpaycalc>.

Insert the results calculated from the biodiversity offsets payment calculator (either via BOAMS or the public tool)

Existing statutory obligation reference ¹	Biodiversity credit name (Plant Community Type name and ID, or threatened species name) ²	IBRA sub region ³ ; IBRA Region; LGA	Number of biodiversity credits	Price per biodiversity credit	Total payment per credit type
GST					
Total (including GST)					

¹ This refers to either: a development application number for a development consent under Part 4 of the *Environmental Planning and Assessment Act 1979 (EP&A Act)*; a State significant infrastructure approval under the previous Part 5.1 (now Part 5, Division 5.2) of the EP&A Act; a decision of a determining authority to carry out or approve the carrying out of an activity under Part 5 of the EP&A Act; a biobank statement number; or biodiversity certification number.

² Refers to the name of the biodiversity credits required under the statutory obligation

³ Refers to the Interim Biogeographic Regionalisation for Australia subregion in which the development or activity occurs.

Supporting documentation required

To complete this application form to make payment into the Biodiversity Conservation Fund it is mandatory to provide the following supporting documentation.

Checklist of documentation required to be attached

Documentation required	Attached
Development consent including all conditions of approval relating to the credit retirement obligation	<input type="checkbox"/> Yes
Credit report from the Biodiversity Assessment Method (BAM) Credit Calculator, or Credit Calculator for Major Projects/Biobanking, or Biodiversity Certification Assessment Method Credit Calculator	<input type="checkbox"/> Yes
Statement of assessment of reasonable equivalence of biodiversity credits – issued by OEH (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Output from the Biodiversity Offsets Payment Calculator that shows current pricing at the time you submit your application (from BOAMS or the Public Biodiversity Offsets Payment Calculator tool)	<input type="checkbox"/> Yes
GIS shape file of the development impact boundary	<input type="checkbox"/> Yes

PART C – DECLARATION

Signature of applicant

This application must be completed and signed by the applicant or by the participant/appointed nominee on whose behalf this application is made and with the legal authority to sign⁴.

Owner category	Application is signed and certified by
<input type="checkbox"/> Individual(s)	All the individuals who are the entity holding credit obligation
<input type="checkbox"/> Company	<input type="checkbox"/> the common seal being affixed in accordance with the <i>Corporations Act 2001</i> , or <input type="checkbox"/> two directors, or <input type="checkbox"/> a director and a company secretary, or <input type="checkbox"/> the director, if a proprietary company that has a sole director who is also the sole company secretary.
<input type="checkbox"/> A local council	<input type="checkbox"/> the general manager in accordance with section 377 of the <i>Local Government Act 1993</i> (LG Act), or <input type="checkbox"/> the seal of the council being affixed in a manner authorised under the LG Act.
<input type="checkbox"/> A public authority other than a council	The chief executive officer of the public authority.

⁴ If you are signing on the applicant's behalf you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc.).

PART D – DECLARATION (continued)

I/We:

- Apply to make payment to the Biodiversity Conservation Fund to satisfy the requirement to retire biodiversity credits in accordance with section 6.30 of the BC Act;
- Declare that the information in this application form (including any attachments) is accurate and up to date to the best of my/our knowledge;
- Understand and acknowledge that it is an offence under section 13.10 of the BC Act to provide information in connection with a matter under this Act (or under Part 5A of the *Local Land Services Act 2013* (NSW)) that a person knows, or ought to know, is false or misleading in a material particular. It is also an offence under section 307B of the *Crimes Act 1900* (NSW) for a person to give information to a public authority, knowing the information is false or misleading or omits any matter or thing without which the information is misleading.
- Understand that the BCT may publish the following information on the BCT website and/or in its annual report upon receipt of payment: existing statutory obligation reference, date payment received, name of payee, total payment.

Signature		Signature	
Name		Name	
Position		Position	
Date		Date	

Signature		Signature	
Name		Name	
Position		Position	
Date		Date	

Affix common seal (if signing under seal)

PART E – LODGING APPLICATION

Once you have fully completed and signed the form, send the application with all attachments to the Biodiversity Conservation Trust in the following ways:

By email:

Email your complete application with the required accompanying documentation to info@bct.nsw.gov.au

If the email and its attachments are very large, please contact us via the mailbox to organise method of delivery.

By post:

Post your complete application with the required accompanying documentation to:

Biodiversity Conservation Trust

PO Box A290

Sydney South, NSW 1232

Australia

Telephone: 1300 992 688

PART F – OFFICE USE ONLY

Received date

Completed date

Confirmation issued

Invoice number

Published by:
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