



APPLICATION FORM

Offer to sell credits to the BCT

Use this form to apply to sell biodiversity credits to the BCT.

Information on how to sell credits to the BCT can be found in the participant guide for the biodiversity credit tender or open fixed price offer program.

APPLICATION DETAILS

A General information

IBRA subregion		
Agreement status	<input type="checkbox"/> Existing agreement	<input type="checkbox"/> Proposed agreement
Agreement ID (For existing agreements)		
Offset scheme credit type	<input type="checkbox"/> BAM credits	<input type="checkbox"/> BBAM credits
Status of credits offered for sale	<input type="checkbox"/> Existing credits	<input type="checkbox"/> Proposed credits

Note: All credits included in this application must be from the same site, be created through the same scheme (ie BBAM or BAM credits) and have the same status (existing or proposed credits).

B Applicant details

Applicant contact name	
Phone number	
Email address	

C Secondary contact details

The secondary contact will be copied into all emails issued by the BCT.

Secondary contact name	
Phone number	

Email address	
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D Credit owner details

This section is to be completed by owners of existing credits.

Proceed to Section E if you are a landholder proposing to establish a BSA.

Name of credit owner/s (as identified on credit ownership report)	
Credit holding ID (for BBAM credits, enter 'Credit owner ID')	
BOAMS customer number (for BBBAM credits, enter 'NA')	

Proceed to Section F.

E Landholder details

This section is to be completed by landholders proposing to establish a BSA.

Name of landholder/s (as identified on land title)	
Lot / DP(s)	
Property address (Property for proposed BSA)	

Proceed to Section F.

F Supporting information

The application must be submitted with the following information (tick to indicate if attached):

Applicant	Documents required for this applicant	
Owner of BAM credits	<ul style="list-style-type: none"> Biodiversity credit report 	<input type="checkbox"/>
Owner of BBAM credits	<ul style="list-style-type: none"> Credit ownership report 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Statement of reasonable credit equivalence 	<input type="checkbox"/>
Landholder proposing a BSA	<ul style="list-style-type: none"> Either a feasibility assessment, (not applicable for a tender) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> or, a business case, 	<input type="checkbox"/>
	<ul style="list-style-type: none"> or, a draft BSSAR, 	<input type="checkbox"/>
	<ul style="list-style-type: none"> or, a finalised BSSAR (submitted with a BSA application) 	<input type="checkbox"/>

Note: Reports may be redacted to remove any commercially sensitive information.

G Credits offered for sale

If you own BBAM credits, then enter information for the BAM-equivalent credits from the statement of reasonable credit equivalence.

For landholders, expected BAM credit information will be provided in your feasibility assessment, business case or draft BSSAR.

Credit information							For tenders only		Equivalence statement information for BBAM credits only			
Credit ID (For existing credits only)	Credit category (Ecosystem or Species)	Credit type ID (PCT or species code)	Offset trading group	Hollow-bearing tree status	No. of BAM-equivalent credits on WCL	No. of BAM-equivalent credits offered for sale	Price per BAM credit (Exc. GST)	Total price (Exc. GST)	No. of BBAM credits issued	No. of equivalent BAM credits	Equivalence ratio	No. of BBAM credits offered for sale
e.g. 13477	Ecosystem	850	Cumberland Plain Woodland	Present	50	40			100	50	0.5000	80

Notes:

1. The credit ID is the unique number assigned to each parcel of credits created at a BSA site. Enter 'NA' if you are a landholder proposing a BSA.
2. Credit type ID is the unique number assigned to a plant community type (PCT) for an ecosystem credit or to a threatened species for a species credit.
3. Hollow-Bearing Tree status is either 'Present' or 'Absent' for ecosystem credits, or 'NA' for species credits.

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H Declaration

I declare that, to the best of my knowledge:

- the credits identified in this application are available for purchase by the BCT. If I am a landholder proposing a BSA then, to the best of my knowledge, these credits will be available for purchase when the BSA is established;
- I have read the participants guide for the BCT delivery program for which I am applying;
- all eligibility requirements to apply for the delivery program, as identified in the participants guide, are addressed;
- I have prepared my application based on my own research and independent advice, and I have not relied upon any representations made by BCT staff;
- where the credit owner or landholder is an organization or comprises of more than one entity, I have authority to complete this form on behalf of the organization or, if more than one entity, on behalf of all entities; and
- the information provided on this form is complete and correct.

I agree and acknowledge that:

- I give permission for the BCT to collect, store and use personal information contained in this application in accordance with the attached privacy notice and for the purpose of assessing the application and purchasing the credits.
- I give permission for the BCT to access, store and use any information that is held by the Department of Planning, Industry and Environment (DPIE) and the BCT, in accordance with the attached privacy notice and for the purpose of assessing the application and purchasing the credits. This includes information to verify the ownership and attributes of the credits that are the subject of this application, as well as attributes of the agreement that created the credits, including information on the Total Fund Deposit for the agreement.
- I acknowledge that the BCT has the right to revoke its acceptance of my application if it is discovered that any statement made by me in this form is incorrect, incomplete or misleading, in a way that may have affected the decision to commit to purchase my biodiversity credits.
- I acknowledge that I have the right to decline an offer by the BCT to purchase my biodiversity credits, based on this application.

I consent to the above agreements and acknowledgements (box to be checked to indicate consent).

If the applicant is an organisation or comprises of more than one entity, then a person who has authority should complete this declaration and submit the application on behalf of the organisation or other entities.

Print name:	
<input type="checkbox"/>	I am the applicant.
	OR
<input type="checkbox"/>	I am authorised to complete the declaration and submit the application on behalf of the applicant.

Date:	
Position	
Organisation (Enter NA if not applicable)	

I Details

PRIVACY NOTICE

The Biodiversity Conservation Trust of NSW (BCT or we/us) is subject to the *Privacy and Personal Information Protection Act 1998* (Privacy Act) in managing your personal information. We are committed to protecting your privacy.

The BCT is part of the Department of Planning, Industry and Environment (DPIE). The [DPIE Privacy Management Plan](#) describes how the agency meets its privacy obligations.

This notice describes how the BCT will manage your personal information that you (the applicant) provide when you apply to sell credits to the BCT.

Personal information means information or opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion.

In the above circumstances you may also provide the personal information of other persons. This could include information about other persons that together comprise the applicant. Before providing the personal information of any other person you must first obtain the consent of that person for the BCT to collect their information and for it to be used in accordance with this privacy notice.

We may use personal information collected from you for the following purposes:

- to assess your application to sell credits to the BCT
- to support the BCT in purchasing the credits (if a purchase is agreed), including preparing the credit transfer application form and other documents for the purchase.
- to obtain information that is held by DPIE and the BCT to assess your application and purchase the credits. This includes information to verify the ownership and attributes of the credits that are the subject of this application, as well as attributes of the agreement that created the credits, including information on the Total Fund Deposit for the agreement.

We may share the personal information that you provide with DPIE when it is consistent with the above purposes.

If you sell credits to the BCT then information on the credit transfer will be recorded in the public register held by DPIE in accordance with Part 9 of the *Biodiversity Conservation Act 2016*.

We will not otherwise publish or disclose your personal information to any other person unless you have provided consent, or we are permitted or required to do so under law.

There is no legal requirement for you to provide us with personal information. However, if you do not provide all required information requested, we may not be able to consider your application.

Your personal information will be stored in a secured database.

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You have the right to access your personal information that we hold. You also have a right to request that we update or amend this information. If you would like more information, or have any questions regarding privacy, then please contact:

NSW Biodiversity Conservation Trust
Locked Bag 5022
Parramatta NSW 2124
Phone: 1300 992 688
Email: info@bct.nsw.gov.au

No legal relationship

This application form does not create any legal relationship and is not a recommendation, offer or invitation to enter into a legal relationship, contract, agreement or other arrangement in respect of the goods or services the subject of this application. There will be no binding agreement between the applicant(s) and the Biodiversity Conservation Trust (NSW) (BCT) until a Credit Sale Agreement has been issued by the BCT and signed by the applicant(s).

Nothing in this application or in the consideration of the application obliges the BCT to enter into any agreement with the applicant(s), creates a “process contract” or other implied contract, obliges the BCT to consider or accept any application, or stops the BCT from considering a non-conforming application, or prevents the BCT from changing the way it manages the Open FPO program (Program) or evaluates applications.

Without limiting the foregoing, the Guide is a policy only and does not give rise to any legally enforceable obligations on the part of the BCT.

Confidentiality Notice

The information in this document whether in electronic or print format is confidential, is intended for the internal use of the BCT and the use by an applicant for the purpose of preparing a bona fide application in accordance with this application form. The information must otherwise not be reproduced, distributed or used without first obtaining the written permission of an authorised officer of the BCT.

All intellectual property rights and confidential information contained within this documentation, in accordance with the Guide and the *Copyright Act 1968*, will remain the property of the applicant(s) with all efforts taken by the BCT to protect confidential or commercially sensitive information and trade secrets.

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