

User Guide:

Submitting and Managing Exemption Applications and Approved Exemptions

Overview

Exemption applications are requests made by entities in the Queensland Waste Data System (QWDS) to be exempt or reduce the levy they are charged when disposing waste in Queensland's landfill sites.

Entities who request exemption applications include landfill waste operators and organisations that are responsible for disposing of contaminated earth, charitable recycling (e.g. Vinnies), community events for littering or recycling (e.g. Clean Up Australia) and disaster recovery clean up (e.g. floods).

Please ensure QWDS user roles have been allocated to staff that are responsible for submitting exemption applications. Refer to the Allocate User Roles user guide for more information on how to allocate QWDS user roles to staff.

This user guide provides step-by-step instructions on how to (click the links to go to your preferred instructions):

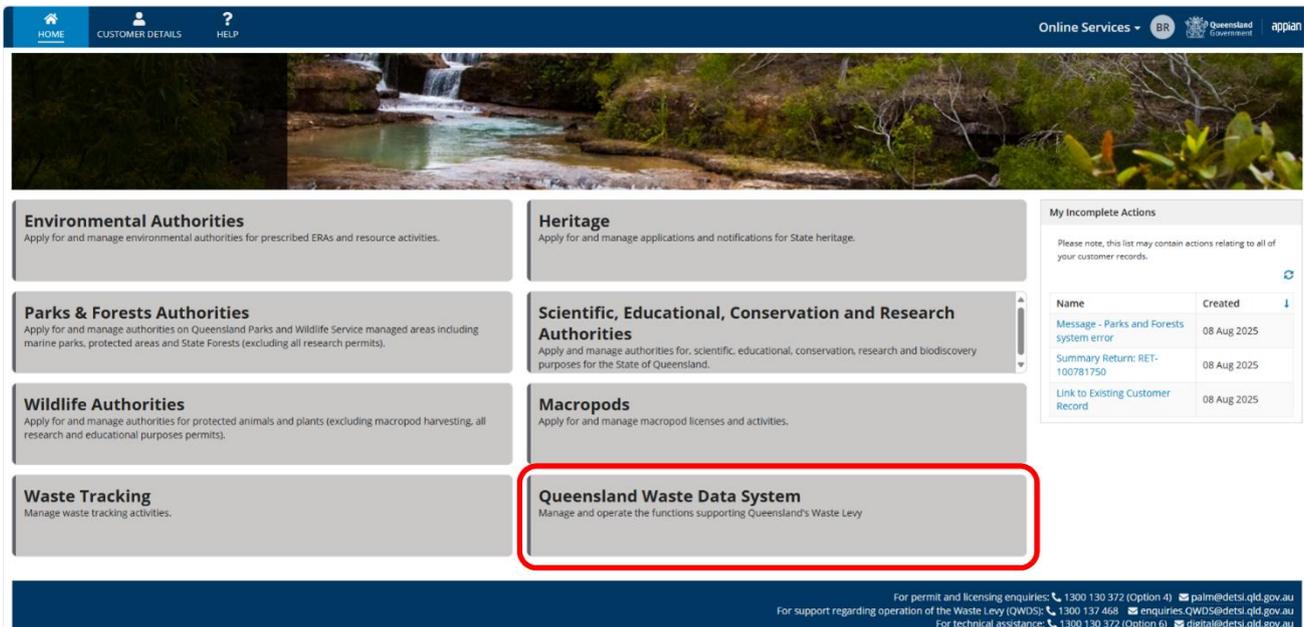
- [Submit an exemption application.](#)
- [View an approved exemption.](#)
- [Submitting an amendment to an approved exemption.](#)

Any questions denoted with a blue asterisk (*) on all screens throughout your application are mandatory fields that require a response.

Submit an exemption application

1. Select the **Queensland Waste Data System** tile on the Online Services Home Page.

Note: For support on how to use Online Services, please refer to the [Online Services support page](#).



2. Select your **Customer Record** (e.g. Joe Citizen).

Note: For support on Customer Records, please refer to the [Online Services support page](#).

Queensland Waste Data system (QWDS)

Select Customer Record

Select the customer record to proceed to the customer dashboard. From the customer dashboard, you will be able to view and manage your obligations under the Queensland Waste Levy Framework and transact with the department online.

Acme Landfill

Add Customer Record

If you wish to transact on behalf of an additional customer, you will need to link to, or create, an additional customer record.

Link to existing customer record

Create new customer record

Return to Home

3. Under the **Actions** section on the QWDS Home page, click the **Apply for a New Approval** link.

Actions

Apply for a New Approval

You may apply for waste levy approvals here such as waste as exempt waste and residue waste discounts.

Request New Volumetric Survey

You may request to create a new "New Cell" or "Site Closure" volumetric survey entry.

- In the **QWDS Application: Getting Started** screen, select your application type using the **Select Application Type** dropdown menu (e.g. Contaminated Earth) and then click **Next**.

Note:

- Only **Data Entry** and **Verifier** user roles can enter exemption application details.
- Your **Role** will automatically display based on what role you selected when setting up your customer record (e.g. Waste Operator or External Customer).
- Once application type is selected, more information is displayed including the application description and fee, privacy statement and general information about supporting documentation that may be needed for the application.
- You also have the option to **Cancel** your application if you do not wish to progress.

QWDS Application: Contaminated earth

- In the **Site Details** screen, select the waste disposal site(s) this application relates to using the **Select Site Detail** dropdown menu (e.g. Ningi Transfer Station and Woodford Transfer Station) and then click **Next**.

Note:

- The number of sites available for selection depends on your application type (e.g. for On Site Operational Purposes (OSOP) applications, only one site is applicable at the one-time, whereas Charity applications allow for multiple sites across the state). Click outside the dropdown menu to see your **Selected Sites**.
- Your **Application Reference** (e.g. A-CSE-NEW-1007799674) is also created once you reach the **Site Details** screen.
- You also have the option to **Save and Close** if you wish to return and complete this application later or **Withdraw Application** to abandon the application.

Application Reference: A-CSE-NEW-100799674

- In the **Contact Details** screen, select the contact for the application using the dropdown menu (e.g. Acme Landfill) and then click **Next**.

Note: Click the **here** link if you do not see your preferred contact in the dropdown menu so you can add them using the **Contacts** page.

Application Reference: A-CSE-NEW-100799674

- The **Application Details** screen contain the primary questions required for your application and will change depending on your application type. This screen is split into sections which will remain the same, regardless of application type, and include:

- General information** consists of information that has been gathered in the previous screens and other details, such as the application’s status (e.g. Draft) and creation date (e.g. 9 Oct 2025).

Application Reference: A-CSE-NEW-100799674

Application Reference	A-CSE-NEW-100799674	Application Type	Contaminated earth
Status	Draft	Application Action	New
Legal Entity	Joe Citizent	Application Created Date	9 Oct 2025

- 1. Project description** requires you to add a brief description of your project.

- 2. Eligibility criteria** determines whether your application will be eligible for consideration based on your response to each question. Question 2.1 of this section asks whether the contaminated earth is from land recorded in the environmental management register or contaminated land register (e.g. Yes).

Note: Eligibility guidance and additional description fields may also display based on your responses. For example, if you answer **No** to **Is the earth from land recorded in the environmental management register or contaminated land register** question then a message displays telling you not to continue with the application and why it is not eligible.

2. Eligibility criteria

2.1 Is the earth from land recorded in the environmental management register or contaminated land register? *

- Yes
- No

Provide details below

STREET ADDRESS	REAL PROPERTY DESCRIPTION (i.e. LOT ON PLAN)	ENVIRONMENTAL MANAGEMENT REGISTER / CONTAMINATED LAND REGISTER ID	Remove
1 Fake Street, Suburbia	Lot 1 on Plan 12345	1234567	×

[Add New Site Details](#)

- **2.2-2.4 Eligibility criteria** requests more detail about the contaminated earth and provides more information about your exemption eligibility.

2.2 Is the earth contaminated with a hazardous contaminant? *

Hazardous contaminant (*Environmental Protection Act 1994*) means a contaminant, other than an item of explosive ordnance, that, if improperly treated, stored, disposed of or otherwise managed, is likely to cause serious or material environmental harm because of:

- (a) its quantity, concentration, acute or chronic toxic effects, carcinogenicity, teratogenicity, mutagenicity, corrosiveness, explosiveness, radioactivity or flammability; or
- (b) its physical, chemical or infectious characteristics.

- Yes
- No

Provide a description of the contamination present in the earth *

Earth has been contaminated by treated underground fuel tanks and dry-cleaning chemicals

The following information must be attached: *

- Scaled map/plan showing soil sampling locations, contamination hotspots and proposed areas of excavation.
- Tabulated results of soil analysed in accordance with the National Environment Protection Council 'Schedule B(3) – Guideline on laboratory analysis of potentially contaminated soils'
- Toxicity Characteristic Leaching Procedure (TCLP) results from relevant soil samples.
- Copies of laboratory reports and sample receipt advice for soil analysis.
- Explanation of the location and depths of samples, how samples were collected, and how sample integrity was maintained.

2.3 Is the earth contaminated solely with petroleum hydrocarbons? *

- Yes
- No

Demonstrate below that the earth is not contaminated solely with petroleum hydrocarbons. *

Additional dry-cleaning chemicals have been observed during soil analysis

2.4 Does the earth contain only contaminants that can reasonably be treated by bioremediation and made suitable for any use? *

- Yes
- No

Demonstrate below that contaminants in the earth cannot reasonably be treated by remediation and made suitable for any use. *

Expert analysis of contaminated earth has confirmed a landfill only solution

- **3. Specific eligibility criteria depending on circumstance** requests you to check the box that indicates which circumstances apply to your project and then requests more detail based on your selection (e.g. checking the **Local government remediating historical landfill contamination** box requires you to also respond to section 3.3).

3. Specific eligibility criteria depending on circumstances (section 10 of the Waste Reduction and Recycling Regulation 2023)

Indicate the circumstance which applies to this project and complete the relevant section: *

- Historical contamination
Go to section 3.1
- Excavating a landfill cell as part of a significant community project
Go to section 3.2
- Local government remediating historical landfill contamination
Go to section 3.3
- Local government changing purpose of historical landfill site
Go to section 3.4

3.1 Historical contamination - Was the earth contaminated before 1 January 1992?

- Not Applicable
- Yes

3.2 Excavating a landfill cell as part of a significant community project - Does the earth contaminated with a hazardous contaminant contain waste that has been removed from a landfill cell that is to be delivered to a levyable waste disposal site as part of a significant community project?

NOTE: Definition - significant community project means a project the Chief Executive considers has an aesthetic, conservation, cultural or economic benefit to a local or regional community or the State, including, for example, the following -

- (a) a project that serves an essential need of the community; Examples - school, sporting field.
- (b) a project that significantly improves the community's access to services. Examples - hospital, State or local government library, museum.

- Not Applicable
- Yes

3.3 Local government remediating historical landfill contamination - Does the earth contaminated with a hazardous contaminant contain waste that was disposed to landfill before 1 January 1992 (whether or not disposal continued after that time) at land recorded on the environmental management register or contaminated land register, and is to be removed from the land by or for a local government and delivered to a levyable waste disposal site solely for the purpose of remediating contamination? *

- Not Applicable
- Yes

3.4 Local government changing purpose of historical landfill site - Does the earth contaminated with a hazardous contaminant contain waste that was disposed to landfill before 1 January 1992 (whether or not disposal continued after that time) at land recorded on the environmental management register or contaminated land register, and is to be removed from the land by or for a local government and delivered to a levyable waste disposal site for the purpose of conducting or operating a resource recovery or transfer facility on the land and waste will no longer be disposed of as landfill at the land?

- Not Applicable
- Yes

- **4. Exemption period sought** asks you to select exemption period dates using the **From** and **To** calendar dropdowns, including the justification for this period (e.g. project timeline).

4. Exemption period sought

NOTE: The period of approval cannot be more than three years and an approval cannot be backdated

FROM: *

01/10/2025

TO: *

31/12/2025

Provide justification for exemption period sought (e.g project timeline) *

Contaminated earth will be distributed from Ningi transfer station to Woodford transfer station between October - December 2025

- **5. Quantity of exempt waste** requests the quantity of exempt waste sought, including how it was calculated (e.g. Qualified person has been hired to measure quantity, including provision of quantity calculations. Please see list of required information). Once you have completed your application details, click **Next**.

5. Quantity of exempt waste

NOTE: Contingencies are not considered when calculating tonnes requested to be exempt waste. Exemptions are relevant to only earth that is demonstrated to be contaminated with a hazardous contaminant and requires excavation and disposal.

Provide the quantity of waste in tonnes requested to be exempt waste. *

100

Describe how the quantity of waste was calculated. List the supporting documents provided with the application and indicate which types of documents have been provided using the checkboxes below. *

NOTE: Only in-situ volumes must be used when calculating volume to weight conversion. An expansion/bulking factor must not be applied.

Qualified person has been hired to measure quantity, including provision of quantity calculations. Please see list of required information.

The following information must be included: *

NOTE: Only in-situ volumes must be used when calculating volume to weight conversion. An expansion/bulking factor must not be applied.

- Areas and depths of excavation used to calculate the in-situ volume.
- Density factor for volume to weight conversion (t/m³). An expansion/bulking factor must not be applied.
- Description of soil type by an appropriately qualified person and a relevant density conversion table and/or soil density test results carried out in the field by an appropriately qualified person or carried out by an accredited laboratory.

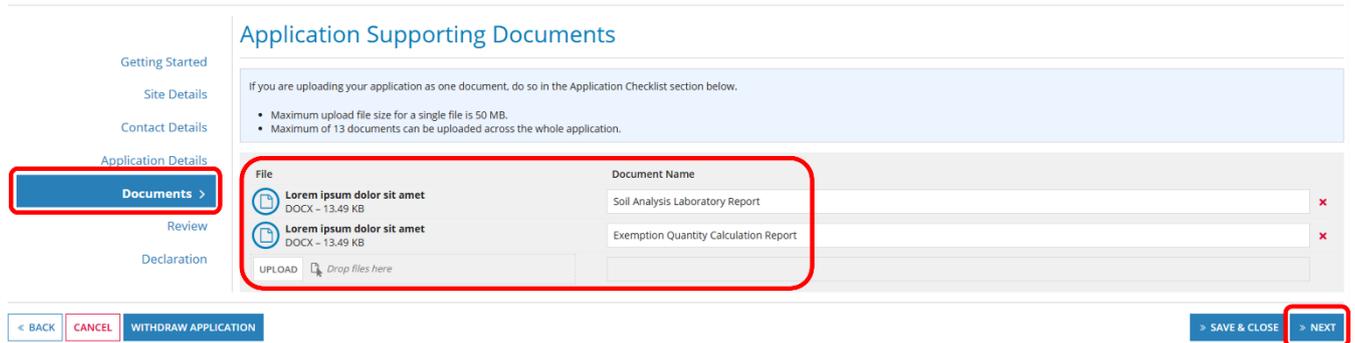
» SAVE & CLOSE » NEXT

7. The **Documents** screen is dedicated to uploading all supporting documents for your exemption application, including the required supporting information indicated using the checkboxes in the **Application Details** screen. To attach files, simply click the **Upload** button to browse files on your computer and once located, double-click the file and give it a name in the **Document Name** field. When all documents have been uploaded, click **Next**.

Note:

- It is the applicant’s responsibility to ensure they upload all supporting information they’ve indicated they will provide. Any information not provided may result in a request for this information and potentially cause delays.
- You’re able to upload up to 13 documents up to 50 megabytes each in size.

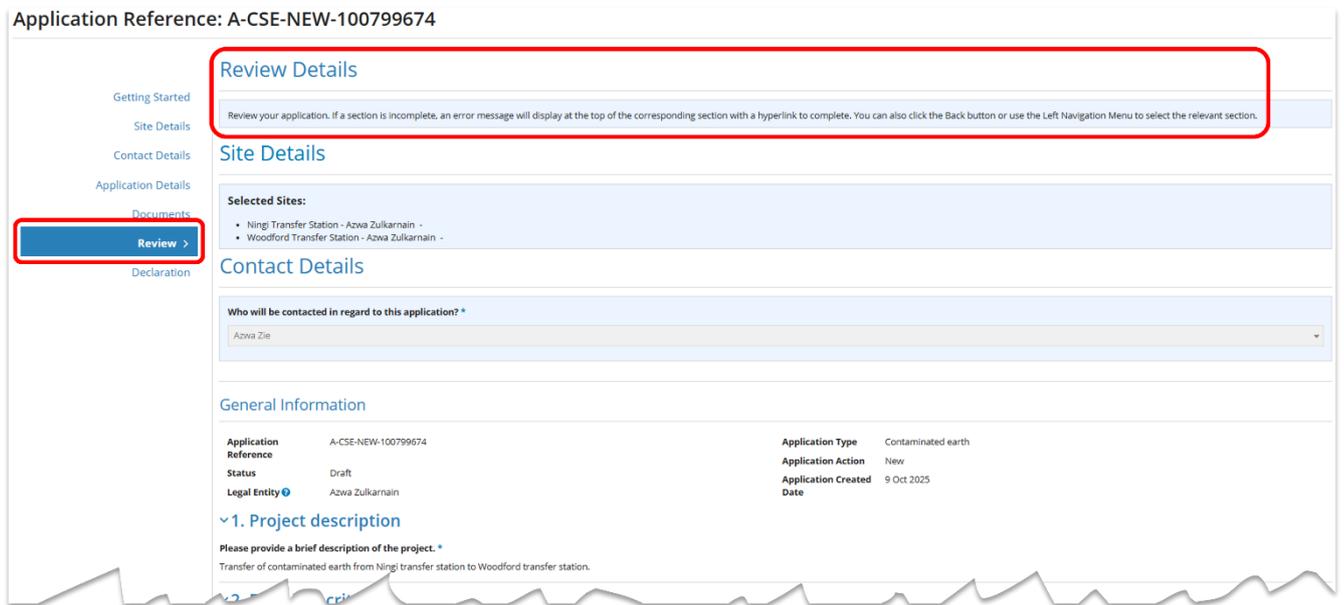
Application Reference: A-CSE-NEW-100786520



8. The **Review** screen provides you with the opportunity to check your exemption application on one page before submitting. Once you’re happy with the information you have provided in the **Review** screen, click **Next**.

Note: Error messages are displayed at the top of the screen under the **Review Details** section to indicate any screens where you’ve missed any mandatory questions or not provided complete or accurate responses. Below the error messages, screen links are provided to direct you to each screen that require you to go back and re-enter information or contain errors.

Application Reference: A-CSE-NEW-100799674



Exempt

NOTE: The period of approval cannot be more than three years and an approval cannot be backdated

FROM: *
1 Oct 2025

TO: *
31 Dec 2025

Provide justification for exemption period sought (e.g. project timeline) *

Contaminated earth will be distributed from Ningi transfer station to Woodford transfer station between October - December 2025.

5. Quantity of exempt waste

NOTE: Contingencies are not considered when calculating tonnes requested to be exempt waste. Exemptions are relevant to only earth that is demonstrated to be contaminated with a hazardous contaminant and requires excavation and disposal.

Provide the quantity of waste in tonnes requested to be exempt waste. *

100

Describe how the quantity of waste was calculated. List the supporting documents provided with the application and indicate which types of documents have been provided using the checkboxes below. *

NOTE: Only in-situ volumes must be used when calculating volume to weight conversion. An expansion/bulking factor must not be applied. Qualified person has been hired to measure quantity, including provision of quantity calculations. Please see list of required information.

The following information must be included: *

NOTE: Only in-situ volumes must be used when calculating volume to weight conversion. An expansion/bulking factor must not be applied.

- Areas and depths of excavation used to calculate the in-situ volume.
- Density factor for volume to weight conversion (Unit³). An expansion/bulking factor must not be applied.
- Description of soil type by an appropriately qualified person and a relevant density conversion table and/or soil density test results carried out in the field by an appropriately qualified person or carried out by an accredited laboratory.

Application Supporting Documents Edit

Document Name	Uploaded By	Created Date
Soil Analysts Laboratory Report	Joe.citizen@acme.com	04/12/2025
Exemption Quantity Calculation Report	Joe.citizen@acme.com	04/12/2025

← BACK CANCEL WITHDRAW APPLICATION

> SAVE & CLOSE > NEXT

9. In the **Declaration** screen, check the **Tick to Accept** box if you agree with the declaration and then click **Submit**.

Note:

- The **Submit** button can only be clicked after checking the **Tick to Accept** box.
- Only **Verifier** user roles can submit exemption applications.

Application Reference: A-CSR-NEW-100799674

Getting Started

Site Details

Contact Details

Application Details

Documents

Review

Declaration >

Declaration

NOTE: This section is to be completed by the person authorised to sign this application on behalf of the applicant. If you have provided false or misleading information in this application, you may be liable for prosecution under the Act.

- I declare that the information I have provided is true and correct.
- I understand that it is an offence under the *Waste Reduction and Recycling Act 2017* to give information that I know is false, misleading or incomplete.
- I acknowledge that the chief executive may cancel or amend an approved waste levy exemption in accordance with s34 of the *Waste Reduction and Recycling Act 2017*. This includes where granting of the approval was based on incorrect information, where the original circumstances to the granting of the approval have changed and where the approval has not been complied with.

I agree the declaration is true and correct.*

← BACK CANCEL WITHDRAW APPLICATION

> SAVE & CLOSE > SUBMIT

10. In the **Fee Details** for your exemption application screen, review the **Invoice Item Details** including the **Total Amount Payable** displays (e.g. New application fee for contaminated earth and \$222.40) in preparation to pay for your exemption application. If you're happy, click **Next**.

Fee details for - A-CSE-NEW-100799674

Invoice Item Details					
Quantity	Description	Unit Price (excl GST)	Total (excl GST)	GST	Total
1	New Application fee for Contaminated earth (A-CSE-NEW-100799674)	222.40	222.40		\$222.40
Total Amount Payable					\$222.40
The total price includes GST of:					\$0.00

← GO BACK
NEXT

11. In the **Application Fee** for your exemption application screen, you have two choices: enter your Mastercard or Visa details then click **Pay Now** or click **Pay Later** to defer the payment at a later time.

Note:

- Each credit card field also indicates successfully entered details with a green tick (✓) or unsuccessfully entered details with a red cross (✗).
- If you click **Pay Later**, a pop-up message displays asking you to confirm whether you're happy for the application to be saved and allow you to make a payment at a later time and you have 2 choices:
 - Click **Yes** to confirm and the exemption application status will update to **Awaiting Payment**, update as a task in your **My Incomplete Actions** section and is yet to be submitted to the Department for assessment. Under the **Application Invoices** link in the **Record** section, a new invoice record will also display with the **Status of Pending**, or
 - Click **No** to return to the **Fee Details** for your exemption application screen and **Pay Now** (and move to step 13).

Application fee for A-CSE-NEW-100799674

Make payment for invoice reference 7046004

Quantity	Description	Unit Price (excl GST)	Total (excl GST)	GST	Total
1	New Application fee for Contaminated earth (A-CSE-NEW-100799674)	222.40	222.40		\$222.40
Total Amount Payable					\$222.40
The total price includes GST of:					\$0.00

We accept all major credit cards:

Please enter your card details below to proceed with payment

Card Number 5123 4567 8910 1234 ✓

Expiry Date [] ✓ [] ✓

CVN [] ✓

12. The next screen confirms if your payment has been successful and provides you with the invoice reference (e.g. 7046004). Click **Submit**.

Note:

- If your payment is unsuccessful, a message displays asking you to submit valid Mastercard or Visa details.
- You can also view and download your invoice under the **Application Invoices** link in the **Record** section on the QWDS **Home** page.

Application fee for A-CSE-NEW-100799674

Make payment for invoice reference 7046004

Quantity	Description	Unit Price (excl GST)	Total (excl GST)	GST	Total
1	New Application fee for Contaminated earth (A-CSE-NEW-100799674)	222.40	222.40		\$222.40
Total Amount Payable					\$222.40
The total price includes GST of:					\$0.00

Click on **Submit** below, to complete your purchase.

Your Payment was successful

You can also view your invoice online via your Invoice records.

13. Finally, a successfully submitted for assessment message displays and you can click **Finish** to return to your **Applications** screen.

Note: You must click **Finish** to ensure the correct status is updated in QWDS.

Application Submission

Your approval application A-CSE-NEW-100799674 has been successfully submitted for assessment.

FINISH

14. On your **Applications** page, the exemption application status will change from **Draft** to **Lodged**. This indicates it has been received and is ready to be assessed.

Note:

- To search for your application in the **Applications** page, simply select **Lodged** from the **Status** dropdown field at the top of the page and then click **Search**.
- You can also click on the link under the **Application Reference** column to view or withdraw the application.

Applications Hide Filters

Search

Application Name

Status

Application Type

Outcome

SEARCH

CLEAR

Application Reference	Application Name	Application Type	Lodgement Date	Status	Outcome
A-CSLE-NEW-100777081	Serious local event	New	23/06/2025	Lodged	
A-CSE-NEW-100799674	Contaminated earth	New	09/10/2025	Lodged	
A-AWM-NEW-100777057	Alternate Weighbridge Agreement	New	23/06/2025	Lodged	

[Back to Top](#)

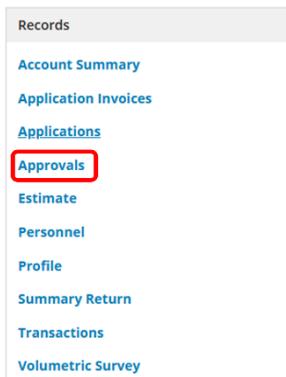
View an approved exemption

Once the exemption application has been assessed and finalised, the application status will update to **Closed** in the **Application** screen and you will be notified of the decision. The notification will also include an exemption reference number if approved.

Please use the following steps to view the approved exemption.

1. On the **QWDS Home** page, click the **Approvals** link under the **Records** section to see your approved exemption.

Note: To search for your exemptions in the **Approvals** page, simply use the search fields at the top of the page or click the **Start Date** column to sort by your exemption start date.



2. To search for your approval in the **Approvals** page, simply select **Active** from the **Status** dropdown field at the top of the page and then click **Search**.

The approval record displays key exemption information, such as your **Application Type** (e.g. Contaminated earth), **Status** (e.g. Active), **Start Date** and **End Date** (e.g. 01/10/2025 – 31/12/2025), **Remaining Tonnes** and **Remaining Tonnes %**.

For more detail, click the exemption **Reference Number** link (e.g. 250502CSE).

Note: The **Remaining Tonnes** and **Remaining Tonnes %** fields display the remaining quantity of exempt waste allowed for your approved exemption and will update each time the waste operator submits their monthly waste data within your approved exemption period.

The screenshot shows the 'Approvals' page with search filters: Reference Number (Any), Status (Active), Application Type (Any), and Site (Any). A 'SEARCH' button is highlighted in a red box. Below the filters is a table with the following data:

Reference Number	Application Category	Application Type	Site	Status	Start Date	End Date	Remaining Tonnes	Remaining Tonnes %	Version
250502CSE	Exempt Waste	Contaminated earth	<ul style="list-style-type: none"> Ningi Transfer Station Woodford Transfer Station 	Active	01/10/2025	31/12/2025			1

3. In the **Approval Reference** screen, click the **Summary** tab to view your exemption details. This screen is split into three sections, and you can click each heading to display:
 - **General Information** which displays more detailed exemption information that you previously saw on the **Approvals** screen. Additional information includes your exemption **Version** (e.g. 1), **Description**, **Sites** and the **Quantity of Exempt Waste Tonnes** (e.g. 1000).

Approval Reference: 250502CSE / Version: 1

- Summary
- Related Actions

- General Information >
- Documents
- Approval History

General Information

Certificate

Reference Number	250502CSE	Application Category	Exempt Waste
Status	Active	Application Type	Contaminated earth

Customer

Name	Acme Landfill	Entity Type	
ABN/ACN			

Approval Summary

Description	Exempt waste application for earth contaminated with a hazardous contaminant from land recorded in the environmental management register or contaminated land register	Sites	<ul style="list-style-type: none"> Ningi Transfer Station Woodford Transfer Station
Start Date	01/10/2025	End Date	31/12/2025
Approval Material Type			

Usage

Quantity of Exempt Waste, Tonnes	1000	Remaining Tonnes	
		Remaining Tonnes %	

- Documents, such as your exemption approval.

Download	Document Name	Document Type	Version	Uploaded By	Created Date	Document Reference
<input type="checkbox"/>	Exemption Approval.docx	Approval Document	1	Alex Barry	15 Oct 2025 10:00	100801586

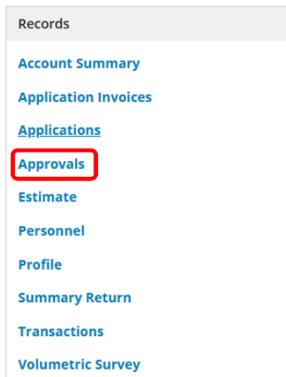
- Approval History which displays previous versions of your exemption approvals, such as the original exemption application after an amendment has been approved. No history will display for a new exemption application.

Version	Reference Number	Application Category	Application Type	Application Reference	Site	Start Date	End Date	Status
No items available								

[Back to Top](#)

Submitting an amendment to an approved exemption

1. On the **QWDS Home** page, click the **Approvals** link under the **Records** section to see your approved exemption.



2. To search for the approval you're amending in the **Approvals** page, simply select **Active** from the **Status** dropdown field at the top of the page and then click **Search**. Once you've located the approval, click your exemption **Reference Number** link (e.g. 250502CSE).

A screenshot of the 'Approvals' search interface. At the top, there are search filters: Reference Number (Any), Status (Active, highlighted with a red box), Application Type (Any), and Site (Any). A 'SEARCH' button (highlighted with a red box) and a 'CLEAR' button are to the right. Below the filters is a table with the following data:

Reference Number	Application Category	Application Type	Site	Status	Start Date	End Date	Remaining Tonnes	Remaining Tonnes %	Version
250502CSE (highlighted with a red box)	Exempt Waste	Contaminated earth	<ul style="list-style-type: none"> Ningi Transfer Station Woodford Transfer Station 	Active	01/10/2025	31/12/2025			1

3. In the **Approvals Reference** screen, click the **Related Actions** tab and then the **Start Amendment** link.

Approval Reference: 250502CSE / Version: 1



4. Amending an approved exemption uses the similar screens and steps to submit a new exemption application. In this case, the **Application Reference: Getting Started** screen already populates **Your Role** and **Application Type** you're amending, so simply click **Next**.

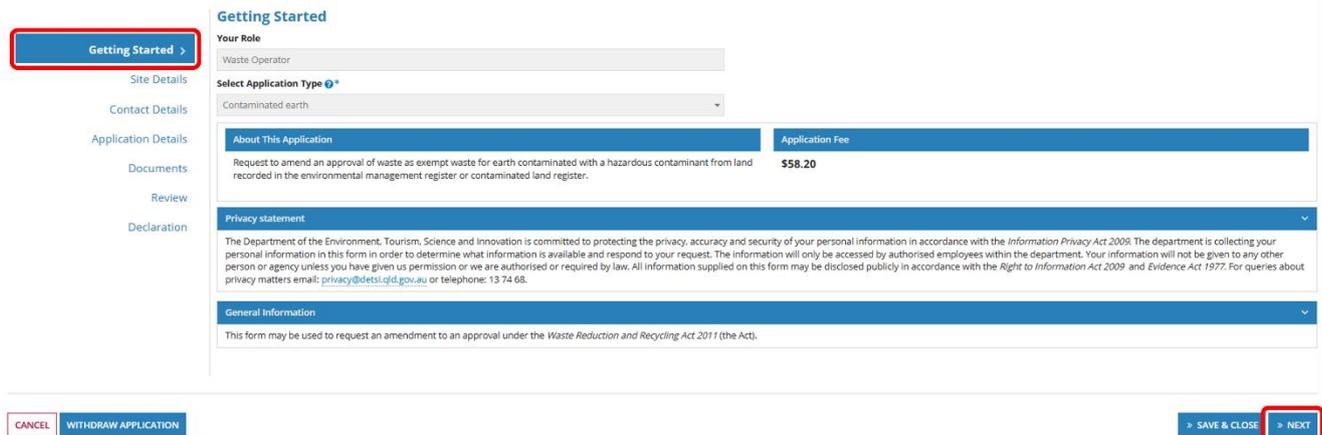
Note:

- Two reference numbers display on the **Getting Started** screen, the original **Approval Reference** number at the top of screen (e.g. 250502CSE / Version 1) and the new **Application Reference** number just below (e.g. A-CSE-AMD-100801588 - the new application number contains AMD to indicate it is an amendment).
- You also have the option to **Save and Close** if you wish to return and complete this application later or **Withdraw Application** to abandon the application.

Approval Reference: 250502CSE / Version: 1

Summary **Related Actions**

Application Reference: A-CSE-AMD-100801588



5. In the **Site Details** screen, select the waste disposal sites from the dropdown menu (e.g. Ningi Transfer Station and Woodford Transfer Station) and then click **Next**.

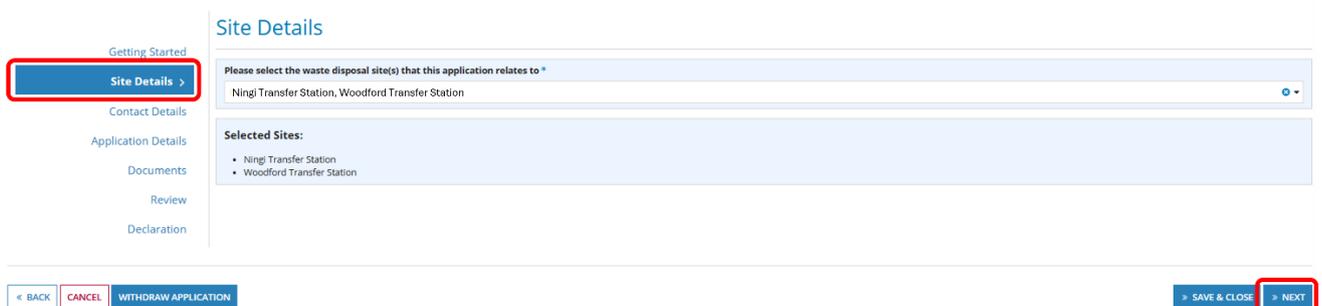
Note:

- Only Data Entry and Verifier user roles can enter exemption application details.
- The number of sites available for selection depends on your application type (e.g. for On Site Operational Purposes (OSOP) applications, only one site is applicable at the one-time, whereas Charity applications allow for multiple sites across the state). Click outside the dropdown menu to see your Selected Sites.

Approval Reference: 250502CSE / Version: 1

Summary **Related Actions**

Application Reference: A-CSE-AMD-100801588



6. In the **Contact Details** screen, select the contact from the dropdown menu (e.g. Joe Citizen) and then click **Next**.

Approval Reference: 250502CSE / Version: 1

Summary **Related Actions**

Application Reference: A-CSE-AMD-100801588

Getting Started

Site Details

Contact Details

Application Details

Documents

Review

Declaration

Contact Details

Who will be contacted in regard to this application? *

Joe Citizen

If you do not see your name in this list, add yourself as a contact using the Contacts page [here](#)

◀ BACK CANCEL WITHDRAW APPLICATION
> SAVE & CLOSE **▶ NEXT**

7. In the **Application Details** screen, provide details of your amendment request (e.g. extension of approval period due to weather delays).

Note: An updated **General Information** section consists of information that has been gathered in the previous screens and other details, such as the application action (e.g. Amend) and creation date (e.g. 3 Sep 2025).

Approval Reference: 250502CSE / Version: 1

Summary **Related Actions**

Application Reference: A-CSE-AMD-100801588

Getting Started

Site Details

Contact Details

Application Details

Documents

Review

Declaration

Application Details

General Information

Application Reference	A-CSE-AMD-100801588	Application Type	Contaminated earth
Status	Draft	Application Action	Amend
Legal Entity	Joe Citizen	Application Created Date	15 Oct 2025

Please provide details of the amendment request. You may attach supporting documents on the next screen. *

Request to extend original end date for approval period from 31/12/2025 to 01/01/2026 due to weather delays.

New timelines are provided in the updated waste project plan attached.

◀ BACK CANCEL WITHDRAW APPLICATION
> SAVE & CLOSE **▶ NEXT**

8. In the **Documents** screen, attach files by clicking the **Upload** button to browse files on your computer and once located, double-click the file and give it a name in the **Document Name** field (e.g. Updated Waste Project Plan). When all documents have been uploaded, click **Next**.

Approval Reference: 250502CSE / Version: 1

Summary **Related Actions**

Application Reference: A-CSE-AMD-100801588

Getting Started

Site Details

Contact Details

Application Details

Documents

Review

Declaration

Documents

If you are uploading your application as one document, do so in the Application Checklist section below.

- Maximum upload file size for a single file is 50 MB.
- Maximum of 13 documents can be uploaded across the whole application.

Additional Supporting Documents

File	Document Name
Updated Waste Project Plan DOCX - 13.49 kB UPLOAD <input type="text" value="Drop or paste files here"/>	Updated Waste Project Plan

◀ BACK CANCEL WITHDRAW APPLICATION
> SAVE & CLOSE **▶ NEXT**

9. The **Review** screen provides you with the opportunity to check your amended exemption application on one page before submitting. Once you're happy with the information you have provided in the **Review** screen, click **Next**.

Note: Error messages are displayed at the top of the screen under the **Review Details** section to indicate any screens that have incomplete or inaccurate responses. Below the error messages, screen links are provided to direct you to each screen that contains errors.

Approval Reference: 250502CSE / Version: 1

Summary **Related Actions**

Application Reference: A-CSE-AMD-100801588

Getting Started
Site Details
Contact Details
Application Details
Documents
Review >
Declaration

Review Details

Review your application. If a section is incomplete, an error message will display at the top of the corresponding section with a hyperlink to complete. You can also click the Back button or use the Left Navigation Menu to select the relevant section.

Site Details

Selected Sites:

- Ningi Transfer Station - Azwa Zulkarnain -
- Woodford Transfer Station - Azwa Zulkarnain -

Contact Details

Who will be contacted in regard to this application? *

Joe Citizen

Application Details

General Information

Application Reference	A-CSE-AMD-100801588	Application Type	Contaminated earth
Status	D	Application Action	Amend
Legal Entity	Azwa Zulkarnain	Application Date	15/10/2025

Status
Legal Entity Azwa Zulkarnain

Please provide details of the amendment request. You may attach supporting documents on the next screen. *
Request to extend original end date for approval period from 31/12/2025 to 01/01/2026 due to weather delays.
New timelines are provided in the updated waste project plan attached.

Documents

[Edit](#)

Additional Supporting Documents

Document Name	Uploaded By	Created Date
Updated Waste Project Plan, including justification	Joe.citizen@acme.com	15/10/2025

10. In the **Declaration** screen, check the **Tick to Accept** box if you agree with the declaration and then click **Submit**.

Note:

- The **Submit** button can only be clicked after checking the **Tick to Accept** box.
- Only **Verifier** user roles can submit exemption applications.

Approval Reference: 250502CSE / Version: 1

Summary **Related Actions**

Application Reference: A-CSE-AMD-100801588

- Getting Started
- Site Details
- Contact Details
- Application Details
- Documents
- Review
- Declaration**

Declaration

Declaration

NOTE: This section is to be completed by the applicant where the application is made by an individual. Where the application is being made by an entity this section is to be completed by the person authorised to sign this application on behalf of the entity. If you have provided false or misleading information in this application, you may be liable for prosecution under the Waste Reduction and Recycling Act 2011.

- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
- I understand that it is an offence under sections 265 and 265A of the *Waste Reduction and Recycling Act 2011* to give to the chief executive information, or a document containing information that I know to be false, misleading or incomplete in a material particular.
- I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*. For more information, please refer to the Basic Guide to Confidentiality on the Queensland Office of the Information Commissioner website ([What is confidentiality?](#) | [Office of the Information Commissioner Queensland \(oic.qld.gov.au\)](#))

I agree the declaration is true and correct. *

← BACK
CANCEL
WITHDRAW APPLICATION

SAVE & CLOSE
SUBMIT

- In the **Fee Details** for your exemption application screen, the **Invoice Item Details** including the **Total Amount Payable** displays (e.g. Amend application fee for contaminated earth and \$58.20) in preparation to pay for your amended exemption application. Click **Next**.

Approval Reference: 250502CSE / Version: 1

Summary **Related Actions**

Fee details for - A-CSE-AMD-100801588

Invoice Item Details					
Quantity	Description	Unit Price (excl GST)	Total (excl GST)	GST	Total
1	Amend Application fee for Contaminated earth (A-CSE-AMD-100801588)	58.20	58.20		\$58.20
Total Amount Payable					\$58.20
<small>The total price includes GST of:</small>					<small>\$0.00</small>

← GO BACK

NEXT

- In the **Application Fee** for your exemption application screen, you have two choices: enter your Mastercard or Visa details then click **Pay Now** or click **Pay Later** to defer the payment at a later time.

Note:

- Each credit card field also indicates successfully entered details with a green tick (✓) or unsuccessfully entered details with a red cross (✗).
- If you click **Pay Later**, a pop-up message displays asking you to confirm whether you're happy for the application to be saved and allow you to make a payment at a later time and you have 2 choices:
 - Click **Yes** to confirm and the exemption application status will update to **Awaiting Payment** and update as a task in your **My Incomplete Actions** section. Under the **Application Invoices** link in the **Record** section, a new invoice record will also display with the **Status of Pending**, or
 - Click **No** to return to the **Fee Details** for your exemption application screen and **Pay Now** (and move to step 13).

Approval Reference: 250502CSE / Version: 1

Summary [Related Actions](#)

Application fee for A-CSE-AMD-100801588

Make payment for invoice reference 7046337

Invoice Item Details					
Quantity	Description	Unit Price (excl GST)	Total (excl GST)	GST	Total
1	Amend Application fee for Contaminated earth (A-CSE-AMD-100801588)	58.20	58.20		\$58.20
Total Amount Payable					\$58.20
The total price includes GST of:					\$0.00

We accept all major credit cards: MasterCard and Visa

Please enter your card details below to proceed with payment.

Card Number: 512 [REDACTED] 346 ✓

Expiry Date: [REDACTED] ✓ [REDACTED] ✓

CVN: [REDACTED] ✓

[PAY LATER](#) [PAY NOW](#)

13. The next screen confirms if your payment has been successful and provides you with the invoice reference (e.g. 7046337). Click **Submit**.

Note:

- If your payment is unsuccessful, a message displays asking you to submit valid Mastercard or Visa details.
- You can also view and download your invoice under the **Application Invoices** link in the **Record** section on the QWDS **Home** page.

Approval Reference: 250502CSE / Version: 1

Summary [Related Actions](#)

Application fee for A-CSE-AMD-100801588

Make payment for invoice reference 7046337

Invoice Item Details					
Quantity	Description	Unit Price (excl GST)	Total (excl GST)	GST	Total
1	Amend Application fee for Contaminated earth (A-CSE-AMD-100801588)	58.20	58.20		\$58.20
Total Amount Payable					\$58.20
The total price includes GST of:					\$0.00

Click on **Submit** below, to complete your purchase.

Your Payment was successful

You can also view your invoice online via your invoice records.

[SUBMIT](#)

14. Finally, a successfully submitted for assessment message displays and you can click **Finish**.

Note: You must click **Finish** to ensure the correct status is updated in QWDS.

Application Submission

Your approval application A-CSE-AMD-100801588 has been successfully submitted for assessment.

[FINISH](#)

15. Under the **Applications** screen in the **Record** section, select **Lodged** from the **Status** dropdown field and then click **Search** to see more information about your amendment application.

Applications Hide Filters

Search: Application Name: Status: Application Type: Outcome:

Application Reference	Application Name	Application Type	Lodgement Date	Status	Outcome
A-CSLE-NEW-100777081	Serious local event	New	23/06/2025	Lodged	
A-CSE-NEW-100799674	Contaminated earth	New	09/10/2025	Lodged	
A-AWM-NEW-100777057	Alternate Weighbridge Agreement	New	23/06/2025	Lodged	
A-CSE-AMD-100801588	Contaminated earth	Amend	15/10/2025	Lodged	

16. If the amendment application has been successful, your exemption approval will display changes in the **Approvals** screen (e.g. the **Version** column has been updated to 2 and the **End Date** now displays 31/01/2026). Click the **Reference Number** link for more detail about your approval.

Note: The application **Status** will also change from **Lodged** to **Closed** and the **Outcome** column populated with **Closed** once it has been assessed and finalised, and you will be notified of the decision.

Approvals Hide Filters

Reference Number: Status: Application Type: Site:

Reference Number	Application Category	Application Type	Site	Status	Start Date	End Date	Remaining Tonnes	Remaining Tonnes %	Version
250502CSE	Exempt Waste	Contaminated earth	<ul style="list-style-type: none"> Ningi Transfer Station Woodford Transfer Station 	Active	01/10/2025	31/01/2026	1000	100	2

17. In the **Approval Reference** screen under the **Summary** tab, you can view your amended exemption details. This screen is split into three sections, and you can click each heading to display:

- **General Information** which displays the updated **Approval Reference: 250502CSE / Version 2** and **End Date** (e.g. 31/01/2026).

Approval Reference: 250502CSE / Version: 2

Documents

Approval History

General Information

Certificate

Reference Number	250502CSE	Application Category	Exempt Waste
Status	Active	Application Type	Contaminated earth

Customer

Name	Joe Citizen	Entity Type	
ABN/ACN	95 002 429 428		

Approval Summary

Description	Exempt waste application for earth contaminated with a hazardous contaminant from land recorded in the environmental management register or contaminated land register	Sites	<ul style="list-style-type: none"> Ningi Transfer Station Woodford Transfer Station
Start Date	01/10/2025	End Date	31/01/2026
Approval Material Type			

Usage

Quantity of Exempt Waste	1000	Remaining Tonnes	1000
		Remaining Tonnes %	100

- **Documents** which displays your amended exemption approval.

Note: check the **Download** box to save a copy to your local drive.

Approval Reference: 250502CSE / Version: 2

START AMENDMENT

Summary Related Actions

General Information

Documents >

Approval History

Documents

Download	Document Name	Document Type	Version	Uploaded By	Created Date	Document Reference
<input type="checkbox"/>	Amended Exemption Approval.docx	Approval Document	1	Joe Citizen	17 Oct 2025 10:00	100802186

- **Approval History** which displays previous versions of your exemption approvals (e.g. A-CSE-NEW-100799674 - the original application number contains NEW to indicate it is a new application).

Approval Reference: 250502CSE / Version: 2

START AMENDMENT

Summary Related Actions

General Information

Documents

Approval History >

Approval History

Version	Reference Number	Application Category	Application Type	Application Reference	Site	Start Date	End Date	Status
1	250502CSE	Exempt Waste	Contaminated earth	A-CSE-NEW-100799674	<ul style="list-style-type: none"> Ningl Transfer Station Woodford Transfer Station 	01/10/2025	31/12/2025	Superseded

[Back to Top](#)