



Application Form

www.circularnorth.org.au

Waste NoT Awards – conditions

Awards offered to successful applicants are subject to the following conditions:

- Winning applicants must provide permission to Circular North to use project information for program evaluation purposes and for inclusion in case studies that may be used by Circular North in future communications.

By submitting an application, you agree:

- that you meet eligibility criteria as specified in the Waste NoT Awards 2025 Application Guidelines, section 3;
- that you are bound by these conditions;
- that you will lodge your application using the nominated application form, by the closing time and date in accordance with the lodgement method. Late applications will not be accepted, except in accordance with Circular North procedures;
- to submit all documents as required by the guidelines and application form;
- that the grant application documents become the property of Circular North upon lodgment;
- that you will direct all communications through Circular North.

Circular North will:

- assess applications against the evaluation criteria and determine which applications will receive the awards;
- advise the outcome of the assessment process;
- send an email confirming electronic receipt of applications;
- reject applications received after the closing time and date, except in accordance with Circular North's procedures;
- not be liable for any deficiency within the guidelines and application form;
- not warrant the accuracy of the guidelines and application form.

Circular North may:

- change any details in the guidelines and application form;
- extend the closing time;
- reject any application that does not meet the eligibility criteria;
- contact other government agencies or departments, clients of applicants or any other relevant person to obtain additional information.

This form is to be completed after reading the ‘Waste NoT Awards 2025 – Application Guidelines

Information in this document is current as of March 2025

While all professional care has been taken in preparing this document, Circular North accepts no liability for loss or damages incurred as a result of reliance placed upon its content.

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Circular North

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Complete all fields unless advised otherwise

Section 1 – Nominee information

Details of person or organisation being nominated for an award					
Name of organisation or individual:					
Primary contact person:					
Primary street address:					
Town/suburb:		Postcode:		State:	
Email:		Telephone:			
Postal address (if different from above):					
Has the project occurred at this location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If no, complete next line)			
Project location (if different from above)					
Town/suburb:		Postcode:		State:	
Secondary contact person:		Email:			
Details of person submitting the nomination					
Name:					
Telephone:					
Email:					
How did you hear about the awards?	<input type="checkbox"/> Facebook <input type="checkbox"/> Council website <input type="checkbox"/> Rethink Waste website <input type="checkbox"/> NRM North website <input type="checkbox"/> Other (Please specify).....				

Type of award applicant - Waste NoT Award for (select one only)	
Primary School	<input type="checkbox"/>
Secondary / tertiary	<input type="checkbox"/>
Government	<input type="checkbox"/>
Small business enterprise (under 150 staff)	<input type="checkbox"/>
Large business enterprise (over 150 employees)	<input type="checkbox"/>
Not for Profit/Community Group	<input type="checkbox"/>
Local government area of the person or organisation being nominated for an award (select one only):	
<input type="checkbox"/> Break O Day <input type="checkbox"/> West Tamar <input type="checkbox"/> Launceston <input type="checkbox"/> Northern Midlands <input type="checkbox"/> Dorset <input type="checkbox"/> George Town <input type="checkbox"/> Meander Valley <input type="checkbox"/> Flinders Council	

Section 2 – Project overview

1. Project name This name will be used on all correspondence and promotional material (10 words maximum)

2. Project description

Describe the project including timeframe of when the project began, is it ongoing or has it concluded
(150 words maximum)

What makes this project special? Include here information on how the project might be innovative or unique
(150 words maximum)

Describe the environmental benefits from your project. Include details of how much waste your project diverted or avoided (in tonnes, litres or cubic metres) including any social or economic benefits
(200 words maximum)

Describe how your project could be replicated across northern Tasmania
(150 words maximum)

How has the community been involved with this project? Were any partnerships formed? (This question is for public sector/government, tertiary education and community organisations / not for profit only)
 (150 words maximum)

Section 3 – Supporting documents

Applicants are encouraged to provide supporting materials relevant to the award they are applying for (e.g. letters of support, certificates, photos, community feedback, etc.)

3. Supporting documents: applicants can provide additional information supporting their application

i. Additional information , such as supporting documents, letters or reports, is attached.	Yes <input type="checkbox"/> Answer 3ii below	No <input type="checkbox"/> Proceed to section 5
ii. If you answered 'Yes' to question 3i , describe each supporting document and how each document relates to the award you are applying for. Maximum of one sentence per attached document.		
iii. If you answered 'Yes' to question 3i , Do you agree for Circular North to use any of your supporting documents and photos for the awards ceremony if you are a winner? Yes <input type="checkbox"/> No <input type="checkbox"/> * Circular North will make contact if successful to find suitable material for promotion		

Section 4 – Declaration

Declaration – all applicants

To be completed by the person submitting the application.

Declaration:			
<ul style="list-style-type: none"> – I state that the information in this application and attachments is to the best of my knowledge true and correct and agree to the award application conditions. – I state that the project submitted for the Waste NoT 2025 Awards as outlined in this application meets all relevant standards and legal obligations. – I will notify Circular North of any changes to this information and any circumstances that may affect this application. – I understand that the Circular North is subject to the <i>Right to Information Act 2009</i> and that if a Right to Information request is made, Circular North will consult with the applicant before any decision is made to release the application or supporting documentation. – I understand that this is an application only and may not necessarily result in receipt of an award. 			
<input type="checkbox"/> I have read and confirm that the applicant agrees to the conditions of the award program			
Signature:		Date:	
Print name:		Position:	

Section 5 – Checklist

The following actions have been completed:

- Waste NoT Awards 2025 Application Guidelines have been read and understood.
- Waste NoT Awards 2025 Application Form has been fully completed and the declaration(s) signed.
- Waste NoT Awards 2025 supporting documents are attached (optional).

Section 6 – Submission process

Applications close at 5:00 pm Friday 16 May 2025

Please ensure your application is submitted by the closing time on the closing date. Late applications will not be considered unless Circular North are satisfied that the circumstances are exceptional and Circular North have been advised of those circumstances prior to the closing date.

- A confirmation will be sent once application has successfully been received
- An invitation will be sent out towards the end of May for the Waste NoT Awards Ceremony in which winners will be announced, the ceremony is tentatively scheduled for early June 2025.

Privacy statement

Circular North recognises the importance of keeping the personal information that you entrust to us private and confidential and is committed to ensuring the personal information of individuals is managed in accordance with the Privacy Act 1988 and the Personal Information Protection Act 2004 (Tas) to the extent it is not inconsistent with, or is in addition to, the protections in the Privacy Act.

Right to information

The *Right to Information Act 2009* gives members of the public the right to obtain information contained in the records of the Government and public authorities such as Circular North.

The object of the *Right to Information Act 2009* is to improve democratic government, increase executive accountability and increase the ability of the people of Tasmania to participate in their governance.

This is done by acknowledging that information collected by public authority is collected for and on behalf of the people of Tasmania and is the property of the State and giving members of the public the right to obtain information held by public authorities and Ministers and the right to information about the operations of government.

Access to and correction of information collected

The *Personal Information Protection Act 2004* provides that you can access your personal information held by Council.

If you consider the personal information to be incorrect, incomplete, out of date or misleading, you can request that the information be amended.

Requests to access or correct your personal information held by Council will be processed in accordance with the provisions of the *Right to Information Act 2009*