National transport facility nomination

under the National Greenhouse and Energy Reporting Regulations 2008 (regulation 2.19A)

|  |
| --- |
| FORM |
| CER-NGER-TRNSPT |
| V1.2 07/01/2025 |

# Purpose of this form

This form allows a person (the nominee) to nominate to have their state or territory-based transport facilities defined as a single national transport facility. This is for the purposes of reporting for the facility under the National Greenhouse and Energy Reporting (NGER) Scheme and managing its obligations under the Safeguard Mechanism.

Eligibility

To be eligible to have state or territory-based transport facilities defined as a national transport facility, the following criteria must be met.

* The nominee must have operational control over each state or territory-based facility included in the nomination form.
* Each state or territory-based facility must be in the same transport industry sector.
* The nominee’s controlling corporation (if the nominee is not the controlling corporation) must consent to the nominee making the nomination.

Coverage

A nomination covers all activities attributable to an industry sector to which the nomination relates. This includes activities:

* not being conducted at a state or territory-based facility at the time of the nomination, or when the nomination takes effect
* that have not been specified in the nomination.

Deadline for national transport facility nomination

Nominations must be received by 30 June in the financial year to which they relate. Any forms received after the deadline will only be eligible to start from the next reporting year.

For example, a nomination to report as a national transport facility for the 2024-25 reporting year must be received by the Clean Energy Regulator (CER) by midnight Australian Eastern Standard Time (AEST), 30 June 2025.

If the nomination is not received by the 30 June 2025 deadline, the nomination will only be eligible from the 2025-26 or subsequent reporting years.

Impact of nominating as a national transport facility

Once a national transport facility nomination is made it remains in force indefinitely. This means the nominee cannot return to reporting on an individual state or territory-based facility basis.

As a national transport facility, the nominee’s controlling corporation will then need to report aggregated emissions and energy consumption on a national facility basis for the National Greenhouse and Energy Reporting (NGER) Scheme.

## Safeguard Mechanism

The Safeguard Mechanism applies to facilities with scope 1 emissions of more than 100,000 tonnes of carbon dioxide equivalence per year.

Where a national transport nomination has been made, the national transport facility will also be a facility for the purposes of the Safeguard Mechanism.

For more information, refer to the [Safeguard Mechanism](https://cer.gov.au/schemes/safeguard-mechanism) on our website.

# Instructions for completing this form

Please read each part of the application carefully, fully answer all the questions, sign where indicated and attach the required documentation.

You must complete and submit:

* **Part A: Nominee details**
* **Part B: Nominee’s controlling corporation details** (if applicable)
* **Part C: Facility details**
* **Part D: National transport facility commencement date**
* **Part E: Nominee’s declaration**
* **Part F: Nominee’s controlling corporation declaration** (if applicable)

You can choose to complete this form by either:

* printing the form and filling it in by hand
* saving the form and filling in an electronic copy.

IF you choose the second option, there may be times when you will need to print certain sections in order to sign them or in order to complete multiple entries for a single set of questions. These sections may be scanned back into your computer and submitted electronically with the rest of the form.

|  |  |
| --- | --- |
| Pen colours | Please use a **black** or **blue** pen to write on the form. |
| Check boxes | Mark boxes like this □ with a ✔ or ✘. When an instruction asks you to ‘tick’ the box, you can still use either ✔ or ✘. |
| Go to | Where you see an instruction like this - **□** Go to **question 5** - mark the relevant box with a ✔ or ✘and then skip to the question number shown. You do not need to answer the question(s) in between.  Where an instruction has a black double arrow (⏩), go to the next indicated part/section. Where an instruction has a black single arrow (⏵), go to the next question. Where an instruction has a black single arrow pointing down (⏷), fill in the field(s) directly below. |
| Mandatory questions | If all fields in a section are mandatory and must be completed, **(required)** is added to the end of the label text. If a field in a section is mandatory only IF a condition is met, **(required if any)** is added to the end of the label text. |
| ⏵ | This symbol indicates an instruction on what to do next. |
| 🛈 | This symbol indicates additional useful guidance to filling in the adjacent field or section. |
| 🗐 | This symbol advises that more than one entry may be required for the section and therefore you may need to photocopy or print the section or fill in a duplicate section. |
| 🖈 | This symbol advises that additional documentation to support a claim may need to be attached to the application. |
| Duplex printing | This form is designed to be duplex printed to save on paper. All new sections start on the right-hand side of a page spread. |

Help filling in this form

If you require assistance or have any questions regarding this application process, please contact the CER general enquiries line on **1300 553 542** or email [reporting@cer.gov.au](mailto:reporting@cer.gov.au).

Submitting this form

A signed copy of this form should be kept for your records.

### By post

Post your completed application with any accompanying documentation to:

Clean Energy Applications  
Clean Energy Regulator  
GPO Box 621  
Canberra ACT 2601

### By email

Email your completed application to the Clean Energy Regulator at [reporting@cer.gov.au](mailto:reporting@cer.gov.au).

If the email and its attachments (the application and supporting documents) are larger than 10MB, they must be sent using multiple emails that are clearly marked by including an identifier in the subject line (for example, '1 of 3', '2 of 3', '3 of 3'). The signed application form must be saved as a single scanned file and not split into parts. Files may be zipped to reduce their size.

If you submit your application by email, you do not need to send the original hardcopy of the application by post.

|  |  |
| --- | --- |
| Office use: |  |

1. Nominee details

Nominee identifying details

* All questions are required.

1. Name

* This is the name that appears on the Australian Business Register (ABR) or the Australian Securities and Investments Commission (ASIC) Register.

|  |  |
| --- | --- |
| Name |  |

1. Head office postal address

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

1. Identifying details

* You must provide one of the following for the applicant in order of precedence: Australian Business Number (ABN), Australian Company Number (ACN), Australian Registered Body Number (ARBN) or trading name and street address.

|  |  |
| --- | --- |
| ABN |  |
| ACN |  |
| ARBN |  |

* If the nominee does not have an ABN, ACN or an ARBN, please provide the nominee’s trading name and street address.

|  |  |
| --- | --- |
| Trading name (if any) |  |
| Street address |  |
|  |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

Executive officer details

* Provide details about the executive officer of the nominee, who will sign the declaration at **Part D**.
* All questions are required.

1. Position

|  |  |
| --- | --- |
| Position |  |

1. Name

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Middle name(s) |  |
| Last name |  |

1. Contact details

* Provide a contact phone number and alternative contact phone number. Include area codes, where applicable.

|  |  |
| --- | --- |
| Primary contact number |  |
| Alternative phone number (optional) |  |
| Email address |  |

Contact person details

* All questions are required.
* Provide details about the person who will be acting as the contact officer between the nominee and the CER.

1. Is the contact person the same as the executive officer noted above?

|  |  |  |
| --- | --- | --- |
| Yes |  | Go to **Part B 8** |
| No |  | Continue to **question 8** 6 |

1. Position

|  |  |
| --- | --- |
| Position |  |

1. Name

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Middle name(s) |  |
| Last name |  |

1. Contact details

|  |  |
| --- | --- |
| Phone number |  |
| Alternative phone number |  |
| Email address |  |

1. Nominee’s controlling corporation details

* Only to be filled out if applicable.
* All questions are required.
* If the nominee is not the controlling corporation then the nominee’s controlling corporation’s details must be completed below. An executive officer of the nominee’s controlling corporation must consent to the nominee nominating to report state or territory transport facilities as a national transport facility and must sign the declaration at Part F.

1. Is the nominee the controlling corporation of its corporate group?

|  |  |  |
| --- | --- | --- |
| Yes |  | Go to **Part C ⏩** |
| No |  | Continue to **question 12 ⏷** |

Nominee’s controlling corporation identifying details

1. Controlling corporation name

* This is the name that appears on the Australian Business Register (ABR) or the Australian Securities and Investments Commission (ASIC) Register.

|  |  |
| --- | --- |
| Name |  |

1. Identifying details

* You must provide one of the following for the applicant’s controlling corporation in order of precedence: Australian Business Number (ABN), Australian Company Number (ACN), Australian Registered Body Number (ARBN) or trading name and street address

|  |  |
| --- | --- |
| ABN |  |
| ACN |  |
| ARBN |  |

1. If the nominee’s controlling corporation does not have an ABN, ACN or an ARBN, please provide the nominee’s trading name and street address:

|  |  |
| --- | --- |
| Trading name |  |
| Street address |  |
|  |  |
| Suburb/city |  |
| State/territory |  |
| Postcode |  |
| Country |  |

Executive officer details

* Please provide details about one executive officer of the nominee.
* This will be the person who will sign the declaration at Part D.
* All information is required.

1. Position

|  |  |
| --- | --- |
| Position |  |

1. Name

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Middle name(s) |  |
| Last name |  |

1. Contact details

|  |  |
| --- | --- |
| Phone number |  |
| Alternative phone number |  |
| Email address |  |

Contact person details

* Please provide details about the person who will be acting as the contact person between the applicant’s controlling corporation and the Clean Energy Regulator.

1. Is the contact person the same as the executive officer noted above for the applicant's controlling corporation?

|  |  |  |
| --- | --- | --- |
| Yes |  | Go to **Part C** 4 |
| No |  | Please **question 19** 6 |

1. Position

|  |  |
| --- | --- |
| Position |  |

1. Name

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Middle name(s) |  |
| Last name |  |

1. Contact details

|  |  |
| --- | --- |
| Primary contact number |  |
| Alternative phone number (optional) |  |
| Email address |  |

1. Facility details

* List all state or territory-based transport facilities that will be defined as a national transport facility.
* Specify the facility name as stated in the most recent NGER report.

1. List all the years the facility has reported under NGER. For example, 2022-23, 2023-24. For all years, write 2009-10 to 2023-24.

|  |  |  |  |
| --- | --- | --- | --- |
| Facility name | State/territory | Years facility reported under NGER scheme | Further information |
|  |  |  |  |
|  |  |  |  |

1. Industry sector

* Provide the transport industry sector for all the state or territory-based transport facilities listed in question 19.
* Refer to Schedule 2 of the NGER Regulations for relevant code and classification.

|  |  |  |
| --- | --- | --- |
|  | ANZSIC code (2 or 3 digits) | Classification |
| ANZSIC |  |  |

1. Confirm operational control

* By ticking the box below, the nominee makes the statement next to that box.

|  |  |
| --- | --- |
|  | The nominee has operational control over each state or territory-based transport facility listed at question 19 above. |

1. Confirm same industry sector

* A list of transport industry sectors and their corresponding 3-digit ANZSIC code are in the additional information section of this form
* By ticking the box below, the nominee makes the statement next to that box.

|  |  |
| --- | --- |
|  | Each state or territory-based transport facility listed at question 19 above is in the same transport industry sector. |

Part D: National transport facility commencement date

* All information is required.

1. Indicate the reporting year the nomination is to commence

* This form must be received by the CER by midnight (AEDT), 30 June prior to the commencement year.

|  |  |
| --- | --- |
| Reporting year to commence |  |

Part E: Nominee’s declaration

This section must be signed by the executive officer of the nominee as listed in question 4.

By signing below, the signatory declares and acknowledges that:

* they have legal capacity and authority to make the nomination on behalf of the responsible emitter
* giving false or misleading information is a serious offence and carries penalties under the Criminal Code Act 1995
* all information provided in, or in relation to, this form is, having made all reasonable enquiries, complete, true and correct and not misleading by inclusion or omission
* the nominee authorises the CER to copy, record, use or disclose any of the information provided in relation to this form for the purposes of processing the form, monitoring compliance, enforcement of laws, the performance of the CER’s statutory functions and for related purposes subject to the requirements of relevant laws, in particular the Privacy Act 1988 and Part 3 of the Clean Energy Regulator Act 2011
* the personal information provided in this form may also be copied, recorded, used or disclosed by the CER for its administrative purposes, for example, to pre-populate other Clean Energy CER-NGER-TRNSPT V1.1 07/07/2018 16 of 20 Regulator forms filled out online in the future, and for improving the CER’s service delivery to the nominee.

|  |  |
| --- | --- |
| Name of signatory |  |
| Title/position |  |
| Organisation (if applicable) |  |
| Signature |  |
| Signature date |  |

Part F: Nominee’s controlling corporation declaration

* Only to be filled out if applicable.

This section must be signed by the executive officer of the nominee’s controlling corporation if the nominee is not the controlling corporation as listed in question 13.

By signing below, the signatory:

* Confirms the entity identified in Part B is the controlling corporation of the nominee identified in Part A.
* consents to the nominee, identified in Part A, making a nomination by submitting this form to the CER
* acknowledges that acceptance of this nomination form by the CER will require the nominee’s controlling corporation to report facilities identified in Part C in its report required under section 19 of the National Greenhouse and Energy Reporting Act 2007
* declares the information supplied in this form by the nominee’s controlling corporation is, having made all reasonable enquiries, complete, true and correct and he/she is authorised to sign Part F on behalf of the nominee’s controlling corporation named in this form
* acknowledges that giving false or misleading information is a serious offence and carries penalties under the Criminal Code Act 1995.
* authorises the CER to copy, record, use or disclose any of the information provided by the nominee’s controlling corporation for the purposes of processing the form, monitoring compliance, enforcement of laws, the performance of the CER’s statutory functions and for related purposes subject to the requirements of relevant laws, in particular the Privacy Act 1988 and Part 3 of the Clean Energy Regulator Act 2011
* the personal information provided in this form by the nominee’s controlling corporation may also be copied, recorded, used or disclosed by the CER for its administrative purposes. For example, to pre-populate other CER forms filled out online in the future, and for improving the CER’s service delivery to the responsible emitter.

|  |  |
| --- | --- |
| Name of signatory |  |
| Title/position |  |
| Organisation (if applicable) |  |
| Signature |  |
| Signature date |  |

# Application checklist

* Have you completed the following? Tick the box when you've completed the task beside it.

|  |  |
| --- | --- |
|  | **Part A: Nominee details** |
|  | **Part B: Nominee’s controlling corporation details** (if applicable) |
|  | **Part C: Facility details** |
|  | **Part D: National transport facility commencement date** |
|  | **Part E: Nominee’s declaration** |
|  | **Part F: Nominee’s controlling corporation declaration** (if applicable) |

# Additional information

Definitions

For the purposes of this form:

|  |  |
| --- | --- |
| Controlling corporation | A constitutional corporation that does not have a holding company incorporated in Australia. In some cases, the controlling corporation might also be the Applicant or the person with operational control of the facility. |
| Executive officer | In relation to a body corporate:   * a director of the body corporate * the chief executive officer (however described) of the body corporate * the chief financial officer (however described) of the body corporate * the secretary of the body corporate. |
| Facility | Has the meaning set out in section 9 of the National Greenhouse and Energy Reporting Act 2007. |
| NGER Act | [*National Greenhouse and Energy Reporting Act 2007*](https://www.legislation.gov.au/Series/C2007A00175) |
| NGER Regulations | The National Greenhouse and Energy Reporting Regulations 2008 |
| Operational control | Has the same meaning given by sections 11, 11A, 11B or 11C of the NGER Act. For further information on operational control see [the operational control guideline](https://cer.gov.au/document_page/operational-control-supplementary-guideline) on our website. |
| Transport industry sector | Includes the following ANZSIC industry sectors (NGER Regulation 2.19):   * air and space transport (490) * postal and courier pick-up and delivery services (510) * rail freight transport (471) * rail passenger transport (472) * road freight transport (461) * road passenger transport (462) * scenic and sightseeing transport (501) * waste collection services (291) * water freight transport (481) * water passenger transport (482) |

Protection of information

The Clean Energy Regulator is bound by the secrecy provisions in Part 3 of the *Clean Energy Regulator Act 2011* and by the *Privacy Act 1988*.

Privacy statement

'Personal information', as defined in the *Privacy Act 1988*, means any information from which a person’s identity is apparent or can be reasonably ascertained.

Personal information collected in relation to this application will be used for the purpose of assessing the application, auditing compliance, enforcement of relevant laws and regulations and for related purposes. The collection of personal information is authorised by the *Clean Energy Regulator Act 2011* and other relevant Act(s).

Disclosure of information

The Clean Energy Regulator and authorised staff are only able to disclose information relating to the affairs of a person (including personal information) collected in relation to this application in accordance with the *Clean Energy Regulator Act 2011* or as otherwise required by law.

Part 3 of the *Clean Energy Regulator Act 2011* prevents disclosure of relevant information except in circumstances set out in that Part. Those circumstances include:

* for the purposes of a climate change law
* to the Minister
* summaries or statistics if they are not likely to enable the identification of a person
* to certain bodies where the Chair of the Clean Energy Regulator is satisfied that disclosure will assist them in the performance of their functions or powers, including the Australian Securities and Investment Commission and the Australian Competition and Consumer Commission
* for the purposes of enforcement of the criminal law, enforcement of a law imposing a pecuniary penalty or for protection of the public revenue, if the Chair of the Clean Energy Regulator is satisfied that disclosure is reasonably necessary for such purpose.

Accessibility disclaimer

The Clean Energy Regulator has worked to ensure that this document is accessible. Please contact us to obtain an alternative version if you are having difficulty or you have specific accessibility needs. Please call **1300 553 542** or email the name of the form and your needs to [enquiries@cer.gov.au](mailto:enquiries@cer.gov.au).

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