

Application for a Waste Management Licence

Waste management

(For office use only)	Please read the guidance notes and the form carefully before you complete it.
Date stamp	<hr/> How to apply
	To apply for a waste management (site) licence you must fill in this application form, which we have designed to be as straightforward as possible. It asks for the information we need to decide if you can have a waste management licence. If you fill in the form accurately, it will help us deal with the application more quickly.
Received by	This application form is for people who want to run any type of waste management site (other than a metal recycling site or a landfill site). This includes transfer stations and treatment plants.
Initials	Please discuss your proposals with us before completing this licence application form.
	When you make the application, please make sure you
Fee paid	1. Answer all the questions. If you leave anything out, we will have to get in touch with you for the information and we will not be able to progress your application. If any of the questions do not apply to you, please write 'Not applicable'.
No	
Yes	2. Send the correct fee with your application form.
please give the amount	
£	
Date entered on public register	

1 Authorised contact

1.1 Please give us details of the person we can phone or write to with questions about this application.

This could be an agent rather than the applicant.

Full name
Position
Business address
Postcode
Phone
Fax
Email

2 The applicant

Contact details

2.1 Is the applicant an individual, a group of individuals (or partnership) or a company/corporate body?

Please discuss this with us if you are not sure.

- Individual (sole trader) go to question 2.2
- Group of individuals or partnership go to question 2.3
- Company or corporate body go to question 2.5

Individuals

2.2 Please give us the following details.

Full name
Date of Birth
Trading/business name (if any)
Home address
Postcode

Contact numbers

Phone
Fax
Email

Now go to question 2.9

2 The applicant *continued*

Partnerships or groups of individuals

2.3 Who is applying for the licence?

We can only issue a licence to named individuals. We need details of each person applying to be a licence holder.

Continue on separate sheets if you need to.

Person

Full name
Date of Birth
Home address
Postcode

Person

Full name
Date of Birth
Home address
Postcode

Person

Full name
Date of Birth
Home address
Postcode

2.4 Please give us the following details about the group of individuals or partnership.

For applications from partnerships please provide written evidence, such as a deed of partnership.

Name of partnership (if there is one)

Business address
Postcode

Now go to question 2.9

2 The applicant *continued*

Contact numbers

Phone
Fax
Email

Full name of company or corporate body

--

Trading/business name (if different)

--

Registered office address

Postcode

Main Office address (if different)

Postcode

Contact name and numbers

Name
Phone
Fax
Email

Company registration number

--

Date of formation of company

--

Country of registration

--

2.6 Who are the 'relevant people' in the company?

Please give us details of each director, manager, company secretary and any other similar officer.

Continue on separate sheets if you need to

Relevant person

Full name
Date of birth
Position

2 The applicant *continued*

Home address
Postcode

Relevant person

Full name
Date of birth
Position
Home address
Postcode

Relevant person

Full name
Date of birth
Position
Home address
Postcode

2.7 Does the applicant have a parent company?

No go to question 2.8

Yes please give details

Name of parent company

--

Registered office address

Postcode

Company registration number

--

2.8 Does the applicant have any subsidiaries involved in waste management or similar fields of operation?

No go to question 2.9

Yes please give details

Continue on separate sheets if you need to.

2 The applicant *continued*

Name of subsidiary company

Business address
Postcode

Name of subsidiary company

Business address
Postcode

Name of subsidiary company

Business address
Postcode

Site operator

2.9 Who will be operating the site (if known)?

- The applicant go to question 2.10
- Someone else or another company please give details

Operator's full name (if known) (if different)

--

Partnership/sole .1/limited company

--

Operator's trading/business name (if any)

--

Registered office address

Postcode

Contact numbers

Name
Phone
Fax
Email

2 The applicant *continued*

Previous applications

2.10 Has the applicant, their parent company, or any 'relevant person'? (please tick any relevant boxes)

- had an application for a waste disposal
- management licence rejected
- had a waste management licence or waste disposal licence revoked
- been refused as the transferee of a waste management licence or waste disposal site
- been refused registration as a waste carrier/broker in NI or GB
- had a registration as a waste carrier/broker revoked in NI or GB

A 'relevant person' includes each partner, director, manager, company secretary or any similar officer. For more information please read the background notes which came with this form.

If you have ticked any of the above, please give details such as who applied, what the application was for, to whom the application was made, any licence or registration number (where appropriate), and when it was rejected, refused or revoked.

--

3 Convictions for relevant offences

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'.

Conviction for a relevant offence does not necessarily disqualify the applicant from holding a licence. Failure to disclose a conviction for a relevant offence may result in any licence issued being refused.

4 The Site *continued*

4.5 Which of the following applies to this site?

We cannot issue a licence unless the following applies.

Planning permission

Date applied for

Date granted on

Planning permission is not required
Please say why and enclose written confirmation from the planning authority

Water Order Discharge Consent

Date applied for

Date granted on

Discharge consent is not required. *Please say why and enclose written confirmation from the Water Management Unit of EHS*

4 The Site *continued*

Environmental issues

4.6 Was an environmental statement produced as part of a planning application?

No

Yes please enclose a copy with this application

4.7 Is the proposed site located on land registered under Section 28 of the Environment (NI) Order 2002?

No

Yes *If the proposed site is, or contains, an Area of Special Scientific Interest (ASSI), we have to consult Natural Heritage before determining this application.*

4.8 Is your site within 2 km of a Natura 2000 site?

No

Yes

5 Use this site

5.1 What will be the main waste management activity on this site?

Transfer station

Household waste amenity site
Incinerator

Pet cemetery

Storage at site of production

Storage at site other than at site of production

Biological treatment please specify process

Chemical treatment please specify process

Physical treatment please specify process

5 Use of the site *continued*

Other please give details

5.2 Please summarise the other waste management activities to be carried out on the site, including exempt activities.

For example, baling, sorting, screening, mixing, landfill gas flaring, leachate treatment.

5.3 Are any of the activities referred to in your answers to 5.1 and 5.2 subject to any other regulatory controls?

For example, discharge consents.

No

Yes *Please give details below and enclose a copy of relevant authorising documents. Continue on separate sheets if you need to.*

5 Use of the site *continued*

5.4 Where waste is leaving the site please detail amount to be sent for recovery or for final disposal.

	Tonnes/year for delivery	Tonnes/year for disposal
Hazardous Waste		
Non-hazardous waste		

5.4 What are the types and maximum quantities of waste the site will handle?

Waste Type		Tonnes Per Day	Tonnes Per Year
	Enc Code		
		Total	

5.5 Does the applicant intend to accept hazardous wastes at the site?

Hazardous waste is waste which, either because of its hazardous nature or physical characteristics, needs to be handled or disposed of in a particular way.

No

Yes If yes please give details. For material covered by the Hazardous Waste (NI) Regulations 2005, please give the hazard code. *Continue on separate sheets if you need to.* Please give the proposed start date for preparatory work or for operations where no preparatory work is required. *It might be a condition of the licence (if issued) to undertake site investigation works or an appropriate level of background monitoring if this has not already been done.*

Waste Type		Tonnes Per Day	Tonnes Per Year
	Enc Code		
		Total	

6 Site operation

Capacity of the site

6.1 What type of site does this application relate to?

Treatment plant go to question 6.2

Other go to question 6.3

6.2 What is the throughput of the proposed treatment plant?

Maximum theoretical throughput (based on maximum design capacity of plant)

tonnes per hour

Proposed actual throughput if different from above

tonnes per hour

Now go to question 6.4

6.3 What is the capacity of the proposed site?

Please provide details of the capacity for each waste stream. (Please give total storage capacity in both tonnes and cubic metres)

Waste Type	Total Capacity in Tonnes/ Cubic metres

Timescales

6.4 What is the estimated active life of the site (where appropriate)?

years

6.5 When does the applicant intend to start work on the site?

Please give the proposed start date for preparatory work or for operations where no

6 Site operation *continued*

preparatory work is required. *It might be a condition of the licence (if issued) to undertake site investigation works or an appropriate level of background monitoring if this has not already been done.*

Operating hours

Please give the proposed operating hours for the site.

Use the 24 hour clock

6.6 Hours permitted under planning law.

	From	To
Monday to Friday	:	:
Saturday	:	:
Sunday	:	:
Bank and public holidays	:	:

6.7 Hours open for receipt/removal of waste if different from permitted hours.

	From	To
Monday to Friday	:	:
Saturday	:	:
Sunday	:	:
Bank and public holidays	:	:

6.8 Hours open for processing/handling of waste if different from permitted hours.

	From	To
Monday to Friday	:	:
Saturday	:	:
Sunday	:	:
Bank and public holidays	:	:

7 Technical competence

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'.

We will charge for any assessments of technical competence we carry out as part of the application

7.1 Is the type of site covered by the WAMITAB (Waste Management Industry Training Advisory Board) award scheme?

No go to question 7.4

Yes go to question 7.2

WAMITAB sites

7.2 Is the applicant seeking to satisfy technical competence by way of the transitional provisions in Regulation 4 of the Waste Management Licensing Regulations (NI) 2003?

No go to question 7.3

Yes Please give details about the people who will provide the technically competent management of the proposed activities.

We need to see a statement of qualifying experience for each named person.

Responsible person

Full Name
Position
Date of application to WAMITAB
Level of WAMITAB certificate applied for

Responsible person

Full Name
Position
Date of application to WAMITAB
Level of WAMITAB certificate applied for

Responsible person

Full Name
Position
Date of application to WAMITAB
Level of WAMITAB certificate applied for

Now go to question 7.5

7.3 Who will provide the technically competent management of the proposed activities?

Please give details for each *person*.

Responsible person

Full Name
Position
Level of WAMITAB certificate
Date
Reference number

Responsible person

Full Name
Position
Level of WAMITAB certificate
Date
Reference number

Responsible person

Full Name
Position
Level of WAMITAB certificate
Date
Reference number

Responsible person

Full Name
Position
Level of WAMITAB certificate
Date
Reference number

Non-WAMITAB sites

7.4 Who will be responsible for managing the proposed site? *Please give details for each person.*

For each person named below, we

- need to see a statement of qualifying experience
- may want to carry out our own assessment.

7 Technical competence *continued*

Responsible person(s)

Full Name
Position
Name of referee on statement of qualifying experience
1.
2.

Responsible person(s)

Full Name
Position
Name of referee on statement of qualifying experience
1.
2.

Responsible person(s)

Full Name
Position
Name of referee on statement of qualifying experience
1.
2.

Management of other sites

7.5 Are any of these 'Responsible people' already providing the technically competent management at another licensed site?

No

Yes *If yes please use a separate sheet to give details of these people. For each person we need to know the*

- *site name and address*
- *licence reference number.*

8 Financial provision

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'.

8.1 How does the applicant intend to make financial provision, if known?

8 Financial provision *continued*

We accept that it may not be possible to plan for this until you get a draft of the licence.

We will consider any proposal put forward. We strongly advise you to discuss this with us.

- Renewable bonds
- Bonds
- Bank guarantee
- Escrow account
- Lump sum
- Other? please specify.

Expenditure plan

8.2 Please provide a plan of the estimated expenditure for each phase of the proposed activity.

The plan should include the likely costs of

- monitoring
- clearing the site (including drainage systems) of all wastes
- remedial action in the event of the failure of pollution control systems.

We accept that this plan may need to be revised once you get a copy of a draft licence.

9 Checklist

9.1 Please tick to confirm inclusion of the following documents.

Please enclose 5 copies of the completed application form and site location plan:

- Completed application form
- Continuation sheets numbered and cross-referenced to the question they apply to, and signed and dated by the applicant
- Company registration or partnership documents
- Site location plan

- Evidence of land occupancy
- Planning permissions (or equivalent) and associated area plan
- Environmental statement (where relevant)
- Water Order Discharge Consent
- Copy of other relevant authorising documents
- WAMITAB certificates or statements of qualifying experience and supporting documents
- Audited accounts of parent company (where relevant)
- Expenditure plan

Working plan. Include

- a written statement
- plans
- detail drawings with a full contents list of plan titles, dates and unique plan/drawing referencenumbers.

Have you enclosed a letter telling us the reasons why some of the information on this form should be excluded from the public register

No

Yes

9.2 Please list below any other relevant documents included with this application.

Continue on separate sheets if you need to.

Document

Title
Date
Reference number

Document

Title
Date
Reference number

The information provided will be processed by the Environment and Heritage Service to deal with your application, to monitor compliance with the licence/permit/registration conditions, to process renewals and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/ services relating to environmental matters.
- consulting with the public bodies and other organisations.
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service.

You should ensure that any persons named on this form are informed of the contents of this data protection notice.

Disclosing information you give us in this application

The law says that we must place your application on the public register unless you provide good reasons why it should stay confidential.

If you want any of the information in your application to remain confidential, enclose a letter with the completed application, giving your reasons in full.

We will let you know within 14 days if we agree that the information is confidential.

11 Declaration

If you deliberately make a statement which is false or misleading you are

- committing an offence under Section 18 of the Waste and Contaminated Land (NI) Order 1997
- liable to a fine or imprisonment (or both).

All applicants have to sign below.

I/we declare that the information on this form is correct and that I/we have enclosed

- a cheque for the fee of £
- all documentation ticked in section 9.

Signature(s)

Please note that applicants must sign the declaration themselves, even if an agent is acting on their behalf.

For applications from

- more than one person, all applicants should sign below
- a company or other corporate body, an authorised person should sign below.

Signature

Name

Position

Date

Signature

Name

Position

Date

11 Declaration *continued*

Signature

Name

Position

Date

Please send the completed application to the address below:



Our aim is to protect, conserve and promote the natural and built environment for the benefit of present and future generations.

Environment & Heritage Service
Klondyke Building
Cromac Avenue
Gasworks Business Park
Lower Ormeau Road
Belfast
BT7 2JA
Tel: 028 90 569359

www.ehsni.gov.uk

EHS Incident Hotline - **0800 80 70 60**

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10/03.22