10 tips from DWER to improve the quality of application information

1. ***CONTACT DWER***: If you have read the guidance but still have questions or uncertainties about presenting information, please contact DWER for clarification. Ask for a scoping meeting if proposal is very complex.

2. ***ACCURACY***: Use current application forms from the website and read the guidance notes. Answer all questions in detail. Provide the requested supporting documentation and evidence of authorisation if required. Provide current maps and drawings, of proposal and surrounds, at appropriate detail, and shapefiles in correct format. Info provided for different agencies, approval processes or supporting docs should be consistent.

3. ***CLARITY***: Applications should delineate exactly what is currently being applied for under Part V as compared to the whole or part of what has been approved under Part IV assessment. Provide reference numbers for approvals you already have.

4. ***SUPPORTING DOCS/INFO***: If you have modelling, provide the data files and report. If you have an EMP, include it, or specify the controls from the plan in your application. Ensure quality information in hydrogeological reports, water balances, waste characterisation etc. If you submit a biological survey with your application for a clearing permit, ensure IBSA requirements are met - see their website.

5. ***SIMPLIFY DOCUMENTATION:*** Avoid sending dozens of documents which repeat or contain conflicting information. Where practical, combine info into a single document setting out the description of the proposal and surrounding area/receptors, issues and emissions etc.

6. ***DETAIL ON EMISSIONS:*** Provide detailed and quantified description of all potential constituents/contaminants in emissions and discharges (not just the greatest constituent or most obvious impact), at all stages (commissioning, start-up, normal ops, upset and shutdown).

7. ***RECEPTORS***: Provide information on the current state of sensitive receptors (e.g. distance to and quality of GW), and depict them on maps showing their distance from the premises and emission. Detail the predicted impact to receptors once emission controls are in place, and compare the predicted impact with accepted guidelines and standards.

8. ***DETAIL ON CONTROLS:*** When you apply for a works approval/licence provide detailed information about the site specific actions, infrastructure and type of control measures you plan to build/operate. Try to detail the emission controls that will relate to each piece of infrastructure. Detail the level of control they are expected to achieve, and consider both normal and abnormal (foreseeable) operating scenarios. Avoid non-specific information used for previous approvals/audits.

9. ***COMMITMENTS:*** Make firm commitments about control measures. Avoid statements like "will if required".

10. ***ALIGN WITH DWER ASSESSMENT PROCESS***: Consider risk assessment, identifying emissions, discharges and associated controls for each activity proposed on the premises (primary and directly related). Provide clear information to enable the department to assess the application following the source, pathway, receptor and (negative) impact process.