

APPENDIX G

LETTER TEMPLATE FOR COUNCIL PROVIDING MATERIAL TO LANDHOLDERS

This letter template is for Council to provide to all landholders who wish to receive surplus material from a Council project. Please insert relevant details and delete all shaded instructions once completed.

Contact Person Reference

Date

Addressee1

Addressee2

Addressee3

TOWN STATE PCODE

Dear Salutation,

Re: Receiving Council Surplus Fill Material (Waste) – Location

Your interest in receiving surplus fill material ('material' or 'waste') that will be generated by the project is appreciated.

It is understood that you intend to use the material *[insert intended use for the waste]*. It is important to the Council that all waste materials from this project are managed in a way that meets legislated requirements and will not harm the environment or human health.

This letter provides important information that will help you to understand what you need to do to legally receive this material and avoid harm to environmental and human health.

You will need to do the following before the material is delivered to your property:

- Read the information attached to this letter. The NSW Environment Protection Authority (EPA) has other information that may help you to understand the laws relating to receiving waste materials (<http://www.epa.nsw.gov.au/waste/>).
- Check with Council whether any equivalent approvals or licenses are needed before your property can accept the material. This includes any requirements under the **[CouncilName]** Local Environmental Plan to obtain prior consent for the placement of material.
- Make sure that you obtain all relevant approvals, licenses or permits that are required for you to legally receive the material. Often, there will be no need for any approvals, licenses or permits, but always check with Council whether this will be the case for your property.
- Complete and sign a 'Section 143 Notice' (copy attached). Only sign this form if you are confident that the details on the Section 143 Notice are correct, your property can lawfully receive the material, and the materials can be legally used for the intended purpose.
- Keep a copy of the completed Section 143 Notice for your records and mail the original document to:
[Enter details of where Section 143 Notice should be sent].

Once we have received the completed and signed Section 143 Notice and have confirmed that the material can be legally transported to your property, we will contact you to make arrangements for waste delivery.

When the Council waste material arrives on your property, you must ensure that:

- the Council waste material is as described on the Section 143 Notice
- the Council waste is managed in a way that complies with any relevant approvals, licences or permits and avoids harm to the environment, human health and other people's property.
- the material can only be used for the farm access track located within your property located on Lot XX DP XXXXXX.

Council does not guarantee the quality or standard of the material supplied.

Council is not responsible for any onsite works; the material will be truck-dumped at a stockpile nominated by you.

You will be required to comply with all Acts, Regulations, Codes of Practice and Guidelines in regard to the onsite environmental management of the material.

[Optional – outline any further requirements, depending on the environmental risks associated with the Council waste and the proposed use].

If you have any inquiries about these matters, please contact *[insert name of contact person]* on *[insert contact number]*.

Yours faithfully

[insert name of Council representative]

[insert Council Department]

[insert Council Division or Group]

Enc.