



Department of Environment and Science (DES)
ABN 46 640 294 485
400 George St Brisbane, Queensland 4000
GPO Box 2454, Brisbane QLD 4001, AUSTRALIA
www.des.qld.gov.au

SEARCH RESPONSE
ENVIRONMENTAL MANAGEMENT REGISTER (EMR)
CONTAMINATED LAND REGISTER (CLR)

s.78B(2)

GPO Box 2746
Brisbane QLD 4001

Transaction ID: 50757100 EMR Site Id: 4596 10 February 2022
Client Reference:
Cheque Number:

This response relates to a search request received for the site:
Lot: 2 Plan: RP197675

EMR RESULT

The above site IS included on the Environmental Management Register.

Lot: 2 Plan: RP197675
Address: 36 OLD CLEVELAND ROAD
CAPALABA 4157

The site has been subject to the following Notifiable Activity or Hazardous Contaminant.
SERVICE STATIONS - operating a commercial service station.

AN INDICATION THAT THE
LAND IS LIKELY TO BE
CONTAMINATED BUT
IT DOES NOT MEAN IT
NEEDS TO BE CLEANED
UP OR IS NOT SUITABLE
FOR ITS CURRENT LAND
USE

CLR RESULT

The above site is NOT included on the Contaminated Land Register.

ADDITIONAL ADVICE

All search responses include particulars of land listed in the EMR/CLR when the search was generated.
The EMR/CLR does NOT include:-

1. land which is contaminated land (or a complete list of contamination) if DES has not been notified
2. land on which a notifiable activity is being or has been undertaken (or a complete list of activities) if DES has not been notified

If you have any queries in relation to this search please phone 13QGOV (13 74 68)

Administering Authority

LGA : REDLAND S.C.
Site Name: AMPOL SALAD BOWL MOTORS
Location : 36 OLD CLEVELAND ROAD
CAPALABA 4157
Lot : 2 on Plan: **RP197675**
Volume : 56680 Folio: 84
OwnerName: W & N INVESTMENTS P/L. C/-A MALONE
OwnerAddr: AMROSE MALONE REAL EST. PO BOX 347
RUNAWAY BAY 4216

11543 B.
036-014375.
PRD

Area : 62420sq. metres
Current Use: 2231 Past Use: 2231

Comments : OLD SITE TANKS REMOVED FROM GROUND 1983.
OMBUSTIBLE LICENCE

FLAMMABLE AND

LGA : REDLAND S.C.
Site Name: AMPOL SERVICE STATION (1)
Location : 96 OLD CLEVELAND ROAD,
CAPALABA 4157
Lot : 1 on Plan: **RP159653**
Volume : Folio: 0
OwnerName: TOTAL AUSTRALIA LTD
OwnerAddr: PO BOX 1451
TOOWONG 4066

Area : 36120sq. metres
Current Use: 2231 Past Use: 2231

Comments : FLAMMABLE AND COMBUSTIBLE LICENCE

LGA : REDLAND S.C.
Site Name: AMPOL SERVICE STATION (2)
Location : 209 BLOOMFIELD STREET,
CLEVELAND 4163
Lot : 1 on Plan: **RP212525**
Volume : 57226 Folio: 22
OwnerName: AMPOL PETROLEUM (Q'LAND) PTY LTD
OwnerAddr: PO BOX 1451
TOOWONG 4066

Area : 26260sq. metres
Current Use: 2231 Past Use: 2231

Comments : FLAMMABLE AND COMBUSTIBLE LICENCE

CONTAMINATED LAND

Preliminary Site Investigation Proforma

Site Address: 36 OLD CLEVELAND RD
CAPALABA

Owner: W+N INVESTMENTS

Lot 2 RP 197675

(Each lot and plan should have its' own preliminary site report)

Assess 11543 B

Owner Contacted (verbal/written/telephone) TALKED TO REAL
ESTATE AGENT MANAGING THE SITE (OWNERS O'SEAS). THEY
TOLD ME THAT THE SITE WAS PREVIOUSLY RETAIL
SHOPS, BANKS ETC. HISTORY PRIOR TO THIS
WAS UNKNOWN

Site History

Questions/	Y - yes N - no N/A - not applicable	Comment
Are there any aerial/ ground/ site photographs to show how the site has changed over time, with respect to topography and land use? Please attach		
Are there any topographical/ geological maps?		
sewer/underground service maps?		
Local literature, eg. newspaper clippings, Council reports?		

was
it
a
sewer?

Interviews with Knowledgeable People (site owners, employees, residents)

1) What significant industries have operated on site?

RETAIL - PET FOOD SHOP -

2) Do/Have any of the processes used produced contaminates?

WASTE WATER FROM PET FOOD SHOP - GREASE TRAP

3) For each process fill in as appropriate

3.1) Relative location of processing on site (add to site map)

3.2) Raw materials that would be regarded, if spilled or disposed on site, as significant contaminates and where and how were they stored ? (add to site map)

3.3) Is/was there any end products that would be regarded as significant contaminants and where and how were they stored? (add to site map)

3.4) Positions of other storage vessels, eg. above or underground tanks. (add to site map)

3.5) Any signs or reported leakages or spills on site? (add to site map)

NO

4.0) Have any earth moving activities occurred on site and, if so, what is the source of any fill imported to the site? (add location to site map)

NO

4.1) Where was contaminated soil taken to?

N/A

5.0) What are the locations of any discharges to land or is there any evidence of land used for waste (solid/liquid) disposal? (add to site map)

Site Inspection

Surface Features

What is the general topography of the site and adjacent land?

GENERALLY FLAT - SLOPING TO REAR

What is the relationship to nearby sites, watercourses, etc.?

TINGALPA CK TO THE REAR

Describe the site drainage? (add to site map)

SEALED - STORM WATER TO TINGALPA CK

What are the visible soil types located on site?

Are earthworks apparent? Y/N

Comment: BLOCK LEVELLING WOULD HAVE OCCURRED PRIOR TO BUILDING CONSTRUCTION.

Visual Inspection

Is there any disturbed or discoloured soil or vegetation on site? Y/N

Comment:

Is there any noticeable odours emanating from the site? Y/N

Comment:

Is there any evidence of holding tanks, underground tanks, chemical containers etc.? Y/N

Comment:

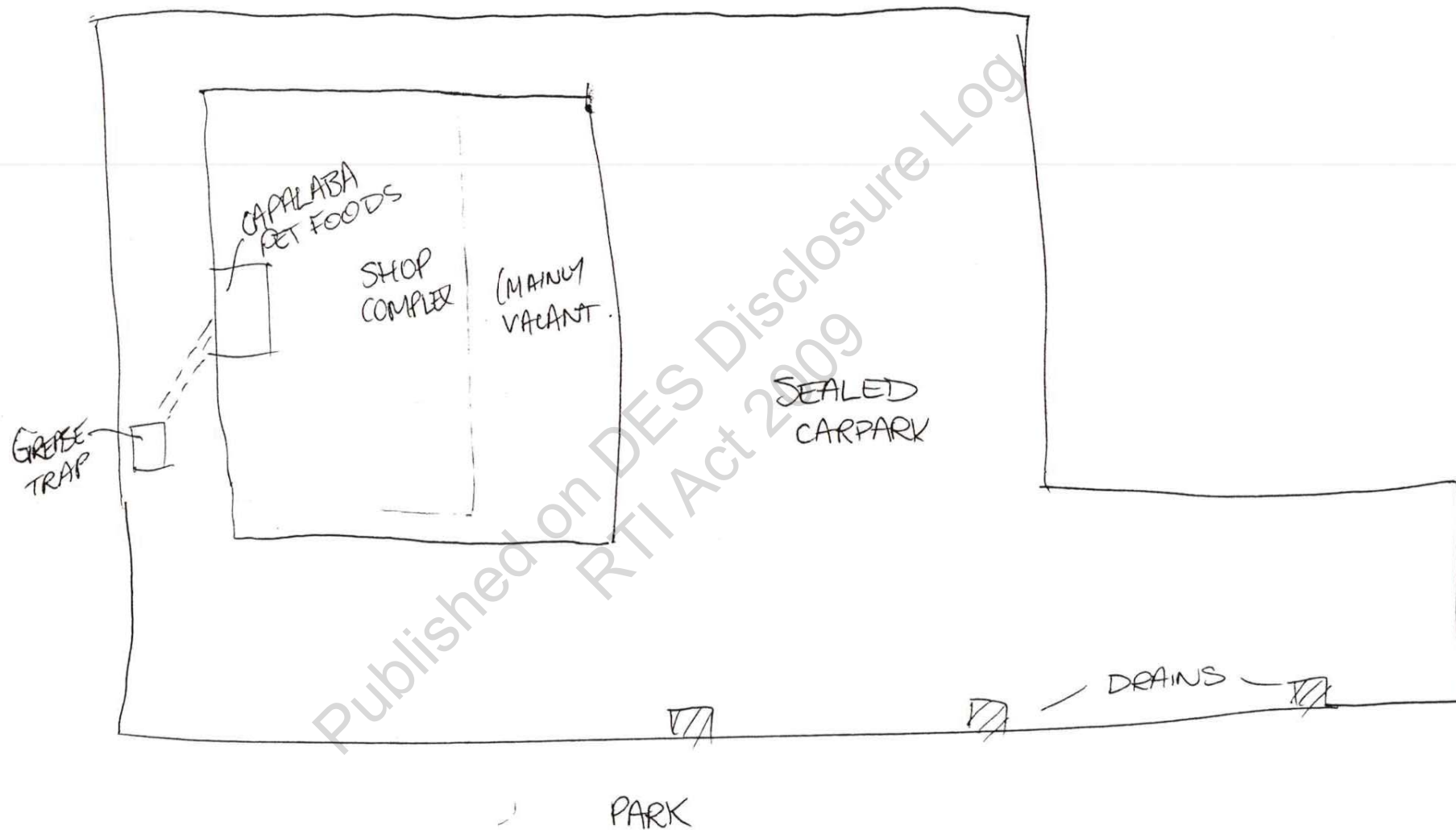
Is there any evidence of site remediation? Y/N

SITE IS SEALED

Is there any visible signs of surface contamination? Y/N

OLD CLEVELAND RD.

BANFIELD LANE



Registered Site - Show Site

[Site](#) [Comments](#) [Amend Log](#) [Categ. Hist](#) [Hist. Repos](#) [Show Docs](#)Page 1 [Page 2](#)

Lot:	2	Plan:	RP197675	Rec Type:	BP	Id:	4596
Category:	NOTIFIABLE ACTIVITY			Region:		Hist. Id:	34-14375
LGA:	REDLAND CITY COUNCIL			AMA/AN:			
Site Name:	AMPOL SALAD BOWL MOTORS			Notified By:	DATA CONV	Notif Rec'd:	
Street:	36 OLD CLEVELAND ROAD			Entry Date:	27/06/1998	Last Altered Date:	26/04/2022
Suburb:	CAPALABA	Post Code:	4157	34 - SERVICE STATIONS			
Owner:	W & N INVESTMENTS P/L			Notifiable Activities:			
Owner Address:	C/- A MALONE AMROSE REAL ESTATE			File:	900824	Officer:	NIL
	PO BOX 347			Offsite Disposal Date:		IPA Date:	
	RUNAWAY BAY						
	QLD						
		Post Code:	4216				
Parcel Status:	C	Area:	62420 m ²	Ext Ref:			
Site Inspection (SMP) Date:				Haz Cont:			
SMP Compliance Y/N:							

[Edit](#)[Delete](#)[Print](#)

EMR/CLR Environmental Management Register and Contaminated Land Register

1.7.4

Registered Site - Show Site

Site Comments Amend Log Categ. Hist Hist. Repos Show Docs

Lot:	2	Plan:	RP197675	Category:	PRO	CSR Cont Site ID:	34-14375
Local Authority:	REDLAND S.C.			Entry Date:	06/12/1993		
Site Name:	AMPOL SALAD BOWL MOTORS			MR Alter Date:			
Location Street:	36 OLD CLEVELAND ROAD			Prescribed Purpose:	SERVICE STATION		
Location Suburb:	CAPALABA	Post Code:	4157	Contsite File:	0	Officer:	NIL
Owner Address:	W & N INVESTMENTS P/L			Current Use:	2231	Past Use:	2231
	C/- A MALONE AMROSE REAL ESTATE			DNR Parcel Status:	C	Contaminant:	UNK
	PO BOX 347			Prev Lot No:	2		
	RUNAWAY BAY			Prev Plan No:	RP197675		
QLD		Post Code:	4216	Zoning:		Area:	62420
				UXO Region:		Cont Grid Water:	

Comments:	OLD SITE TANKS REMOVED FROM GROUND 1983	FLAMMABLE AND COMBUSTIBLE LICENCE
Rec Status:		Deleted Reason:
Deleted Date:		



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Administering Authority

OFFICIAL USE ONLY

DATE RECEIVED

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FILE REF

PROJECT REF

COMPLETE FORM

☐

CORRECT AA

☐

COMPLETE FEE

☐

ADMINISTERING DISTRICT

ENTERED BY [SIGNATURE]

DATE

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Submission of a contaminated land investigation document

This form is to be used for the submission of a contaminated land investigation document to the administering authority under the Environmental Protection Act 1994.

1. Relevant person details

S.390(3) *Environmental Protection Act 1994*: 'The relevant person is—

(a) if the contaminated land investigation document is given to the administering authority in order to comply with a notice given to a person by the authority under this Act—the person to whom the notice was given; or

(b) otherwise—the person who gives the document to the administering authority.

(4) However, if the person mentioned in subsection (3)(a) or (b) is a corporation, an executive officer of the corporation is taken to be the relevant person.

If being submitted by a corporation, an executive officer of the corporation must be the relevant person.'

Full name		Title
Corporation (if applicable)		
Details of executive position held (within the corporation if applicable)		
Residential or registered business address		Postcode
Phone	Fax	
Email address:		
Postal address (write 'As above' if the same as the residential or registered business address)		Postcode

2. Relevant land

Please provide details about the land which is the subject of the contaminated land investigation document.

Street address:	
Lot(s):	Plan(s):
Relevant local government authority:	
EMR/CLR ID (if applicable):	
Current land use:	Proposed land use (if applicable):
☐ Attached is a site plan or relevant survey plan which includes site boundaries, scale, latitude and longitude.	

3. Auditor details

Please provide the details of the auditor who has certified the contaminated land investigation document.

Full name:
Auditor approval number:
Company/organisation:
Telephone:
Email address:

4. Registered land owner (s) details

Full name(s):
Postal address:
☐ Attached is a legible copy of proof of ownership of the site (or each site) clearly showing the full name(s) of the registered proprietor(s)

You must confirm whether the land which is the subject to the contaminated land investigation document is listed on the Environmental Management Register (EMR) or Contaminated Land Register (CLR) and if so provide the EMR/CLR ID.

The registered land owner's postal address must be provided; an agent's address is not acceptable.

The postal address of any occupier of the land must be provided; an agent's address is not acceptable.

A contaminated land investigation document is any, or a combination of, the following:

- a site investigation report
- a validation report
- a draft SMP or draft amended SMP

Provide the following details for each separate document forming the site investigation report. If there are more than two documents outline the details in a table as a separate attachment.

A contaminated land investigation document must be prepared by a suitably qualified person (SQP). For further information about the requirements of an SQP, refer to the Qld Government website at <https://www.qld.gov.au/> (using 'suitable qualified person' as the search term).

Provide the following details for each separate document forming the validation report. If there are more than two documents outline the details in a table as a separate attachment.

5. Land occupier (s) details

Full name(s):
Postal address:

6. Contaminated land investigation document

What is the contaminated land investigation document comprised of?

- ☐ Site investigation report (complete section A)
- ☐ Validation Report (complete section B)
- ☐ Draft SMP or Draft amended SMP (complete section C)

Is the contaminated land investigation document submission required under a notice or order issued by the administering authority?

- ☐ Yes, Reference Number:
- ☐ No

A. Details of site investigation report

Outline each document below which forms the site investigation report:

Title:		
Prepared by:		
Version:	Reference Number:	Date:
Have any of the documents been previously submitted to the administering authority? ☐ Yes (Provide details below) ☐ No		
Title:		
Date of submission:		
Administering authority's reference number:		

B. Details of validation report

Outline each document below which forms the validation report:

Title:		
Prepared by:		
Version:	Reference Number:	Date:

A draft site management (or amended plan) plan needs to be a single document structured to differentiate the three components required by subsection 389(1)(i) of the EP Act:

- the proposed objectives to be achieved and maintained under the plan,
- the proposed methods for achieving and maintaining the objectives, and
- the proposed monitoring and reporting compliance measures for the land.

This is to allow the SMP to be readily attached to the EMR if approved by the administering authority.

There is no fee required for a CLID submission.

C. Details of the draft or draft amended SMP

Outline the details of the draft SMP or draft amended SMP below:

Title:

Prepared by:

Version:

Reference Number:

Date:

Details of the previously approved plan (being amended):

Administering authority's reference number:

Version:

Date:

7. Mandatory supporting information

Provide the following mandatory supporting information:

- A. The Auditor's certification for the contaminated land investigation document using the template provided by the administering authority.

The Auditor's certification must include any support expert's report and statement where applicable.

☐ Yes I have attached the Auditor's certification report.

- B. The Auditor's certification and declaration using the template provided by the administering authority:

☐ Yes I have attached the Auditor's certification and declaration.

- C. A declaration by each suitably qualified person who has prepared, or helped to prepare, the contaminated land investigation document, using the template provided by the administering authority.

☐ Yes I have attached a declaration from each suitably qualified person listed in Question 8 (Parts A, B, C and D where applicable).

Item D is mandatory where a draft site management plan or draft amended site management plan was prepared by someone other than the registered land owner:

- D. A statement by the registered land owner agreeing to the draft site management plan or draft amended site management plan.

☐ Yes I have attached the land owner's statement.

8. Relevant person's declaration

I do solemnly and sincerely declare that:

- I have not knowingly given any false or misleading information to the auditor who certified the contaminated land investigation document; and
- I have given all relevant information to the auditor who certified the contaminated land investigation document; and
- I am either the registered land owner for the land subject to the contaminated land investigation document or have given a copy of the contaminated land investigation document to the owner; and
- All information supplied on or with this submission form is true and correct to the best of my knowledge; and
- I understand that it is an offence under s.480 of the *Environmental Protection Act 1994* to give to the administering authority or an authorised person a document containing information that I know to be false, misleading or incomplete in a material particular; and
- I understand that all information supplied on or with this submission form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

RELEVANT PERSON'S NAME

RELEVANT PERSON'S SIGNATURE

DATE

Submission checklist

- ☐ Attached is a site plan or relevant survey plan which includes site boundaries, scale, latitude and longitude (Question 2)
- ☐ Attached is a legible copy of proof of ownership of the site (or each site) clearly showing the full name(s) of the registered proprietor(s) (Question 4)
- ☐ The entire contaminated land investigation document has been provided (Question 6)
- ☐ All mandatory supporting information has been provided (Question 7):
 - ☐ Auditor's certification report
 - ☐ Auditor's certification and declaration
 - ☐ Support expert's report and statement (where applicable)
 - ☐ Suitably qualified person(s) declaration(s)
 - ☐ Land owner's agreement to draft SMP or draft amended SMP (where applicable)

How to submit a contaminated land investigation document and mandatory supporting information

For efficiency it is preferred that the contaminated land investigation document and all mandatory supporting information is provided electronically on a USB, CD, or DVD, accompanied by this form or a hardcopy covering letter. This can be submitted by either:

Mail:

Permit and Licence Management
Department of Environment and Science
GPO Box 2454
BRISBANE QLD 4001

Email: palm@des.qld.gov.au

(please see conventions for submitting by email overleaf)

To allow for components of the contaminated land investigation document and mandatory supporting information to be readily identified and to avoid administrative delay, be sure to abide by the following conventions:

Conventions for all documents:

- documents are to be given a unique title or name, incorporating their date of completion (in dd_mm_yyyy format)
- pages in each document are to be numbered consecutively
- the page size is to be set to the ISO A-series standard
- the resolution of PDF file should not be lower than 300 dots per inch
- where practicable, any attachments, such as photos, figures or maps, are to be included as part of the primary document
- colour and black and white information should be able to be appropriately reproduced.

Convention for site management plans (including amended site management plans)

A draft site management plan needs to be a single document. It needs to be structured to differentiate the three components required by subsection 389(1)(i):

- the proposed objectives to be achieved and maintained under the plan
- the proposed methods for achieving and maintaining the objectives
- the proposed monitoring and reporting compliance measures for the land.

This is to allow the SMP to be readily attached to the EMR if approved.

Conventions for electronic files

- A site investigation report or validation report and the mandatory supporting information should be provided as one or more electronic documents in a searchable PDF file (i.e. portable document format).
- Where a site investigation report or validation report is composed of one document, the title of the PDF file should be 'Site investigation report' or 'Validation report'. Where the report is comprised of a number of separate documents, each PDF file should be placed in an electronic folder named 'Site investigation report' or 'Validation report', with each PDF file given a title that directly corresponds to the title provided for the document in Section 8 of this form.

- A draft site management plan or draft amended draft site management plan should be provided as one Microsoft Word document file and should be given a title that directly corresponds to the title provided in Section 8 of this form.
- Mandatory supporting information should be separate PDF files titled:
 - o Suitably qualified person's declaration(s)
 - o Auditor's certification report
 - o Auditor's certification and declaration
 - o Landowner agreement to draft site management plan

Where any of these are comprised of more than one document a folder should be created and titled as per the above with each PDF file in the folder given the same title as the individual PDF document.

- PDF and Microsoft Word files should not be encrypted or require password access or be dependent on external attachments for legibility.

Conventions for submission via email:

- The subject line of the email should be 'Submission of a contaminated land investigation document'.
- The file size limit for submission via email is 50MB. Any submission via email which exceeds 14MB will need to be broken down into separate emails, with each email clearly labelled Part X of X (e.g. Part 1 of 2), included in the subject line of the email.
- Attachments to the email must be titled in the same way as for the electronic files (conventions above).
- Where a site investigation report or validation report is comprised of more than one attachment, each attachment should be titled in the following manner:

Component of the CLID (e.g. Site investigation report or validation report) _Part X of X (e.g. Part 1 of 2)
_ Title of the document that directly corresponds to the title provided in Section 8 of this form.

Where mandatory supporting information such as the Auditor's certification is comprised of more than one file, each attachment should be titled in the following manner:

Title (e.g. Auditor's certification) _ Part X of X (e.g. Part 1 of 2) _ Title of the document (e.g. Auditor's statement of reasons)

Privacy statement

The Department of Environment and Science (the department) is collecting personal information about the people identified on this form as the relevant person, the owner or occupier of the relevant land, the suitably qualified person responsible for preparing contaminated land investigation document and the auditor responsible for certifying the contaminated land investigation document in order to process the submission the contaminated land investigation document under Chapter 7, Part 8 of the *Environmental Protection Act 1994*. The information provided on, and accompanying, the form will not otherwise be used or disclosed unless required or authorised by law. For further information about privacy matters email: privacy@des.qld.gov.au or telephone: 13 74 68.



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Administering Authority

OFFICIAL USE ONLY

DATE RECEIVED

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FILE REF

--

PROJECT REF

--

COMPLETE FORM

☐

CORRECT AA

☐

COMPLETE FEE

☐

ADMINISTERING DISTRICT

--

ENTERED BY [SIGNATURE]

--

DATE

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(b) otherwise—the person who gives the document to the administering authority.

(4) However, if the person mentioned in subsection (3)(a) or (b) is a corporation, an executive officer of the corporation is taken to be the relevant person .

If being submitted by a corporation, an executive officer of the corporation must be the relevant person.'

Full name		Title
Corporation (if applicable)		
Details of executive position held (within the corporation if applicable)		
Residential or registered business address		Postcode
Phone	Fax	
Email address:		
Postal address (write 'As above' if the same as the residential or registered business address)		Postcode

2. Relevant land

Please provide details about the land which is the subject of the contaminated land investigation document.

Street address:	
Lot(s):	Plan(s):
Relevant local government authority:	
EMR/CLR ID (if applicable):	
Current land use:	Proposed land use (if applicable):
☐ Attached is a site plan or relevant survey plan which includes site boundaries, scale, latitude and longitude.	

3. Auditor details

Please provide the details of the auditor who has certified the contaminated land investigation document.

Full name:
Auditor approval number:
Company/organisation:
Telephone:
Email address:

4. Registered land owner (s) details

Full name(s):
Postal address:
☐ Attached is a legible copy of proof of ownership of the site (or each site) clearly showing the full name(s) of the registered proprietor(s)

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Provide the following details for each separate document forming the validation report. If there are more than two documents outline the details in a table as a separate attachment.

5. Land occupier (s) details

Full name(s):
Postal address:

6. Contaminated land investigation document

What is the contaminated land investigation document comprised of?

- ☐ Site investigation report (complete section A)
- ☐ Validation Report (complete section B)
- ☐ Draft SMP or Draft amended SMP (complete section C)

Is the contaminated land investigation document submission required under a notice or order issued by the administering authority?

- ☐ Yes, Reference Number:
- ☐ No

A. Details of site investigation report

Outline each document below which forms the site investigation report:

Title:		
Prepared by:		
Version:	Reference Number:	Date:
Have any of the documents been previously submitted to the administering authority? ☐ Yes (Provide details below) ☐ No		
Title:		
Date of submission:		
Administering authority's reference number:		

B. Details of validation report

Outline each document below which forms the validation report:

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Version:	Reference Number:	Date:

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Version:

Reference Number:

Date:

Details of the previously approved plan (being amended):

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Version:

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7. Mandatory supporting information

Provide the following mandatory supporting information:

- A. The Auditor's certification for the contaminated land investigation document using the template provided by the administering authority.

The Auditor's certification must include any support expert's report and statement where applicable.

☐ Yes I have attached the Auditor's certification report.

- B. The Auditor's certification and declaration using the template provided by the administering authority:

☐ Yes I have attached the Auditor's certification and declaration.

- C. A declaration by each suitably qualified person who has prepared, or helped to prepare, the contaminated land investigation document, using the template provided by the administering authority.

☐ Yes I have attached a declaration from each suitably qualified person listed in Question 8 (Parts A, B, C and D where applicable).

Item D is mandatory where a draft site management plan or draft amended site management plan was prepared by someone other than the registered land owner:

- D. A statement by the registered land owner agreeing to the draft site management plan or draft amended site management plan.

☐ Yes I have attached the land owner's statement.

8. Relevant person's declaration

I do solemnly and sincerely declare that:

- I have not knowingly given any false or misleading information to the auditor who certified the contaminated land investigation document; and
- I have given all relevant information to the auditor who certified the contaminated land investigation document; and
- I am either the registered land owner for the land subject to the contaminated land investigation document or have given a copy of the contaminated land investigation document to the owner; and
- All information supplied on or with this submission form is true and correct to the best of my knowledge; and
- I understand that it is an offence under s.480 of the *Environmental Protection Act 1994* to give to the administering authority or an authorised person a document containing information that I know to be false, misleading or incomplete in a material particular; and
- I understand that all information supplied on or with this submission form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.

RELEVANT PERSON'S NAME

RELEVANT PERSON'S SIGNATURE

DATE

Submission checklist

- ☐ Attached is a site plan or relevant survey plan which includes site boundaries, scale, latitude and longitude (Question 2)
- ☐ Attached is a legible copy of proof of ownership of the site (or each site) clearly showing the full name(s) of the registered proprietor(s) (Question 4)
- ☐ The entire contaminated land investigation document has been provided (Question 6)
- ☐ All mandatory supporting information has been provided (Question 7):
 - ☐ Auditor's certification report
 - ☐ Auditor's certification and declaration
 - ☐ Support expert's report and statement (where applicable)
 - ☐ Suitably qualified person(s) declaration(s)
 - ☐ Land owner's agreement to draft SMP or draft amended SMP (where applicable)

How to submit a contaminated land investigation document and mandatory supporting information

For efficiency it is preferred that the contaminated land investigation document and all mandatory supporting information is provided electronically on a USB, CD, or DVD, accompanied by this form or a hardcopy covering letter. This can be submitted by either:

Mail:

Permit and Licence Management
Department of Environment and Science
GPO Box 2454
BRISBANE QLD 4001

Email: palm@des.qld.gov.au

(please see conventions for submitting by email overleaf)

To allow for components of the contaminated land investigation document and mandatory supporting information to be readily identified and to avoid administrative delay, be sure to abide by the following conventions:

Conventions for all documents:

- documents are to given a unique title or name, incorporating their date of completion (in dd_mm_yyyy format)
- pages in each document are to be numbered consecutively
- the page size is to be set to the ISO A-series standard
- the resolution of PDF file should not be lower than 300 dots per inch
- where practicable, any attachments, such as photos, figures or maps, are to be included as part of the primary document
- colour and black and white information should be able to be appropriately reproduced.

Convention for site management plans (including amended site management plans)

A draft site management plan needs to be a single document. It needs to be structured to differentiate the three components required by subsection 389(1)(i):

- the proposed objectives to be achieved and maintained under the plan
- the proposed methods for achieving and maintaining the objectives
- the proposed monitoring and reporting compliance measures for the land.

This is to allow the SMP to be readily attached to the EMR if approved.

Conventions for electronic files

- A site investigation report or validation report and the mandatory supporting information should be provided as one or more electronic documents in a searchable PDF file (i.e. portable document format).
- Where a site investigation report or validation report is composed of one document, the title of the PDF file should be 'Site investigation report' or 'Validation report'. Where the report is comprised of a number of separate documents, each PDF file should be placed in an electronic folder named 'Site investigation report' or 'Validation report', with each PDF file given a title that directly corresponds to the title provided for the document in Section 8 of this form.

- A draft site management plan or draft amended draft site management plan should be provided as one Microsoft Word document file and should be given a title that directly corresponds to the title provided in Section 8 of this form.
- Mandatory supporting information should be separate PDF files titled:
 - o Suitably qualified person's declaration(s)
 - o Auditor's certification report
 - o Auditor's certification and declaration
 - o Landowner agreement to draft site management plan

Where any of these are comprised of more than one document a folder should be created and titled as per the above with each PDF file in the folder given the same title as the individual PDF document.

- PDF and Microsoft Word files should not be encrypted or require password access or be dependent on external attachments for legibility.

Conventions for submission via email:

- The subject line of the email should be 'Submission of a contaminated land investigation document'.
- The file size limit for submission via email is 50MB. Any submission via email which exceeds 14MB will need to be broken down into separate emails, with each email clearly labelled Part X of X (e.g. Part 1 of 2), included in the subject line of the email.
- Attachments to the email must be titled in the same way as for the electronic files (conventions above).
- Where a site investigation report or validation report is comprised of more than one attachment, each attachment should be titled in the following manner:

Component of the CLID (e.g. Site investigation report or validation report) _Part X of X (e.g. Part 1 of 2)
_ Title of the document that directly corresponds to the title provided in Section 8 of this form.

Where mandatory supporting information such as the Auditor's certification is comprised of more than one file, each attachment should be titled in the following manner:

Title (e.g. Auditor's certification) _ Part X of X (e.g. Part 1 of 2) _ Title of the document (e.g. Auditor's statement of reasons)

Privacy statement

The Department of Environment and Science (the department) is collecting personal information about the people identified on this form as the relevant person, the owner or occupier of the relevant land, the suitably qualified person responsible for preparing contaminated land investigation document and the auditor responsible for certifying the contaminated land investigation document in order to process the submission the contaminated land investigation document under Chapter 7, Part 8 of the *Environmental Protection Act 1994*. The information provided on, and accompanying, the form will not otherwise be used or disclosed unless required or authorised by law. For further information about privacy matters email: privacy@des.qld.gov.au or telephone: 13 74 68.