

# Application Form - Stream 1 and 2

## Form Preview

### Eligibility

\* indicates a required field

#### Conditions of Eligibility

Please read the eligibility section in the Guidelines for Applicants. Applications must be for projects carried out in the Regional Levy Area or Non-Regulated Area of NSW. Please re-declare you meet each of the following criteria to be eligible for funding.

1. Your organisation must be one of the following:

**A local government (as defined in the NSW Local Government Act 1993)**

Yes  No

**A group of local governments (as defined in the NSW Local Government Act 1993)**

Yes  No

**A Regional Waste Management Group applying and/or coordinating the project on behalf of several NSW councils within their regional group, provided each council nominates a contact person for the project.**

Yes  No

**A Regional Organisation of Councils applying and/or coordinating the project on behalf of several NSW councils within their regional group, provided each council nominates a contact person for the project.**

Yes  No

**A Joint Organisation of Councils applying and/or coordinating the project on behalf of several NSW councils within their regional group, provided each council nominates a contact person for the project.**

Yes  No

3. Your organisation has a clear proposal that:

**Will close a landfill, assist in closing a landfill, establish a transfer station or see environmental and operational improvements at a landfill \***

Yes  No

**Is authorised by the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Secretary) who can attest to the accuracy of the information within the application. \***

Yes  No

**Demonstrates that the project is aligned with the program's objectives and outcomes, provides value for money, delivers public benefits, and will deliver environment and human health improvements. \***

Yes  No

# Application Form - Stream 1 and 2

## Form Preview

**Includes separate risk assessments for each site/facility proposed in the application. \***

- Yes  No

**Includes separate site layouts for each site/facility proposed in the application. \***

- Yes  No

**Provides a priority list ranking the sites/facility in order of importance and preference for funding, if submitting multiple applications \***

- Yes  No  Not applicable

**Can be completed within two years. \***

- Yes  No

**Provides at least two contact people within the eligible organisation who will be responsible for delivering the project, ongoing grant management and available to respond to questions from the EPA. \***

- Yes  No

4. You have read the guidelines for applicants before completing this application form and acknowledge other eligibility requirements, stream specific conditions and eligible items that can be funded and ineligible items.

\*

- Yes  
 No

## Part A: General information - Stream 1 & 2

\* indicates a required field

### Application details

**Applicant organisation name \***

**Project title \***

**Start date of project \***

Must be a date.

**End date of project \***

Must be a date and no later than 30/6/2027.

# Application Form - Stream 1 and 2

## Form Preview

### Funding Category

<input type="radio"/> Stream 1 - Landfill Consolidation and transformation	<input type="radio"/> Stream 2 - Environmental Improvements and Education
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**Which of the following best describes the project?**

- Part of full closure of landfill
- Pre-closure activities
- Establishment of transfer station and associated works

**Which of the following best describes the project?**

- Landfill improvement
- Transfer station improvement

**Are you submitting multiple applications under this program?**

- Yes
- No

### New Section

If yes, please name all sites (including the site being applied for under this application), stream applying for, funding request per site and order of priority for consideration.

Name of site	Stream being applied for	Funding request	Priority for consideration	SmartyGrants ID
		Must be a dollar amount.	Must be a number.	If you have submitted a separate application, please enter ID number
	<input type="checkbox"/> Stream 1: Consolidation and transformation <input type="checkbox"/> Stream 2: Environmental improvements <input type="checkbox"/> Stream 3: Advisory services and education			

### Project Summary

**Provide a 150-word maximum summary of your project. This summary will be used to promote your project on the NSW EPA website and in media releases should your application be successful. Include reportable metrics for your project eg. Number of environmental or operational actions, number of closed or transformed sites, capacity and efficiency improvements etc \***

# Application Form - Stream 1 and 2

## Form Preview

Word count:

Must be no more than 150 words.

### Site Location

**Name of site \***

**Address \***

Address

  

### State electorate and local government area

**Local government area \***

To determine local council, visit: <https://www.olg.nsw.gov.au/public/>

**State electorate \***

To determine state electorate, visit: <https://elections.nsw.gov.au/elections/find-my-electorate>

### Applicant contact details

**Applicant**

Individual  Organisation

Organisation Name

Title First Name Last Name

  

**Applicant ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type

# Application Form - Stream 1 and 2

## Form Preview

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

### Applicant Primary Address

Address

  

### Applicant Primary Phone Number

Must be an Australian phone number.

### Applicant Primary Email

Must be an email address.

### Registered for GST \*

- Yes  
 No

## Primary contact details

### Primary Contact

Title      First Name      Last Name

            

### Position

### Phone Number

Must be an Australian phone number.  
Please enter a mobile or landline

### Email

Must be an email address.

## Secondary contact details (senior officer or office-bearer)

# Application Form - Stream 1 and 2

## Form Preview

### Secondary contact

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position

### Phone Number

Must be an Australian phone number.

### Primary Email

Must be an email address.

### Contact details for partners or grant administrator (if applicable)

Individual       Organisation

Organisation Name

Title	First Name	Last Name
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Partner ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Partner Position

# Application Form - Stream 1 and 2

## Form Preview

### Partner Primary Address

Address

  

### Partner Primary Phone Number

Must be an Australian phone number.

### Partner Primary Email

Must be an email address.

### Partner Mobile Phone Number

Must be an Australian phone number.

## Insurance

It is a condition of grants that you have adequate insurance cover including public liability insurance of \$10 million, workers compensation and volunteer insurance. Provide details of your insurance below and the certificate of currency as a supporting document:

Insurance type	Insurance Provider	Policy number	Coverage	Expiry date	Certificate of Currency upload
			Must be a number.	Must be a date.	

The TRC will assess your response against the assessment criteria set out in the [Guidelines for Applicants](#). You must answer each of the questions for each criterion set out in this document. Your answers must be clear and legible and must detail how your proposed project meets the assessment criteria.

## Part B: Assessment Criteria - Criterion 1

The project shows need for better waste management and articulates why it is of priority.

- The application describes, with supporting evidence, how it delivers on the program objectives and outcomes.
- The application has a completed risk assessment that addresses current operational condition and mitigations for the proposed site/facility.

# Application Form - Stream 1 and 2

## Form Preview

- The application describes the need and/or priority of activities for the site/facility, including remaining landfill capacity and estimated throughput, where relevant to the application.
- The application describes how it delivers on broader strategies, including but not limited to: Council Waste Strategies, Regional Waste Strategies, NSW Government priorities.
- The application shows project support from council and any other decision-making authorities.
- The application describes a long-term strategy for continued management and future use of the site/facility.

How will this project deliver on the objectives and outcomes of the LCEI Program?

What objectives and/or outcomes listed in the *Landfill Consolidation and Environment Improvement Program - Guidelines for applicants* will the project deliver? Describe how the project will achieve those objectives and outcomes.

Your outcomes	How does your intended outcome link to the Program outcomes?	Explanatory notes

### Risk Assessment

**Did the risk assessment demonstrate a need for environmental management?**

- Yes
- No

**What were the main issues identified in NSW EPA E-RAMP risk assessment(s) (or alternative assessment if landfill accepts more than 5,000 tonnes per annum) for each landfill.**

The E-RAMP tool can be found here: <https://www.epa.nsw.gov.au/your-environment/waste/local-council-operations/eramp-tool>

**Applicants are required to attach a copy of the risk assessment for each landfill including current operating conditions and mitigation measures.**

Attach a file:

**Did the risk assessment demonstrate a need for environmental management?**

- Yes
- No



# Application Form - Stream 1 and 2

## Form Preview

**What were the main issues identified in NSW EPA E-RAMP risk assessment(s) (or alternative assessment if landfill accepts more than 5,000 tonnes per annum) for each landfill.**

The E-RAMP tool can be found here: <https://www.epa.nsw.gov.au/your-environment/waste/local-council-operations/eramp-tool>

**Applicants are required to attach a copy of the risk assessment for each landfill including current operating conditions and mitigation measures.**

Attach a file:

**Did the risk assessment demonstrate a need for environmental management?**

- Yes  
 No

**What were the main issues identified in NSW EPA E-RAMP risk assessment(s) (or alternative assessment if landfill accepts more than 5,000 tonnes per annum) for each landfill.**

The E-RAMP tool can be found here: <https://www.epa.nsw.gov.au/your-environment/waste/local-council-operations/eramp-tool>

**Applicants are required to attach a copy of the risk assessment for each landfill including current operating conditions and mitigation measures.**

Attach a file:

Has the need for this project been identified in a Regional Waste Strategy, Action Plan or associated strategic planning or policy documents?

- Yes  
 No

**If yes, briefly explain the need for the project in the context of the regional waste strategy and action plan.**

**If no, briefly explain how the project will contribute to the objectives of a regional waste strategy, council plans, or broader NSW Government strategies and policies to benefit the region.**

# Application Form - Stream 1 and 2

## Form Preview

### Consultation on project.

Who have you consulted with when determining:

- the need for the project (this may be internal or external stakeholders)
- whether the project will be useful and relevant for the area; and
- the ease of rolling out the project

If applicable, describe the community engagement already undertaken for the proposed project.

#### Details of consultation

#### Please upload any letters of support, feedback report, or consultation supporting evidence

Attach a file:

## Part B: Assessment Criteria - Criterion 2

The applicant and any project partners have shown an ability to deliver the project to a high standard

- The application describes the resources required to deliver the project. For instance, project team capacity and capability.
- The application shows sound project planning and methodology to deliver the project within two years.
- The application shows compliance with environmental laws, including how activities will be delivered to best practice.
- If in the previous 12 months, the application describes regulatory action taken against the applicant or project partners, and describes how the matters were satisfactorily resolved.
- The application describes a robust process for monitoring, evaluating and reporting on the success or failure of the project and has appropriate evaluation measures in place.

### Approvals and EPA licences held

What approvals and EPA licences do you currently hold for the sites specified in this project? Provide details for all proposed site locations.

<b>Development consent:</b> <b>Provide specific details (e.g. date of approval, waste</b>	<b>Provide a copy of your current development consent showing</b>	<b>Environment Protection Licence details. Note licensing thresholds under Schedule</b>	<b>Details of other relevant approvals/licences/permits</b>
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# Application Form - Stream 1 and 2

## Form Preview

acceptance limits, types of waste permitted and storage limits). relevant information. 1 of the POEO Act.

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Describe what consultation has been undertaken with the relevant planning consent authority including any planning, site environmental or engineering investigations.

**Details of planning consultation.**

**If consent is not required for the proposed activities in the project, please details why.**

If planning consent is required, what planning approvals are needed and what are the likely timeframes for consent?

Demonstrate the capacity to deliver the project to a high standard within timeframe and budget.

Provide the project timeline to demonstrate delivery of the projects, align to council waste management procedures and cycles, and quality assurance procedures.

**Monitoring and evaluation.** The below objectives will be used to report on the success or failure of the project.

Objective	How will this objective be measured?	Target goal (KPI)	Reporting frequency
One per row. Add more rows if you want to list additional metrics.	How will you collect and verify the data? E.g. 120m of fence installed to prevent unauthorised access	Must be a number. Identify a target for the metric you have chosen - an estimated total for your project.	How often will you monitor and evaluate progress to success and how will you report success? E.g. social media posts to inform community

**Project delivery timeline**

# Application Form - Stream 1 and 2

## Form Preview

### Project delivery timeline - Gantt chart

Attach a file:

### Project team

Provide details of the team members involved in this project including their title and responsibility. As well as council staff, include any consultants or contractors that will be involved in during the implementation of the project.

**Note:** Costs associated with consultants contracted to assist with application submissions are at your organisation's own expense as these costs are not eligible for grant funds under Stream 1 and 2 or to make up part of your 25 per cent contributions. Separate funding for consultants is available under the Application Support Services (for assistance with Stream 1 and 2 applications) and Stream 3 of the LCEI Program (for access to professional services related to landfill closure, consolidation and environmental improvement).

What are some potential risks that could hinder the project? How does council intend to manage these risks?

Please detail any risks or uncertainties in the delivery of the project, and how each of these will be managed. Please include only one risk or dependency per row. Add more rows if you want to list additional risks or dependencies.

Risk	Risk level	Mitigation actions
For example, you may require approval, have stretched resources, or time constraints for delivery.		You should provide an explanation of how you will prevent or treat the risk or dependency.

List any other grants or payments you (the applicant and partner organisations listed in this application) have received in the past or will receive.

If previous NSW Government funding has been received please demonstrate that grants have been managed effectively.

**Note:** This grant can fund additional work above existing commitments. However, it will not fund work that would have been undertaken as part of agreed commitments or existing programs run by the EPA, the Environmental Trust, council or partner organisations.

### Part B: Assessment Criteria - Criterion 3

The project provides economic, environmental and/or social benefits for the community of NSW.

- The application describes the resources required to deliver the project. For instance, project team capacity and capability.
- The application shows sound project planning and methodology to deliver the project within two years.
- The application shows compliance with environmental laws, including how activities will be delivered to best practice.
- If in the previous 12 months, the application describes regulatory action taken against the applicant or project partners, and describes how the matters were satisfactorily resolved.
- The application describes a robust process for monitoring, evaluating and reporting on the success or failure of the project and has appropriate evaluation measures in place.

How will the identified environmental issues and risks be addressed through the project?

Detail the current operational and environmental issues and risks, as determined through the ERAMP or other risk assessment, if the site continued as business-as-usual. Please describe why the project will help address these issues.

**For Stream 1:** If applicable, nominate immediate environmental risks from current landfill operations. Provide details on the steps taken to undertake landfill consolidation, any previous work done that relates directly to this project Identify immediate environmental risks because of the landfill operations and explain how will these be managed once the landfill is consolidated? Include remaining landfill capacity and current estimated throughput, if applicable.

**For Stream 2:** If applicable, nominate immediate environmental risks from current operations. Provide information on previous work done that relates directly to this project. Identify immediate environmental risks because of the operations.

What are the measurable environmental benefits resulting from the project?

Describe the community engagement methods that will be used to engage/reach community members during and after the landfill consolidation project.

# Application Form - Stream 1 and 2

## Form Preview

**Copies of documents provided to community residents affected by changes must be supplied to the EPA.**

Attach a file:

If the landfill is fully or partially closed, will there be alternative waste management facilities available for the local community?

Detail how waste will be managed with the full or partial closure of the landfill, including:

- What appropriate licensed or well managed facilities can accept additional waste once the landfill is consolidated
- Does the alternative facility have sufficient capacity to accept consolidated waste
- How much waste is expected to be diverted to the alternate facility
- Will Council resources be redirected to managed waste facilities
- Has Council received support from alternate facilities and confirmation waste volumes can be accepted

Please list the site(s) that will accept waste that would otherwise be disposed of in the fully or partially closed landfill.

<b>Name alternate site</b>	<b>Site capacity</b>	<b>Volume of waste to be diverted</b>	<b>Support from alternate facility received Y/N</b>	<b>File upload letter of support or agreement etc</b>

If the landfill is fully or partially closed, what are the expected resource recovery implications?

**Will the diversion of resources through a managed facility lead to increased resource recovery and recycling?**

- Yes
- No

**If yes to the above, what are the tonnages by material type expected to be recovered**

**Has council considered options for improved resource recovery? Such as extending kerbside collection or alternatives for the local community? Please**

# Application Form - Stream 1 and 2

## Form Preview

**describe how you project will continue to support resource recovery from closure or consolidation to alternate site.**

**Will the diversion of resources through a managed facility lead to increased resource recovery and recycling?**

- Yes
- No

**If yes to the above, what are the tonnages by material type expected to be recovered**

**Has council considered options for improved resource recovery? Such as extending kerbside collection or alternatives for the local community? Please describe how you project will continue to support resource recovery from closure or consolidation to alternate site.**

**Will the diversion of resources through a managed facility lead to increased resource recovery and recycling?**

- Yes
- No

**If yes to the above, what are the tonnages by material type expected to be recovered**

**Has council considered options for improved resource recovery? Such as extending kerbside collection or alternatives for the local community? Please describe how you project will continue to support resource recovery from closure or consolidation to alternate site.**

**Has Council considered an illegal dumping strategy as a result of changes to operating conditions at the landfill facilities?**

- Yes
- No

**How will Council ensure the consolidation and closure of the landfill will not lead to the increased incidence of illegal dumping around the local area?**

# Application Form - Stream 1 and 2

## Form Preview

What long term strategies are in place for the continued management of the closed facility once consolidation of the landfill facility is complete?

After the site is capped, there should be an ongoing aftercare and monitoring program. This program should be based on the recommendations in [Environmental Guidelines: Solid Waste Landfills, Second edition 2016](#) (Minimum Standards, Part 9). However, in some cases the rigour of this program may be reduced if justified by the site risk assessment.

The site should be inspected regularly for any pollution leaving the site in the form of leachate, sediment-laden stormwater, landfill gas, odour, dust or litter. The perimeter fencing must remain intact and inspected regularly for integrity and to maintain a secure site with no public access.

Sampling and analysis programs should be established if the site is adjacent to sensitive receptors. For example, there should be a gas monitoring program if new activities have commenced on or adjacent to the landfill, and there should be a water monitoring program if the site is adjacent to a drinking water source or a water body with high environmental values.

The cap should be regularly inspected for any deterioration in its condition or for signs of vegetation die-off.

There must be measures in place to ensure that waste is not received for disposal at the site after landfill operations cease nor illegal dumping in or around the perimeter of the enclosed site.

**Please fill out this [closure plan template](#) and submit below.**

**Please upload landfill closure plan**

Attach a file:

How does the project align with the Environmental Guidelines: Solid Waste Landfills, Second edition 2016?

Please outline how your landfill closure proposal will implement the minimum standards specified in [Environmental Guidelines: Solid Waste Landfills, Second edition 2016](#).

Best practice environmental controls should align, where practical, with these guidelines.

The EPA notes that many of the recommended measures and techniques in these guidelines may be excessive for small, unlicensed sites if the site-specific risks are low. Operators of small, unlicensed sites should tailor the techniques to the scale and risk setting of the site.

**New Question**

Does your proposal include social benefits for the community?

This may include the creation of jobs, upskilling of Council staff and/or vocational training for disadvantaged or marginalised communities in NSW.



# Application Form - Stream 1 and 2

## Form Preview

- Yes
- No

**If yes, please describe and quantify these benefits. Eg. How number of construction jobs, number of new ongoing jobs**

What other long-term benefits or flow-on effects will result from your project? How will they be sustained beyond the life of the grant?

What other economic or social benefits will the project achieve? How will Council support knowledge sharing from the project across other local councils (i.e. presentation of project and learnings at monthly ROC meetings)?

## Part B: Assessment Criteria - Criterion 4 - Application Budget

\* indicates a required field

The project shows value for money

- The application pricing and service offering are viable and credible.
- The application budget shows the required 30% or more co-contribution has been committed, with supporting evidence.

Please complete and upload your budget table using [this template](#). Please read the Project budget background sheet, How to use this form sheet and project activity sheet which provides guidance on what the funding can and cannot be used for.

Provide a summary of the budget based on your budget table, specifying the total funding sought for the proposed project excluding GST, and your level of co-contribution.

**Note:** Projects require a minimum 30% of co-contribution from applicants. NSW EPA funding will make up the remaining 70%. Funding from other government grants or programs cannot be included as the co-contribution.

**Upload your completed project budget template here**

Attach a file:

Grant request

**Total Amount Requested**

# Application Form - Stream 1 and 2

## Form Preview

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Applicant co-contribution

Must be a dollar amount.

What is the amount (dollars) of the total project cost contributed by the applicant?

### Total expenditure amount

This number/amount is calculated.

Use as a calculation

Does your proposal include at least a 30% co-contribution towards eligible project costs?

\*

- Yes  
 No

Please list all relevant financial years for the proposed project in the table below and indicate how much government funding and co-contribution amounts will be required over each financial year.

Financial year	Cash co-contribution (\$ GST excl.)	Funding sought from LCEI R5 (\$ GST excl.)	Funding from other government sources (if any)* (\$ GST excl.)	Subtotal for the FY (\$ GST excl.)
	Must be a number.	Must be a number.	Must be a number.	This number/amount is calculated.

\* Will there be any other Australian or NSW Government sources of funding for the project? This includes funding received or applied for the project. Funding from other government grants or programs cannot be included as the co-contribution. You may be required to provide evidence of other Commonwealth/NSW funding sources.

Commonwealth department/NSW agency name	Description/program name	Amount (\$ GST excl)
		Must be a number.

### Part C: Compliance Record

#### Environmental legislative compliance history

In the last 3 years has Council received any notices (e.g. penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions) under NSW Environment Protection laws including, but not limited to, *Protection of the Environment Operations Act 1997* (POEO Act), *Contaminated Land Act 1997*, and the Protection of the Environment Operations (Waste) Regulation 2014 (POEO Waste Regulation)?

- Yes
- No

#### Legislative compliance history

**If yes, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).**

**Based on past compliance history, explain why you believe this should not prevent you from obtaining grant funding.**

#### Supporting information

Attach a file:

#### Compliance history of project partners

In the last 3 years, have any of your partner organisations involved in the project received any notices (e.g. penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions) under any environment protection legislation or other relevant legislation?

If the project does not have any partner organisations, please select 'Not applicable'.

- Yes
- No
- Not applicable

#### Compliance history of project partners

**If yes, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).**

# Application Form - Stream 1 and 2

## Form Preview

**Based on past compliance history, explain why you believe this should not prevent you from obtaining grant funding.**

### Supporting information

Attach a file:

### Waste activities compliance

In the last 3 years, have you or any alliance/partner organisation involved in the project contravened any provision of the POEO Act?

For the purposes of this matter, the relevant provisions of the [POEO Act](#) are sections 48, 64, 88, 115, 120, 142A, 143, 144, 144AA, 144AB and 211 of the POEO Act or [Part 2 of the POEO Waste Regulation](#) in relation to any waste activities where a consequence of the contravention has the result of the avoidance, minimisation or undermining of the waste contribution. This includes incorrect or inadequate recording and reporting and the provision of false or misleading information about waste.

- Yes
- No

### Waste activities compliance

**If yes, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).**

**Based on past compliance history, explain why you believe this should not prevent you from obtaining grant funding.**

### Supporting information

Attach a file:

## Part C: Authorisations

\* indicates a required field

What happens if I supply false or misleading information?

Applicants must certify that all the information in the application is true and correct.

Note: If applicants supply information as part of the application that is false or misleading,

# Application Form - Stream 1 and 2

## Form Preview

the application will not be considered. Further, if after the grant has been awarded it is subsequently discovered that information supplied was false or misleading, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

**Do you certify that all information provided as part of this application is true and correct? \***

Yes

### Authorisations

Include the names of two senior office bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application.

Name	Title/ position	Organisation	Email	Phone Number	Date	Signature
			Must be an email address.	Must be an Australian phone number.		Upload image

### Application Checklist

Please use the below checklist as a guide to ensure that all documents have been completed before submitting your application.

It is recommended that you read all sections of the [LCEI Guidelines for Applicants](#), particularly those sections covering the objectives of the program, funding and eligibility and assessment criteria.

#### Submission checklist

- Part A: General Information
- Part B: Assessment Criteria
- Part C: Compliance Record & Authorisations
- E-RAMP Assessment (or alternative if landfill accepts more than 5,000 tonnes per annum)
- Landfill closure plan form - Applicable only to Stream 1
- Site layout/concept design
- Cover letter with ranking - Applicable only if Council intends to apply for funding at multiple sites
- Photographs of the site
- Other relevant documents (e.g. regional waste plans, management plans related to the site, etc)