

Educational Purposes Permit (Classroom) – User Guide

Online Services

The purpose of this guide is to provide Authority Holders with instructions for using Online Services for submitting a return of operations associated with their Educational Purposes Permit (Classroom) authorities.



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1. Introduction

- **Purpose and audience**

The purpose of this guide is to provide instructions for Authority Holders using Online Services to submit their return of operations as part of an Educational Purposes Permit (Classroom) authority issued by the department.

To register or access Online Services click here - <https://www.business.qld.gov.au/running-business/environment/online-services>

Authority Holders that have an Educational Purposes Permit (Classroom) authority issued through the 'Wildlife Authorities' hub can continue to submit returns by email. All other Authority Holders must use the 'Scientific, Educational, Conservation and Research Authorities' hub.

To access the return document required for upload as part of the process, click on the banner, *Scientific, Educational, Conservation and Research Authorities*.

The screenshot shows a vertical list of authority categories. The 'Scientific, Educational, Conservation and Research Authorities' category is highlighted with a red border. Below it are 'Macropods' and 'Waste Tracking'. Above it are 'Parks & Forests Authorities', 'Wildlife Authorities', and 'Environmental Authorities'.

2. Returns

- **Overview**

When you click on the Returns / Reports, you will see a list of returns associated with your authority.

The screenshot shows the 'Returns / Reports' page. On the left is a navigation menu with 'Returns / Reports' highlighted. The main area contains a table with the following data:

Return / Report Reference	Status	Received Date
RET-100734832	Submitted	09/01/2025
RET-100734863	Submitted	10/01/2025
RET-100735505	Draft	
RET-100735206	Submitted	10/01/2025
RET-100735213	Draft	
RET-100734851	Submitted	09/01/2025
RET-100735512	Draft	
RET-100735521	Draft	
RET-100734842	Submitted	09/01/2025
RET-100734874	Submitted	10/01/2025

This overview will show you the return reference number, status, and the start and end date for the return period. Returns are due yearly and are prefixed with 'RET'

3. Completing your Return

To start your Return of Operations, click on the authority reference number or click on 'Authorities' under records, then click the authority reference number. If you received multiple authorities from a single application, they will have the same application reference number.

Scientific, Educational, Conservation and Research Authorities

Customer Record: Matt Harris
Customer Reference Number: 100591936

Search
Application Reference
Status

Authority Reference	Application Reference	Person In Charge	
P-EPPC-100734888	A-EDUC-NEW-100727402	Matt Harris	E
P-EPPC-100734890	A-EDUC-NEW-100727403	Matt Harris	E
P-MPR-100729082	A-RESCH-NEW-100729081	Matt Harris	
P-MPR-100729082-1	A-RESCH-AMD-100729755	Matt Harris	
P-MPR-100729200	A-RESCH-NEW-100729198	Matt Harris	
P-MPR-100729200-1	A-RESCH-AMD-100729518	Matt Harris	
P-MPR-100729490	A-RESCH-NEW-100729477	Matt Harris	
P-MPR-100729779	A-RESCH-NEW-100728952	Matt Harris	

- **Authority reference number**

When you have selected the authority reference number you will see an overview of that authority and you can now click on the related returns / reports tab.

Authority Reference: P-EPPC-100734888

Summary
Related Actions

General Information
Authority Details

Application Reference	A-EDUC-NEW-100727402	Status	Granted
Authority Reference	P-EPPC-100734888	Start Date	01/01/2024
Authority Type	Educational Purpose Permit (Classroom)	Expiry Date	31/12/2028
Authority Holder	Matt Harris		

General Information
Activities and Location Details
Documents
Related Returns / Reports

- **Related Returns / Reports**

This page shows the status of each return.

Authority Reference: P-EPPC-100734888

Summary Related Actions

General Information
 Activities and Location Details
 Documents
Related Returns / Reports >

Related Returns / Reports

Return / Report Reference	Status	Start Date
RET-100735205	Due	01/01/2024
RET-100735206	Submitted	01/01/2025
RET-100734892	Submitted	02/01/2024

The difference statuses mean the following:

- Draft – means this return is due in the future
- Due – means this return is due now
- Overdue - means this this return is overdue

Click on the return reference number that is either overdue or due to begin the return submission.

- **Getting Started**

On this page you will see an overview of how to complete the return and a link to the return forms. Click on the NEXT tab to progress.

Returns / Report Reference: RET-100735205

Getting Started >

Returns / Report Details
 Documents
 Review
 Declaration

How to complete this form

- This return and report form is submitted online using an internet connection. You can save a partially completed form and submit at a later date.
- Research and educational authorities have an annual return cycle, which must be submitted within 20 business days of the anniversary date. If you hold several authorities for the same project, you only need to complete the one combined return.
- At the end of the project, a report is required within 6 months. This report is to provide a synopsis of the research undertaken.
- The return and report form must be downloaded and completed and then uploaded within the documents tab. **The forms can be downloaded here: [EPP \(Classroom\) Return](#), [Research / Education Return](#), [Research / Education Report](#)**

- **Returns / Report Details**

On this page you will see an overview of the return, the return period and the associated authority.

Using the link above, download a copy of the Educational Purposes (Classroom) return and record acquisitions, disposals and movements.

Returns / Report Reference: RET-100735205

Getting Started
Returns / Report Details >
 Documents
 Review
 Declaration

Returns / Report Details

General Information

Returns / Report Reference	RET-100735205	Holder	Matt Harris
Status	Due	Related Authority	P-EPPC-100734888
Start Date	1 Jan 2024	Authority Type	Educational Purpose Permit (Classroom)
End Date	31 Dec 2024		

Have you undertaken any research, education or conservation activities during the last 12 months?*

Yes
 No

- **Documents**

As part of the return requirement, it is mandatory that you upload a copy of the completed return.

Returns / Report Reference: RET-100735205

- **Review**

The review page will give you an overview of the return. If there is any mandatory information missing, you will see red text at the top of the page and a link back to the question. If correct, click next.

Returns / Report Reference: RET-100735205

- **Declaration**

You are required to read the certification and privacy statement, then click accept, then click submit.

Returns / Report Reference: RET-100735205

You will see a message letting you know the return has been submitted.

Return Submission

Your return of operation RET-100735510 has been successfully submitted. FINISH

Once submitted, if you return to the home screen and click on Returns / Reports under records, you will see your return is showing the status of submitted.

My Incomplete Actions >

Actions

Apply for a new Authority
You may need to apply for an Authority to conduct a specific activity within Queensland Parks and Wildlife Service managed areas.

Other Actions
To view actions relating to an existing Authority, such as amendments, surrender, invoice or return, see Records menu below. To amend or surrender, click on authorities, then click authority reference number and related actions.

Records

Authorities

Applications

Returns / Reports

Search

Authority Reference

Authority Type

Status

SEARCH CL

Return / Report Reference	Status	Received Date	Start Date	End Date	Authority Reference
RET-100735206	Submitted	10/01/2025	01/01/2025	31/12/2025	P-EPPC-100734888
RET-100735205	Submitted	17/01/2025	01/01/2024	31/12/2024	P-EPPC-100734888
RET-100734892	Submitted	09/01/2025	02/01/2024	30/12/2024	P-EPPC-100734888
REP-100735218	Draft		01/01/2024	31/12/2028	P-EPPC-100734890
RET-100735213	Draft		01/01/2025	31/12/2025	P-EPPC-100734890
RET-100735212	Due		01/01/2024	31/12/2024	P-EPPC-100734890
RET-100734891	Submitted	09/01/2025	02/01/2024	30/12/2024	P-EPPC-100734890

Your return of operations is now submitted.