# Appendix 11A. Checklist—Submission of an environmental impact statement (EIS) or amended EIS

This checklist summarises the information to be provided with an EIS or /amended EIS submission. It an excerpt from the department’s form [Submission of an EIS under EP Act](https://www.qld.gov.au/environment/management/environmental/eis-process/resources) (ESR/2023/6498) which must be filled in and submitted to the department with the EIS submission.

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| The following information must be provided to meet the requirements of the *Environmental Protection Act 1994* (EP Act): |
| Compulsory information |
| [ ] [ ]  | Original EIS (first submission of an EIS for the project) *OR*Amended or replaced EIS |
| [ ]  | Shape files |
| [ ]  | EIS format checklist ([Appendix 11B](#_Appendix_11B._Checklist—) of this guideline) |
| Information that must be provided in relation to a response to submissions under EP Act s. 56(2) (only if relevant): |
| [ ]  | Summary of EIS submissions (s. 56(2)(a))Describe the total number of submissions received as well as the number of submissions from federal, state and local governments, organisations, industry bodies and the public. Summarise the key matters raised in the submissions (both positive and negative). A table/graph may assist in presenting this information. |
| [ ]  | Statement of response to the EIS submissions (s. 56(2)(b))List each submission along with the proponents response and cross reference to the relevant section in the amended EIS where the matter has been addressed (if relevant). Include the following: |
|  | [ ]  | A **table in Microsoft word** (preferably as an Appendix in the amended EIS; see Table 23 example) with the following information:* submitter individual identification (ID) number which should match the numbering system provided to DESI
* submissions (exact wording) broken up into separate line items where needed for different topics
* topic (e.g., land, air quality, water, waste) and subtopic (where appropriate) assigned to each line item. This is to assist with sorting and analysing matters raised by multiple submitters on similar topics
* proponents response to each line item and explanation as to how the project and/or amended EIS was changed to address the comments. If no changes were made to the EIS because of the submission, then explain the reason
* reference to specific sections/subsections of the amended EIS where the submitters comments have been addressed.
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|  | [ ]  | A copy of the above table, but in a **separate excel document.** Importantly, * cells should not be merged
* columns should be searchable
* use different ‘tabs’ (i.e., separate worksheets within the excel document) for different submitters or groups of submitters. For example, ‘tab’ for DESI comments, Commonwealth Environment Department and another for each state government agency that provided comments, one for (each) utility companies and another for non-government organisations.
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|  | [ ]  | In a separate document, a list of the submitters ID numbers and the names and addresses of the submitters. This is to assist with maintaining privacy as the summary of submissions and response to submission is publicly available. |
| [ ]  | Statement of response to a Public Interest Evaluation report (PIE) (s. 56(2)(d)) (**if relevant**) |
| **Additional information provided where relevant (please specify)** |
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Table . Example of response to response to submissions on an EIS

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| Submitter ID | Topic | Subtopic | Submission | Proponent response to submission | Section in amended EIS where matter was addressed |
| ID1 | *Topics should align with the EIS sections where possible. For example, project proponent, proposed project, flora and fauna, air, noise and vibration* | *For more complex topics include a subtopic e.g. surface water, groundwater dependence ecosystem, groundwater, offsets* | *For example:* *‘The EIS did not adequately address <insert issue>’**‘The EIS did not identity animal X on parcel X’* | *Specially address matters for each line item. Do not say ‘noted’; if you are not proposing to update the draft EIS because of the submission, explain why e.g., out of scope for these reasons.* | *For example:** *Updated section 7.2.1.4, paragraph 1 to include reference to XXXXX*
* *reference to XXXX creek was inserted into sections 4.2.4.1, 7.3.2.4 and 9.9.5.9.*
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