DEPARTMENT OF PLANNING, INDUSTRY AND ENVIRONMENT   
Application to transfer biodiversity offsets scheme credits

under the *Biodiversity Conservation Act 2016*

# Purpose of this form

The form is to be used to apply to the Conservation Programs Branch within the Department of Planning, Industry and Environment, under section 6.20 of the *Biodiversity Conservation Act 2016*, for the transfer of biodiversity credits in the Biodiversity Offsets Scheme (BOS).

# Instructions for completing this form

* 1. Please read each part of the application carefully, fully answer all the questions, sign where indicated, and attach the required documentation.
  2. In this form credit holder means a person or persons or legal entity or legal entities who are the owners of the credits being transferred. In this form credit buyer means a person or persons or a legal entity or entities who the credits are being transferred to. In this form an authorised person is the person who is duly authorised to sign this form on behalf of a credit holder or credit buyer.
  3. The form must be completed and signed in Part F by the current credit holder and Part G by the credit buyer. Please note that the consent of every person who is a credit holder of the credits must be provided to complete the biodiversity credit transfer.
  4. A duly authorised person must provide evidence of their authority to sign the application.
  5. All persons signing this form need to have their identity verified. This may be done using the services of a Justice of the Peace or via the Australia Post witnessing service. Credit owners and buyers may submit their verification of identity separately by providing separate copies of the signed form with their verification of identity attached- that is provide three copies of the form- one signed by both parties, a copy with verification of identity for each party- one for credit holder one for credit buyer.
  6. If insufficient space is provided for details of the credit holder, credit buyer or credit details, please print a copy of the relevant page, complete the details and attach the page to the final application.
  7. Each credit holder or credit buyer or their authorised representative will need to be registered within the Biodiversity Offsets and Agreement Management System (BOAMS). If you are not already registered in that system, the Department will create an account for you after a completed application is submitted.
  8. Please read Part H for information on how the Department manages your privacy in relation to this application.
  9. **Please be aware there are penalties for the provision of false or misleading information (see Part I for more information).**
  10. For any questions of for assistance completing this form, please email [boscredits@environment.nsw.gov.au](mailto:boscredits@environment.nsw.gov.au) or call 1300 361 967.

# Lodging this form

Once completed and signed the form should be scanned and sent to:

Email: [boscredits@environment.nsw.gov.au](mailto:boscredits@environment.nsw.gov.au)

# Finalising this application

This application will only be finalised after:

* the application fee has been paid. Go to: <https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity/biodiversity-offsets-scheme/fees> for details of fees.
* if applicable, the relevant portion of the total fund deposit has been paid.
* the Department of Planning, Industry and Environment has processed and approved the application.

You will be notified once biodiversity credits have been transferred. The [Biodiversity Offset Scheme public registers](https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity/biodiversity-offsets-scheme/public-registers) will be updated to reflect the change in the status of the credits specified in this application.

# Part A: Current credit holder details

1. The credit holder (owner of credits) must complete this form as per the instructions. If there are more than one credit holder-each must complete the form. Each credit holder should attach a verification of their identity. If you own a Biodiversity Stewardship Agreement and it is the source of credits subject of this transfer, you should attach a current copy of the land title to your application.
2. For additional credit holders (owners), please copy this page, complete and attach.

## Credit holder

|  |  |
| --- | --- |
| A1 Individual |  |
| Full name | Click or tap here to enter text. |
| Contact phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Street address | Click or tap here to enter text. |
| Postal address | Same as residential, or Click or tap here to enter text. |
| BOAMS customer number |  |
| Biodiversity stewardship ID (if applicable) |  |
| Credit holding ID (BOAMS) |  |

Attach **one** of either the following:

|  |  |
| --- | --- |
| 1. A1.1 Identification certified by Justice of the Peace | 1. Attached  Not applicable |
| 1. A1.2 Identification certified by Australia Post Witnessing Service | 1. Attached  Not applicable |

|  |  |
| --- | --- |
| A2 Individual |  |
| Full name | Click or tap here to enter text. |
| Contact phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Street address | Click or tap here to enter text. |
| Postal address | Same as residential, or Click or tap here to enter text. |
| BOAMS customer number |  |
| Biodiversity stewardship ID (if applicable) |  |
| Credit holding ID (BOAMS) |  |

Attach **one** of either the following:

|  |  |
| --- | --- |
| 1. A2.1 Identification certified by Justice of the Peace | 1. Attached  Not applicable |
| 1. A2.2 Identification certified by Australia Post Witnessing Service | 1. Attached  Not applicable |

|  |  |
| --- | --- |
| A3 Corporation, local council, public authority | |
| Company name | Click or tap here to enter text. |
| ACN | Click or tap here to enter text. |
| ARBN | Click or tap here to enter text. |
| Registered business address | Click or tap here to enter text. |
| Business postal address | Click or tap here to enter text. |
| Business email | Click or tap here to enter text. |
| BOAMS customer number (if applicable) | Click or tap here to enter text. |
| Biodiversity stewardship ID (if applicable) | Click or tap here to enter text. |
| Credit holding ID (BOAMS) | Click or tap here to enter text. |

Attach relevant documentation:

|  |  |
| --- | --- |
| 1. A3.1 Current company extract or other evidence of currency and office holders | 1. Attached |

|  |  |
| --- | --- |
| A4 Authorised representative |  |
| Person, company, public authority or other incorporated body you are authorised to act for | Click or tap here to enter text. |
| Full name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Authorised capacity | Click or tap here to enter text. |
| Contact phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Street address | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |
| BOAMS customer number (if applicable) | Click or tap here to enter text. |
| Biodiversity stewardship ID (if applicable) | Click or tap here to enter text. |
| Credit holding ID (BOAMS) | Click or tap here to enter text. |

1. Attach relevant documentation:

|  |  |
| --- | --- |
| 1. A4.1 Proof of legal authority to sign this application if you are acting on behalf of the credit holder e.g. power of attorney, current company extract, delegation, partnership agreement. | 1. Attached |
| 1. A4.2 Identification certified by Justice of the Peace | 1. Attached  Not applicable |
| 1. A4.3 Identification certified by Australia Post Witnessing Service | 1. Attached  Not applicable |
| 1. A4.4 Biodiversity Stewardship Agreement and copy of current land title | 1. Attached  Not applicable |

# Part B: Credit buyer details

To hold credits under the Biodiversity Offsets Scheme, the credit buyer is required to be registered in the BOAMS system. If you are not already registered in that system, the Department will create an account for you after a completed application is submitted. This form also asks you to identify a designated contact person and contact details for the Biodiversity Offsets Scheme public registers.

For additional buyers, please copy this page, complete and attach.

Is this a philanthropic transfer?  Yes  No

## Credit buyer

|  |  |
| --- | --- |
| B1 Individual |  |
| Title | Click or tap here to enter text. |
| Full name | Click or tap here to enter text. |
| Contact phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Street address | Click or tap here to enter text. |
| Postal address | Same as residential, or Click or tap here to enter text. |
| BOAMS customer number | Click or tap here to enter text. |

Attach relevant documentation:

|  |  |
| --- | --- |
| 1. B1.1 Identification certified by Justice of the Peace | 1. Attached  Not applicable |
| 1. B1.2 Identification certified by Australia Post Witnessing Service | 1. Attached  Not applicable |

|  |  |
| --- | --- |
| B2 Individual |  |
| Title | Click or tap here to enter text. |
| Full name | Click or tap here to enter text. |
| Contact phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Street address | Click or tap here to enter text. |
| Postal address | Same as residential, or Click or tap here to enter text. |
| BOAMS customer number | Click or tap here to enter text. |

Attach relevant documentation:

|  |  |
| --- | --- |
| 1. B2.1 Identification certified by Justice of the Peace | 1. Attached  Not applicable |
| 1. B2.2 Identification certified by Australia Post Witnessing Service | 1. Attached  Not applicable |

|  |  |
| --- | --- |
| B3 Corporation, local council, public authority | |
| Company or other entity | Click or tap here to enter text. |
| ACN | Click or tap here to enter text. |
| ARBN | Click or tap here to enter text. |
| Registered business address | Click or tap here to enter text. |
| Business postal address | Click or tap here to enter text. |
| Business email | Click or tap here to enter text. |
| BOAMS customer number | Click or tap here to enter text. |

Attach relevant documentation:

|  |  |
| --- | --- |
| 1. B3.1 Current company extract or other evidence of currency and office holders | 1. Attached |

|  |  |
| --- | --- |
| B4 Authorised representative |  |
| Person, company, public authority or other incorporated body you are authorised to act for you are authorised to act for | Click or tap here to enter text. |
| Full name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Authorised capacity | Click or tap here to enter text. |
| Contact phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Street address | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |
| BOAMS customer number (if applicable) | Click or tap here to enter text. |

1. Attach relevant documentation:

|  |  |
| --- | --- |
| 1. B4.1 Proof of legal authority to sign this application if you are not named as the credit holder e.g. power of attorney, current company extract, partnership agreement. | 1. Attached |
| 1. B4.2 Identification certified by Justice of the Peace | 1. Attached  Not applicable |
| 1. B4.3 Identification certified by Australia Post Witnessing Service | 1. Attached  Not applicable |

# Part C: Details of biodiversity credits

## Details of credits

1. Provide the details of each credit type you are transferring.

### C1 Ecosystem credits

1. If you require additional fields, please copy this page, complete and attach to this application.

|  |  |
| --- | --- |
| Credit 1 | |
| **BOAMS Credit Holding ID** | Click or tap here to enter text. |
| **BOAMS Credit ID** | Click or tap here to enter text. |
| **BOAMS Agreement** | Click or tap here to enter text. |
| **Plant Community Type Name** | Click or tap here to enter text. |
| **Plant Community Type ID** | Click or tap here to enter text. |
| **Offset Trading Group** | Click or tap here to enter text. |
| **Hollow Bearing Trees** | Click or tap here to enter text. |
| **IBRA subregion** | Click or tap here to enter text. |
| **Credits transferred (no.)** | Click or tap here to enter text. |
| **Price per credit** | Click or tap here to enter text. |
| **Remaining credits** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Credit 2 | |
| **BOAMS Credit Holding ID** | Click or tap here to enter text. |
| **BOAMS Credit ID** | Click or tap here to enter text. |
| **BOAMS Agreement** | Click or tap here to enter text. |
| **Plant Community Type Name** | Click or tap here to enter text. |
| **Plant Community Type ID** | Click or tap here to enter text. |
| **Offset Trading Group** | Click or tap here to enter text. |
| **Hollow Bearing Trees** | Click or tap here to enter text. |
| **IBRA subregion** | Click or tap here to enter text. |
| **Credits transferred (no.)** | Click or tap here to enter text. |
| **Price per credit** | Click or tap here to enter text. |
| **Remaining credits** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Credit 3 | |
| **BOAMS Credit Holding ID** | Click or tap here to enter text. |
| **BOAMS Credit ID** | Click or tap here to enter text. |
| **BOAMS Agreement** | Click or tap here to enter text. |
| **Plant Community Type Name** | Click or tap here to enter text. |
| **Plant Community Type ID** | Click or tap here to enter text. |
| **Offset Trading Group** | Click or tap here to enter text. |
| **Hollow Bearing Trees** | Click or tap here to enter text. |
| **IBRA subregion** | Click or tap here to enter text. |
| **Credits transferred (no.)** | Click or tap here to enter text. |
| **Price per credit** | Click or tap here to enter text. |
| **Remaining credits** | Click or tap here to enter text. |

### C2 Species credits

1. If you require additional fields, please copy this page, complete and attach to this application.

|  |  |  |
| --- | --- | --- |
|  | 1. Credit 1 | 1. Credit 2 |
| 1. **BOAMS Credit Holding ID** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **BOAMS Credit ID** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **BOAMS Agreement** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Species common name** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Species scientific name** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Credits transferred (no.)** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Price per credit** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Remaining credits** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
|  | 1. Credit 3 | 1. Credit 4 |
| 1. **BOAMS Credit Holding ID** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **BOAMS Credit ID** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **BOAMS Agreement** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Species common name** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Species scientific name** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Credits transferred (no.)** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Price per credit** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |
| 1. **Remaining credits** | 1. Click or tap here to enter text. | 1. Click or tap here to enter text. |

# Part D: Total Fund Deposit

When a biodiversity credit is sold by a Biodiversity Stewardship Agreement owner a specified amount from the sale must be paid to satisfy the Total Fund Deposit. This amount is set out in each Biodiversity Stewardship Agreement.

1. Payments of the Total Fund Deposit must be made to the Biodiversity Conservation Trust.

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

Select one of the following options:

|  |  |
| --- | --- |
| D1 | A Total Fund Deposit payment is required.  Fill in the table below to determine the amount to be paid. |
| D2 | The Total Fund Deposit has already been satisfied for the Biodiversity Stewardship Agreement ID (proceed to Part E) |
| D3 | The credits have been transferred to my/our ownership and no Total Fund Deposit payment is required (proceed to Part E). |

## Calculating amounts

All dollar amounts below must be specified **excluding GST.**

|  |  |  |
| --- | --- | --- |
| A | Biodiversity Stewardship Agreement ID (BSA ID) | Click or tap here to enter text. |
| B | BOAMS Credit Holding ID | Click or tap here to enter text. |
| C | BOAMS Credit ID | Click or tap here to enter text. |
| D | Total Fund Deposit specified in the Biodiversity Stewardship Agreement ($ excluding GST) | Click or tap here to enter text. |
| E | Total number of credits created by the Biodiversity Stewardship Agreement | Click or tap here to enter text. |
| F | Number of credits sold in this transfer | Click or tap here to enter text. |
| G | Relevant portion of the Total Fund Deposit (F ÷ E x 100) (%) | Click or tap here to enter text. |
| H | Relevant portion of the Total Fund Deposit ($ excluding GST) | Click or tap here to enter text. |
| I | Total proceeds from the sale for all credits being transferred ($ excluding GST) | Click or tap here to enter text. |
| J | Amount deposited into the Biodiversity Stewardship Payments Fund (greater of H or I up to the limit of D) ($ excluding GST)  Please attach a receipt for this payment to this application. | Click or tap here to enter text. |
| K | Amount paid direct to the seller (I –J) ($ excluding GST)  Note: GST must also be paid to the seller both for the Total Fund Deposit (J) and any amount paid directly to the seller (K) | Click or tap here to enter text. |

# Part E: Fee

1. The fee for this transfer application must be paid before the application can be finalised.

Current fees are available at [Biodiversity Offsets Scheme fees](https://www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity/biodiversity-offsets-scheme/fees).

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

The Department of Planning, Industry and Environment will raise the invoice for the application fee to the payee. Please provide the following details for the invoice:

|  |  |  |  |
| --- | --- | --- | --- |
| E1 Invoice raised to | | E2 Receipt to (if different to invoice details) | |
| Name/Company | Click or tap here to enter text. | Name/Company | Click or tap here to enter text. |
| ARBN/ACN | Click or tap here to enter text. | ARBN/ACN | Click or tap here to enter text. |
| Mailing address | Click or tap here to enter text. | Mailing address | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | Email | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. | Phone | Click or tap here to enter text. |

# Part F: Signature of credit holder transferring credits

This application must be completed and signed by the credit holder of the biodiversity credits that are being nominated for transfer. The options for signing the form according to the credit holder category are set out in the table below.

|  |  |  |
| --- | --- | --- |
|  | Credit holder category | Application is signed and certified by |
| F1 | Individuals | All the individuals who are credit holders of the biodiversity credits to be transferred |
| F2 | A corporation | * 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. |
| F3 | A council | * the general manager in accordance with s.377 of the *Local Government Act 1993* (LG Act) |
| F4 | A public authority other than a council | * the Chief Executive officer of the public authority. |

|  |  |
| --- | --- |
| F5 | Declaration by credit holder |

I/We, the undersigned credit holders (owner(s)) of the biodiversity credits, acknowledge and agree:

1. That I/We own the credits as described in this application.
2. That this application will be determined in accordance with the *Biodiversity Conservation Act 2016* and any associated regulations or guidelines as in force from time to time, and that no right or entitlement shall arise pending determination of this application and that any such determination may be subject to conditions.
3. That the Crown in right of the State of New South Wales, including its officers, employees, agents and successors (‘the State’), accepts no liability in relation to any action, proceeding, claim, demand, cost, loss, damage or expense (including reasonable legal costs or expenses) arising directly or indirectly as a result of or in connection with this application or any act or omission of the State in connection with this application and I/we hereby agree to release and indemnify the State from and against any such action, proceeding, claim, demand, cost, loss, damage or expense to the fullest extent permitted by law.
4. That all information contained in this application is accurate, true and complete and that the State will rely on such information.
5. That the State does not provide any legal, financial or technical advice in connection with this application and that any such advice, if required, is to be obtained independently.
6. That details about any biodiversity credits arising out of this application will be recorded in the publicly available Register pursuant to the *Biodiversity Conservation Act 2016*.
7. I/We hereby give consent for the transfer of the biodiversity credits listed in the credit transfer report attached to this application (all owners to sign).

|  |
| --- |
| F6 For transfer request made by individual(s) |

Photocopy and attach extra pages to include details for more than two credit holders.

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap to enter a date. |

|  |
| --- |
| F7 For transfer request made by corporation |

Executed for and on behalf of the credit holder in accordance with section 127 of the *Corporations Act 2001* (Cth) (if a company) or by a duly authorised officer (for other types of corporation).

|  |  |
| --- | --- |
| Name of corporation | Click or tap here to enter text. |
| Name (1) | Click or tap here to enter text. |
| Position (1) | Click or tap here to enter text. |
| Signature (1) |  |
| Date | Click or tap to enter a date. |
|  |  |
| Name of corporation | Click or tap here to enter text. |
| Name (2) | Click or tap here to enter text. |
| Position (2) | Click or tap here to enter text. |
| Signature (2) |  |
| Date | Click or tap to enter a date. |

|  |
| --- |
| F8 For transfer request made by a council |

The general manager in accordance with s.377 of the *Local Government Act 1993* (LG Act).

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap to enter a date. |

|  |
| --- |
| F9 For transfer request made by public authority other than a council |

The chief executive officer

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap to enter a date. |

|  |  |
| --- | --- |
| F10 Witness |  |
| Name of witness | Click or tap here to enter text. |
| Signature of witness |  |
| Date | Click or tap to enter a date. |

# Part G: Signature of buyer

This application must be completed and signed by all buyers of the biodiversity credits that are being nominated for transfer. The options for signing the form according to buyer category are set out in the table.

|  |  |  |
| --- | --- | --- |
| Buyer category | | Application is signed and certified by |
| G.1 | Individuals | All individuals who are owners of the biodiversity credits to be transferred |
| G.2 | A corporation | * + - * 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. |
| G.3 | A council | * + - * The general manager in accordance with section 377 of the *Local Government Act 1993* (NSW) |
| G.4 | A public authority (other than a council) | * The chief executive officer of the public authority |

|  |  |
| --- | --- |
| G5 | Declaration by credit buyer |

I/We, the undersigned buyer, acknowledge and agree:

a) That I/We apply for the transfer of credits as described in this application.

b) That this application will be determined in accordance with *the Biodiversity Conservation Act 2016* and any associated regulations or guidelines as in force from time to time, and that no right or entitlement shall arise pending determination of this application and that any such determination may be subject to conditions.

c) That the Crown in right of the State of New South Wales, including its officers, employees, agents and successors (‘the State’), accepts no liability in relation to any action, proceeding, claim, demand, cost, loss, damage or expense (including reasonable legal costs or expenses) arising directly or indirectly as a result of or in connection with this application or any act or omission of the State in connection with this application and I/we hereby agree to release and indemnify the State from and against any such action, proceeding, claim, demand, cost, loss, damage or expense to the fullest extent permitted by law.

d) That all information contained in this application is accurate, true and complete and that the State will rely on such information.

e) That the State does not provide any legal, financial or technical advice in connection with this application and that any such advice, if required, is to be obtained independently

f) That details about any biodiversity credits arising out of this application will be recorded in the publicly available Register pursuant to the *Biodiversity Conservation Act 2016*.

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

|  |
| --- |
| G6 For application made by individual(s) |

Photocopy and attach extra pages to include details for more than two buyers of the biodiversity credit(s)

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap to enter a date. |

|  |
| --- |
| G7 For transfer request made by corporation |

Executed for and on behalf of the buyer in accordance with section 127 of the *Corporations Act 2001* Cth (if a company) or by a duly authorised officer (for other types of corporation)

|  |  |
| --- | --- |
| Name of corporation | Click or tap here to enter text. |
| Name (1) | Click or tap here to enter text. |
| Position (1) | Click or tap here to enter text. |
| Signature (1) |  |
| Date | Click or tap to enter a date. |
|  |  |
| Name of corporation | Click or tap here to enter text. |
| Name (2) | Click or tap here to enter text. |
| Position (2) | Click or tap here to enter text. |
| Signature (2) | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

|  |
| --- |
| G8 For transfer request made by a council |

The general manager in accordance with s.377 of the *Local Government Act 1993* (LG Act)

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap to enter a date. |

|  |
| --- |
| G9 For transfer request made by public authority other than a council |

The chief executive officer.

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap to enter a date. |

|  |  |
| --- | --- |
| G10 Witness | G10 Witness |
| Name of witness | Click or tap here to enter text. |
| Signature of witness |  |
| Date | Click or tap to enter a date. |

# Part H: Privacy Note

The Department is subject to the Privacy and Personal Information Protection Act 1988 in managing your personal information. The Department’s [Privacy Management Plan](https://www.planning.nsw.gov.au/-/media/Files/DPE/Plans-and-policies/privacy-management-plan-2017.pdf?la=en) describes how it meets these obligations.

When you submit this application, you will provide your personal information to the Department. This includes your name yet may also include other information. You may also provide other personal information when you complete this form. Personal information means information or an opinion about an individual whose identity is apparent or can reasonably be ascertained.

The Department is collecting your personal information for the purpose of administering the Biodiversity Offsets Scheme. The Department may only use your personal information in a way which is consist with this purpose, which could include contacting you in relation to this application.

The provision of personal information is voluntary, yet for the purpose of verifying the identity of the owner and buyer for the transfer of the biodiversity credits, if you do not provide it, we may not be able to process your application.

We will not disclose your personal information to anybody else, unless you have given consent, or we are required to do so by law.

Your information will be held securely by the Department at 4 Parramatta Square, 12 Darcy Street, Parramatta NSW 2150, where applications are received. The information will be secured in an encrypted database.

You have a right to access your personal information. You also can request that your personal information be updated and corrected. If you wish to do so, please telephone the Department’s Privacy Officer on 9860 1400 or email [patiunit@planning.nsw.gov.au](mailto:patiunit@planning.nsw.gov.au).

# Part I: Offences for misleading information

It is an offence, under section 13.10 of the *Biodiversity Conservation Act 2016*, to make a statement that you know to be false or misleading in a material particular in, or in connection with, this application. A corporation found guilty of an offence against section 13.10 is liable to a penalty not exceeding $1.65 million. An individual found guilty of an offence against section 13.10 is liable to a penalty not exceeding $330,000.

# Part K: Submitting this form

Please submit signed scanned copies of this form and accompanying information to: [BOSCREDITS@environment.nsw.gov.au](mailto:BOSCREDITS@environment.nsw.gov.au).

Original copies may be provided to:

BOS Credits Transactions  
Ecosystem Programs, Environment Energy and Science  
Department of Planning, Industry and Environment

Locked bag 5022

Parramatta NSW 2124