



Checklist: Information required to be submitted at the time of application

CONSULTATION NOTES:

1. This checklist forms part of a broader package which has been released for public comment and should be read in conjunction with:
 - a. The draft revised [Environmental impact management policy: permission system](#) (Permission system policy) explains how the management of the permission system ensures consistency, transparency and achievement of the objects of the Act.
 - b. The draft [Risk assessment procedure](#) explains how GBRMPA determines risk level and the need for avoidance, mitigation or offset measures.
 - c. The draft [Guidelines: Applications for permission](#) (Application guidelines) explain when permission is required and how to apply.
 - d. The draft [Guidelines: Permission assessment and decision](#) (Assessment guidelines) explain how applications are assessed and decisions made.
 - e. The draft [Information sheet on deemed applications under the Environment Protection and Biodiversity Conservation Act](#) (EPBC deemed application information sheet) explains how application, assessment and decision processes work for those applications that require approval under both the *Great Barrier Reef Marine Park Act* and the *Environment Protection and Biodiversity Conservation Act* (EPBC Act).
 - f. The draft [Information sheet on joint Marine Parks permissions with Queensland](#) (Joint Marine Parks permissions information sheet) explains how GBRMPA and the Queensland Government work together to administer a joint permission system.
 - g. The draft [Guidelines: Value impact assessment in the permission system](#) (Value assessment guidelines) provide further detail on specific values of the Marine Park, including how to determine risk and possible avoidance, mitigation or offset measures.
 - h. The draft [Guidelines: Location-specific assessment in the permission system](#) (Location-specific assessment guidelines) highlight places in the Marine Park that have site-specific management plans, policies or other information which may be relevant to decisions.
 - i. The draft [Guidelines: Activity impact assessment in the permission system](#) (Activity assessment guidelines) provide further detail on how GBRMPA assesses and manages specific activities.
 - j. The [Managing facilities discussion paper](#) and draft [Guidelines: Activity impact assessment in the permission system – Fixed facilities](#) propose changes to how GBRMPA manages facilities in the Marine Park.
2. Amendments are underway to the *Great Barrier Reef Marine Park Regulations 1983*, as outlined in the [Response Document](#) prepared after consultation in December 2015. This checklist has been written to reflect the proposed amendments.
3. You can provide feedback on this document via our [online survey](#), which can also be accessed from our webpage at www.gbrmpa.gov.au/zoning-permits-and-plans/permits/improving-permissions

Background

1. Under the proposed changes to the Regulations and as outlined in the [Application guidelines](#), GBRMPA is introducing a requirement for certain information to be provided before an application is accepted as valid and considered by GBRMPA.
2. This will result in greater efficiencies by ensuring that applicants have adequately prepared before making an application, reducing the need for GBRMPA to seek further information.
3. For this public consultation exercise, GBRMPA has developed draft checklists of information to be supplied before certain types of applications are accepted. Feedback is sought on these checklists:
 - a. conducting a tourist program – new or continuation (other than for a Routine Assessment)
 - b. research – new
 - c. research -- continuation
 - d. operating a facility (including a mooring) – new
 - e. operating a facility (including a mooring) – continuation.



Proposed checklists

1. Conducting a tourist program – new or continuation (other than for a Routine Assessment)

1. Explanation of how the proposal varies from a Routine (Level One) Assessment -- for example, new technology, Plan of Management	<input type="checkbox"/> Submitted
2. Justification for the proposal – Why do you need to use the Marine Park? What alternatives have been considered, and why have they been ruled out?	<input type="checkbox"/> Submitted
3. Description of the proposal, including proposed locations, activities, equipment, vessels, methods and materials	<input type="checkbox"/> Submitted
4. Description of the values that may be affected by the proposal.	<input type="checkbox"/> Submitted
5. Risk assessment demonstrating how impacts on values will be avoided or mitigated to a low risk level.	<input type="checkbox"/> Submitted
6. Assessment of how the proposal will or will not impact Matters of National Environmental Significance protected under the <i>EPBC Act 1999</i>	<input type="checkbox"/> Submitted
7. Details of any proposed monitoring or reporting	<input type="checkbox"/> Submitted
8. Evidence that other required approvals are in place or in process – for example, Local Government, State Government, AMSA.	<input type="checkbox"/> Submitted

2. Research – new

1. Title and abstract of the proposed research project	<input type="checkbox"/> Submitted
2. Justification – Why do you need to use the Marine Park? What alternatives have been considered, and why have they been ruled out? Why can the research not be conducted under an existing research institution accreditation?	<input type="checkbox"/> Submitted
3. Assessment of how the proposal will or will not impact Matters of National Environmental Significance protected under the <i>EPBC Act 1999</i>	<input type="checkbox"/> Submitted
4. Purpose of the research – commercial, commercial including bioprospecting, non-commercial	<input type="checkbox"/> Submitted
5. For entry to Marine National Park or Buffer Zones – Explanation of why the research: a. Is relevant to, and a priority for, the management of the Marine Park; or b. Cannot reasonably be conducted elsewhere.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
6. For entry to the Preservation Zone – Explanation of why the research: a. Is relevant to, and a priority for, the management of the Marine Park; and b. Cannot reasonably be conducted elsewhere.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
7. For entry to the Scientific Research Zone associated with a research station – Letter of support from research station manager	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
8. Research team details, including: a. Number of people (researchers and support staff) expected to be involved in the research, at any one time and in total b. Qualifications or experience of research team leader(s) – e.g. CV	<input type="checkbox"/> Submitted
9. Proposed methods and materials	<input type="checkbox"/> Submitted
10. Details of equipment to be installed temporarily, including: a. Specifications (e.g. brand, manufacturer, dimensions, weight) b. Method of transport and deployment c. ESRI file / GPS coordinates showing proposed deployment location(s) d. Length of deployment(s) e. Inspection and maintenance schedule	<input type="checkbox"/> Submitted



11. General itinerary for field visits, including: a. Means of access -- name and registration of vessel or aircraft, charter or privately owned b. Duration and timing of visit(s) to the Marine Park c. Accommodation while in Marine Park – live aboard, research station, island camping, day trips	<input type="checkbox"/> Submitted
12. For extractive research -- Scientific and/or common name of specimen(s)/marine product(s) to be collected	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
13. For extractive research -- Size/age of specimen(s) (e.g. fragment size, whole colony, larvae etc.)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
14. For extractive research -- Number/quantity of specimen(s)/marine product(s) to be collected in total, over life of the program per location	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
15. For extractive research -- number/quantity/amount to be collected per year per location	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
16. For extractive research -- Number/quantity to be collected per location per year per location	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
17. For extractive research -- Ultimate fate of specimens/materials collected (e.g. manipulated in situ, returned to site, transferred to laboratory, euthanised)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable

3. Research – continuation

1. Any reports required under the previous permit	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
2. Confirmation that the research scope and objectives remain unchanged	<input type="checkbox"/> Submitted
3. Confirmation that the purpose of the research remains unchanged – commercial, commercial including bioprospecting, non-commercial	<input type="checkbox"/> Submitted
4. For entry to Marine National Park or Buffer Zones – Explanation of why the research is still: a. Relevant to, and a priority for, the management of the Marine Park; or b. Unable to reasonably be conducted elsewhere.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
5. For entry to Preservation Zones – Explanation of why the research is still: c. Relevant to, and a priority for, the management of the Marine Park; and d. Unable to reasonably be conducted elsewhere.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
6. For entry to Scientific Research Zones associated with a research station – Letter from research station manager confirming support for the research project to continue	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
7. Any proposed changes to research team details, including: a. Number of people (researchers and support staff) expected to be involved in the research, at any one time and in total b. Qualifications or experience of research team leader(s) – e.g. CV	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
8. Any proposed changes to methods, materials, equipment, take of specimens or samples	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable



<p>9. Any proposed changes to general itinerary for field visits, including:</p> <ul style="list-style-type: none"> a. Means of access -- name and registration of vessel or aircraft, charter or privately owned b. Duration and timing of visit(s) to the Marine Park c. Accommodation while in Marine Park – live aboard, research station, island camping, day trips 	<p><input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable</p>
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4. Operating a facility (including a mooring) – new

<p>1. Name and brief description of the proposed facility</p>	<p><input type="checkbox"/> Submitted</p>
<p>2. Justification – Why do you need to use the Marine Park? What alternatives have been considered, and why have they been ruled out?</p>	<p><input type="checkbox"/> Submitted</p>
<p>3. Purpose of the facility – commercial or non-commercial</p>	<p><input type="checkbox"/> Submitted</p>
<p>4. Location of the proposed facility, including:</p> <ul style="list-style-type: none"> a. ESRI files (preferred) or Differential GPS coordinates b. PDF map showing the proposed footprint of the facility, overlain on a satellite image using the highest resolution that is publicly available 	<p><input type="checkbox"/> Submitted</p>
<p>5. Design drawings, which may be:</p> <ul style="list-style-type: none"> a. For a new mooring – <ul style="list-style-type: none"> i) Concept or schematic drawings, with a statement from an appropriately qualified person confirming that the facility can be designed to meet GBRMPA guidelines and relevant Australian standards for that type of facility b. For other new facilities – <ul style="list-style-type: none"> i) Concept or schematic drawings, with a statement from a Registered Professional Engineer of Queensland (RPEQ) confirming that the facility can be designed to meet GBRMPA guidelines and relevant Australian standards for that type of facility; or ii) Design drawings certified by RPEQ as meeting GBRMPA guidelines and relevant Australian standards for that type of facility; or c. For existing but unpermitted facilities – <ul style="list-style-type: none"> i) Final record drawings (as-built) certified by RPEQ as accurately reflecting the as-built facility and meeting GBRMPA guidelines and relevant Australian standards for that type of facility. 	<p><input type="checkbox"/> Submitted</p>
<p>6. Assessment of how the proposal will or will not impact Matters of National Environmental Significance protected under the <i>EPBC Act 1999</i></p>	<p><input type="checkbox"/> Submitted</p>
<p>7. Explanation of how the proposal complies with relevant GBRMPA statutory instruments, policies and guidelines; or, where it does not comply, explanation of why that statutory instrument, policy or guideline should not apply to the proposal</p>	<p><input type="checkbox"/> Submitted</p>
<p>8. Draft Environmental Management Plan, including:</p> <ul style="list-style-type: none"> a. Description of physical site characteristics including water depths, type of substrate, physical conditions (wave, wind, currents) b. Description of biological site characteristics, including habitat types, species present and how these species use the site (feeding, reproduction, rest, transit) c. Description of social site characteristics, including other facilities and uses (both recreational and commercial) within 1km of the proposed location d. Evaluation of whether the site may have historic heritage values e. Description of Indigenous heritage values associated with the site f. Construction and installation schedule - proposed timeframes of the project g. Description of the methods and materials to be used in transporting materials, installing the facility and disposing of wastes h. Description of the activities proposed to take place on or around the facility 	<p><input type="checkbox"/> Submitted</p>



<p>once operational, including any ancillary equipment or vessels that will be stored at the facility</p> <p>i. Inspection and maintenance schedule including description of how (logistically) the facility will be serviced</p> <p>j. Proposed method of removal, including an explanation of how the facility has been designed for easy removal with minimal impact on the surrounding environment</p> <p>k. Risk assessment using GBRMPA's Risk Assessment Procedure including:</p> <p>i) values which may be impacted (directly, indirectly, consequentially or from cumulative pressures)</p> <p>ii) risks posed to the values by these potential impacts</p> <p>iii) how risks will be avoided, mitigated or offset to achieve no net loss of Marine Park values.</p> <p>l. Details of any proposed reef health monitoring programs</p>	
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5. Operating a facility (including a mooring) – continuation

For continuation of a facility that is permitted, fully constructed and operational	
1. Confirmation that the purpose of the facility remains unchanged – commercial or non-commercial use	<input type="checkbox"/> Submitted
2. Any reports required under the previous permit, such as environmental monitoring	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
3. Inspection and maintenance report, including:	
a. Inspection certificate which complies with conditions of the previous permit in terms of timing and inspector credentials	
b. Brief summary of all maintenance conducted on the facility during the previous permit term	
c. Any maintenance that the permission holder or an inspector has identified as requiring action in the next 5 years	<input type="checkbox"/> Submitted
d. Photographs or video footage of the facility taken within the past twelve (12) months, showing multiple angles, both above and below water, with notes explaining what each photograph/video segment shows	
4. Updated or new Environmental Management Plan, including:	
a. Brief summary of any major incidents or significant events that occurred at the facility during the previous permit term (vessel collision, leak, cyclone, hospitalisation, etc)	
b. Conclusions of internal review or external audit of each incident/event and proposed changes to operational procedures as a result (if any)	<input type="checkbox"/> Submitted
c. Updated inspection and maintenance schedule	
d. Description of any proposed changes to the permitted activities, ancillary equipment or vessels, facility design or environmental monitoring	
5. Evidence (Certificate of Currency) that all insurance policies required under the permit or deed of agreement are current and name the Great Barrier Reef Marine Park Authority as an interested party.	<input type="checkbox"/> Submitted
6. Where a longer permit term is sought (for the remaining design life of the facility):	
a. Nominal design life of the facility and its current age	<input type="checkbox"/> Submitted
b. Decommissioning and Removal Plan	<input type="checkbox"/> Not applicable
For continuation of a facility that is permitted but not yet fully constructed	
1. Confirmation that the purpose of the facility remains unchanged – commercial or non-commercial use	<input type="checkbox"/> Submitted
2. Any reports required under the existing permit, such as environmental monitoring	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable



<p>3. For a partially constructed facility:</p> <p>a. Inspection and maintenance report, including:</p> <ul style="list-style-type: none"> i) Inspection certificate which complies with conditions of the previous permit in terms of timing and inspector credentials ii) Brief summary of all maintenance conducted on the facility during the previous permit term iii) Any maintenance that the permission holder or an inspector has identified as requiring action in the next 5 years iv) Photographs or video footage of the facility taken within the past twelve (12) months, showing multiple angles, both above and below water, with notes explaining what each photograph/video segment shows 	<p><input type="checkbox"/> Submitted</p>
<p>4. Explanation of why the facility is not yet fully constructed</p>	<p><input type="checkbox"/> Submitted</p>
<p>5. Construction schedule or timeline for making the facility operational</p>	<p><input type="checkbox"/> Submitted</p>
<p>7. Evidence (Certificate of Currency) that all insurance policies required under the permit or deed of agreement are current and name the Great Barrier Reef Marine Park Authority as an interested party.</p>	<p><input type="checkbox"/> Submitted</p>
<p>8. Updated or new Environmental Management Plan, including:</p> <ul style="list-style-type: none"> a. Brief summary of any major incidents or significant events that occurred at the facility during the previous permit term (vessel collision, leak, cyclone, hospitalisation, etc) b. Conclusions of internal review or external audit of each incident/event and proposed changes to operational procedures as a result (if any) c. Updated inspection and maintenance schedule d. Description of any proposed changes to the permitted activities, ancillary equipment or vessels, facility design or environmental monitoring 	<p><input type="checkbox"/> Submitted</p>
<p>For continuation of a facility that is permitted, <u>fully constructed but not currently operational</u> (temporary closure or long-term disuse)</p>	
<p>1. Confirmation that the purpose of the facility remains unchanged – commercial or non-commercial use</p>	<p><input type="checkbox"/> Submitted</p>
<p>2. Any reports required under the existing permit, such as environmental monitoring</p>	<p><input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable</p>
<p>3. Inspection and maintenance report, including:</p> <ul style="list-style-type: none"> a. Inspection certificate which complies with conditions of the previous permit in terms of timing and inspector credentials b. Statement from a facility inspector (according to credentials established in the previous permit): <ul style="list-style-type: none"> i) stating that the facility does not pose an imminent threat, ii) describing any maintenance or repairs that are required in the next 12 months, iii) specifying any modifications or defects of the facility which do not conform with the approved design drawings, and iv) estimating the cost of returning the facility to operational condition, including any upgrading to modern codes or standards. c. Brief summary of all maintenance conducted on the facility during the previous permit term d. Photographs or video footage of the facility taken within the past twelve (12) months, showing multiple angles, both above and below water, with notes explaining what each photograph/video segment shows 	<p><input type="checkbox"/> Submitted</p>
<p>4. Explanation of:</p> <ul style="list-style-type: none"> a. why the facility is not currently operational b. for how long the facility has been non-operational c. future intentions for the facility, including planned timeline for making the facility operational 	<p><input type="checkbox"/> Submitted</p>



<p>5. Evidence (Certificate of Currency) that all insurance policies required under the permit or deed of agreement are current and name the Great Barrier Reef Marine Park Authority as an interested party.</p>	<p><input type="checkbox"/> Submitted</p>
<p>6. Updated or new Environmental Management Plan, including:</p> <ul style="list-style-type: none">a. Brief summary of any major incidents or significant events that occurred at the facility during the previous permit term (vessel collision, leak, cyclone, hospitalisation, etc)b. Conclusions of internal review or external audit of each incident/event and proposed changes to operational procedures as a result (if any)c. Updated inspection and maintenance scheduled. Description of any proposed changes to the permitted activities, ancillary equipment or vessels, facility design or environmental monitoring	<p><input type="checkbox"/> Submitted</p>