



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.

The Australian Government has endorsed the NSW Biodiversity Offsets Scheme. This means proponents with a biodiversity offset obligation under both the BC Act and Commonwealth Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) may be able to satisfy their Commonwealth offset obligation through payment into the Biodiversity Conservation Fund. Proponents should confirm their eligibility to meet their Commonwealth offset obligation via payment into the fund by checking the information on the [Australian Government Department of Agriculture, Water and the Environment website](#).

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 or Sole trader)			
Title			
Full name			
ABN (if applicable)			
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 demonstrate a statutory requirement to retire biodiversity credits as part of a development approval.

NSW statutory approval reference ¹ (mandatory):	
Commonwealth EPBC Act controlled action approval reference ² (if applicable):	
BCF Reference (OFFICE USE ONLY):	

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 Applicable only if your development was deemed a controlled action under the Commonwealth EPBC Act, has been approved with a biodiversity offset obligation under that Act on or after 24 March 2020 or if issued prior to this date, EPBC Act conditions of approval allow for payment into a Commonwealth-endorsed Fund.

You must calculate the total monetary value of payment required by using the biodiversity offsets payment calculator (BOPC) established under the BC Act. The BOPC should be accessed via Tab 8 of the Biodiversity Assessment Method Calculator within the Biodiversity Offsets and Agreement Management System (BOAMS) or via the online [BOPC Public Tool](#). The calculated price must be current as at the date this application form is submitted to the BCT.

Results of the Biodiversity offsets payment calculator (BOPC)

IBRA sub region ³	Plant Community Type name and ID, or threatened species name ³	Offset trading group ³	EPBC Act Controlled Action (Yes/No) ⁴	Number of biodiversity credits	Price per biodiversity credit (excl. GST)	Total payment per credit type (excl. GST)

³ As displayed in the BAM Biodiversity Credit Report (Like for Like) generated from the BAM Calculator or the Statement of reasonable credit equivalence issued by the Department of Planning, Industry and Environment (DPIE).

⁴ Indicate 'Yes' if payment for the specific class of credits is intended to satisfy both a NSW statutory offset obligation and a Commonwealth EPBC Act offset obligation or 'No' if payment is intended to satisfy NSW statutory offset obligation only.

IBRA sub region ³	Plant Community Type name and ID, or threatened species name) ³	Offset trading group ³	EPBC Act Controlled Action (Yes/No) ⁴	Number of biodiversity credits	Price per biodiversity credit (excl. GST)	Total payment per credit type (excl. GST)
Total (excluding GST)						
GST						
Total (including GST)						

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
NSW statutory development consent including all conditions of approval relating to the credit retirement obligation OR Documentation demonstrating a determining authority's consideration of the environmental impact of an activity assessed under Part 5.1 of the EP&A Act (for example any Review of Environmental Factors and determination report prepared)	<input type="checkbox"/> Yes
Commonwealth EPBC Act controlled action approval including all conditions of approval relating to the offset obligation(s) to be met through payment into the BCF	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Credit report (like for like) and credit report (variation) 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 DPIE (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Output from the Biodiversity Offsets Payment Calculator that shows current pricing as at the date you submit your application	<input type="checkbox"/> Yes
GIS shape files (projected / georectified) 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 sign. 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.).

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.

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 and/or satisfy a Commonwealth EPBC Act offset obligation;
- 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

Locked Bag 5022

Parramatta NSW 2124

Australia

Telephone: 1300 992 688

PART F – OFFICE USE ONLY

Total Breakdown (Inc. GST)				
Admin fee:	GL 8990	Cost Center: BC22	Tax Code: S1	Company code: 0600
Obligation:	GL 2336	Cost Center: BC22	Tax Code: S1	

Received date <input type="text" value=" / /"/>	Completed date <input type="text" value=" / /"/>	Confirmation issued <input type="text" value=" / /"/>	Invoice number <input type="text" value=" / /"/>
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Approving BCT Officer:

Published by:

NSW Biodiversity Conservation Trust

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