# Office of Environment and HeritageDepartment of Planning, Industry and Environment Application to retire biodiversity credits

This form is used to apply for the retirement of biodiversity credits under the *Biodiversity Conservation Act 2016*. If you need help completing this form, contact the BioBanking Team at [biobanking@environment.nsw.gov.au](mailto:biobanking@environment.nsw.gov.au).

This is an interactive form – please click on boxes and type in responses (each field has unlimited characters). When completed, print the form and sign where appropriate..

## Credit owner’s details

|  |  |
| --- | --- |
| Credit register ID: | Click or tap here to enter text. |

## How to indicate which biodiversity credits are to be retired

Complete the following steps to specify the credits that are to be retired:

Step 1 Go to the BioBanking public register at [www.environment.nsw.gov.au/bimsprapp/BiobankingPR.aspx](http://www.environment.nsw.gov.au/bimsprapp/BiobankingPR.aspx%20%20)

* + 1. Click on the ‘Biodiversity credits register’ link
    2. Select ‘Search for credit holder’
    3. Enter credit owner’s credit register ID in the box provided and click ‘Search'
    4. Click on ‘View credit retirement report as PDF’ button
    5. Print the ‘Credit(s) retirement report’.

Step 2 On the Credit(s) retirement report indicate the number of each ecosystem and/or species credit(s) to be retired from the owner(s) recorded in the credit register.

Step 3 Attach the completed Credit(s) retirement report to this application.

## Purpose of credit retirement

|  |
| --- |
| This application is to retire credits to satisfy the requirements of BioBanking statement ID:  Click or tap here to enter text. |
| This application is to retire credits (specify below):  to comply with a State significant development or State significant infrastructure project approval  for conservation purposes  other (please specify) Click or tap here to enter text. |

**Note:** Once credits have been retired, they are effectively removed from the market and cannot be transferred or further retired.

## Total Fund Deposit

If any of the credits nominated for retirement have not previously been transferred (sold), payment of the relevant portion of the Total Fund Deposit must be made into the **Biodiversity Stewardship Payments Fund**. This only occurs if you are retiring credits created on your own biobank site and you have not yet met the full Total Fund Deposit specified in the BioBanking agreement.

|  |
| --- |
| There are no credits being retired without first having been sold (proceed to section 5) |
| There are credits being retired without first having been sold but the Total Fund Deposit has already been satisfied for BioBanking agreement ID: Click or tap here to enter text. (proceed to section 5) |
| There are credits being retired without first having been transferred (sold) and a cheque for the relevant portion of the Total Fund Deposit is attached. Payment can only be made by cheque payable to ‘**Biodiversity Stewardship Payments Fund**’. *Fill in the table below to determine the amount to be paid.* |

Specify all amounts below excluding GST.

|  |  |  |
| --- | --- | --- |
| A | BioBanking agreement ID | Click or tap here to enter text. |
| B | Total Fund Deposit specified in the BioBanking agreement | $ Click or tap here to enter text. |
| C | Total number of credits created at the biobank site | Click or tap here to enter text. |
| D | Number of credits sold in this transfer | Click or tap here to enter text. |
| E | Relevant portion of the Total Fund Deposit (D ÷ C x 100) | Click or tap here to enter text. % |
| F | Relevant portion of the Total Fund Deposit | $ Click or tap here to enter text. |

Payment of the Total Fund Deposit can be made by EFTor cheque payable to the **Biodiversity Stewardship Payments Fund**.

For enquiries about the Total Fund Deposit contact the NSW Biodiversity Conservation Trust on   
1300 992 688 or email [bct@environment.nsw.gov.au](mailto:bct@environment.nsw.gov.au).

## Application fee for credit retirement

The application fee of $1500 to must be submitted with this form. The fee is payable to the Department of Planning, Industry and Environment.

|  |
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| Fee for credit retirement to meet conditions in a BioBanking statement |
| Fee for credit retirement without a BioBanking statement |
| Fee for credit retirement without a BioBanking statement (credit card payment) |

**Note:** Fees are exempt from GST by the Commonwealth Treasurer’s Division 81 determination under *A New Tax System (Goods and Services Tax) Act 1999*.

|  |  |
| --- | --- |
| Application fee payment method | |
| Cheque | Please make cheque payable to the Department of Planning, Industry and Environment |
| EFT | Please complete the invoice raised to section below. |
| Credit card | Mastercard  Visa |
| Card number Click or tap here to enter text. |
| Expiry date Click or tap to enter a date. |
| Cardholder’s name Click or tap here to enter text. |
| Cardholder’s signature Click or tap here to enter text. |

Department of Planning, Industry and Environment will raise an invoice for the Application Fee for Biodiversity Credit Retirement. If the payer details differ from the credit owner details please complete below.

|  |  |  |  |
| --- | --- | --- | --- |
| Invoice raised to | | Receipt to (if different to invoice details) | |
| Name/Company | Click or tap to enter a date. | Name/Company | Click or tap to enter a date. |
| ABN | Click or tap to enter a date. | ABN | Click or tap to enter a date. |
| Mailing address | Click or tap to enter a date. | Mailing address | Click or tap to enter a date. |
| Email | Click or tap to enter a date. | Email | Click or tap to enter a date. |
| Phone | Click or tap to enter a date. | Phone | Click or tap to enter a date. |

## Signature of applicants

This application must be completed and signed by all the owners of the biodiversity credits that are being nominated for retirement, or by persons with the legal authority to sign. The various options for signing the form according to owner category are set out in the table below.

|  |  |
| --- | --- |
| Owner category | Application is signed and certified by |
| Individuals | All the individuals who are owners of the biodiversity credits to be retired |
| Company | the common seal being affixed in accordance with the *Corporations Act 2001*  two directors  a director and a company secretary  the director, if a proprietary company that has a sole director who is also the sole company secretary. |
| A local council | the general manager in accordance with s.377 of the *Local Government Act 1993* (LG Act)  the seal of the council being affixed in a manner authorised under the LG Act. |
| A public authority other than a council | The Chief Executive officer of the public authority. |

I/We hereby give consent for the retirement of the biodiversity credits listed in the credit retirement report attached to this application (all owners to sign).

|  |  |
| --- | --- |
| Full name | Click or tap to enter a date. |
| Position | Click or tap to enter a date. |
| Signature | Click or tap to enter a date. |
| Signature date | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Full name | Click or tap to enter a date. |
| Position | Click or tap to enter a date. |
| Signature | Click or tap to enter a date. |
| Signature date | Click or tap to enter a date. |

Company seal (if required):

**Note:** The consent of all owners must be provided to complete the credit transaction. If you are signing on the owner’s behalf you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc).

# Lodging the application

Once completed and signed, send the application with all attachments to the BioBanking Team.

Email – via [biobanking@environment.nsw.gov.au](mailto:biobanking@environment.nsw.gov.au)

If the files are large then a data exchange site can be set up. Contact us via the mailbox to organise this.

Or by post:  
The BioBanking Team  
Conservation Programs Branch  
Department of Planning, Industry and Environment  
PO Box A290  
Sydney South NSW 1232

**Note:** You will be notified when the credits have been retired and the public register will be updated to reflect the change in status of the credits specified in this application.

# Office use only

|  |  |
| --- | --- |
| Received date | Click or tap to enter a date. |
| Completed date | Click or tap to enter a date. |
| Confirmation issued | Click or tap here to enter text. |
| BOAMS transaction case ID | Click or tap here to enter text. |
| Invoice number for fee | Click or tap here to enter text. |