



For EHS use only

Date Stamp

Reference Number

Contact Name

Date

Application valid or invalid

Date returned

Approval

Accreditation of packaging waste reprocessor

Application form

Form PRU/2

Everyone must fill in Part A and at least one Part B.

Part A of this form covers details about

- the applicant
- the proposed packaging waste reprocessing site, and
- the environmental licences which you hold.

Part B of this form covers details about one kind of recovery operation which you carry out on the site. It deals with

- where the waste comes from
- the amount of waste you are able to process each year
- the equipment you use
- your plans for developing your business.

You must complete one Part A. You may have more than one Part B.

Please complete one part B for each recovery operation carried out on site.

Copy Part B as required.

The information contained in this form will be treated as commercially confidential and will not be disclosed outside the Environment and Heritage Service (EHS) without the consent of the applicant. The fact that a reprocessor is accredited, or that accreditation has been removed, is considered by the EHS as information which should be disclosed to the public under the Environmental Information Regulations (NI) 1993 (No.45) as amended by the Environmental Information (Amendment) Regulations (NI) 1998 (S.R. 1998 No.238).

- Some information on this form will be kept on a computer database by the EHS to which the application has been made, and will not be disclosed elsewhere with the consent of the applicant.
- Failure to complete the accreditation form fully may result in a delay in accreditation.
- Accreditation applies only to the applicant and site referred to in this form. It cannot be transferred to another person or site.

Part A

1. The applicant

1.1 Please tell us the status of the applicant

- Individual or partnership *go to section 1.2*
- Corporate body *go to section 1.3*

1.2 Individual applicants and partnerships

For applications from individuals or partnerships please provide the following information. *For applications from partnerships please provide written evidence, such as a copy of the deed of partnership.*

Full name (or partnership name)

Trading/business name (if any)

Full Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Contact name

Contact numbers

Phone	/
Fax	/
Mobile	/

For partnerships please give the following information. We need these details for each partner. *It is in your interest to tell us about any change in partners in the future. Continue on separate sheets if necessary.*

Full name
Date of birth / /
Full home address
<input type="text"/>
<input type="text"/>
Postcode

Full name
Date of birth / /
Full home address
<input type="text"/>
<input type="text"/>
Postcode

Now go to Section 1.4

1. The applicant *continued*

1.3 Companies or other corporate applicants

For applications from a company please provide the following information and written evidence of registration.

- Registered company
- Other *please say what*

Full company name of applicant

Trading/business name (if any)

Full address of principal office

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Contact name

Contact numbers

Phone	/
Fax	/
Mobile	/

Company registration number

Date of formation of company

If the company is registered abroad please give the country of registration

1.4 The applicant and their agent

Is an agent working on behalf of the applicant?

- No *go to section 2.1*
- Yes

Agent's full name

Agent's correspondence address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Contact numbers

Phone	/
Fax	/
Mobile	/

2. The site

2.1 Location of the site

Please send us a site plan showing the area of land this application relates to.

Full address of the site

Postcode

Ordnance Survey Irish Grid reference. *Please give reference for the site entrance if there is more than one grid reference.*

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2.2 Correspondence address

Please say which address should be used for correspondence

- Applicant's address
- Agent's address
- Site address
- Other *please give details below*

Address

Postcode

2.3 Ownership or occupancy of the site

What interest does the applicant have in the land this application relates to?

- Freeholder
- Leaseholder
- Other *please specify below*

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2.4 Planning status of the site

Do you have the appropriate planning permission for your operations at this site?

- No *If planning permission is not required please provide evidence.*
- Yes *Please enclose a copy. If you have applied for planning permission please Enclose a copy of your application.*

3. Environmental licences

This section asks for details of environmental licences which you already hold for this site.

3.1 Waste disposal licence

Do you hold a current waste disposal licence issued under the Pollution Control & Local Government (Northern Ireland) Order 1978

- No
- Yes *please give details*

Licence reference number. *Please also give any modification reference numbers.*

Date issued

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Issuing Local Authority

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3.2 Exemption from waste disposal licence

Are you exempt from waste disposal licensing?

- No
- Yes *Please tell us the schedule number in the Waste Collection and Disposal Regulations (Northern Ireland) 1992 which applies*

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3.3 Authorisations under Industrial Pollution Control Order 1997

Authorisations are issued under the Industrial Pollution Control (NI) Order 1997. There are separate authorisations for a 'Part A process', a 'Part B process' and a 'Part C process'.

Do you hold a Part A or B process authorisation?

- No
- Yes *please give details*

Reference number *Please also give any modification reference numbers*

Date issued

	/		/	
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Section 3.3 continues on the next page

Part B

You must complete one Part A. You may have several Part Bs. **Please photocopy this form if you need to.** The figures you use on this form should relate to the last full financial or operating year.

5. The process

What is the recovery process operation code for the process covered by this form?

A list of codes is in the EHS 'Guidance on evidence of compliance and voluntary accreditation of reproprocessors'.

R

How many Part Bs are you submitting in total?

6. Raw material inputs

How much virgin raw material did you use for this process last year?

Description (by material type)	Tonnes/year

7. Segregated waste

In each section, please tell us about the types and amounts of segregated waste which you processed last year

7.1 Packaging production residues - internal sourced

Please describe all types of packaging production residues from plant.

Description	Tonnes/year

7.2 Packaging production residues - external sourced

Description	Tonnes/year

7. Segregated Waste *continued*

7.3 Packaging waste from Northern Ireland

Description	Tonnes/year

7.4 Packaging waste from outside the UK

Description	Tonnes/year

7.5 Non-packaging waste from Northern Ireland

Description	Tonnes/year

7.6 Non-packaging waste from outside the UK

Description	Tonnes/year

8. Mixed waste with a packaging content

8.1 About the mixed waste you processed last year

Please tell us about the types and amounts of mixed waste which you processed last year.

Description	Total Tonnes/year	Packaging Waste (%)

11. Your plant

11.1 Process overview

Please provide a systems diagram or flow chart which describes this process. *Include main items of equipment used for processing waste into products or energy.*

Please attach to this application form.

11.1 Plant list

Please provide a list of the main items of equipment used in this process, with a technical description for each item.

Please attach to this application form.

11.2 Plant use

Plant standard working day/shift pattern

Total input per year, in tonnes

Maximum	Average
<input type="text"/> tonnes	<input type="text"/> tonnes

Output per year. *Please give units used if different to tonnes.*

Maximum
 Tonnes/other units:

Average
 Tonnes/other units:

Maximum possible hours production each year

 hours

Total hours production lost per year

 hours

Reasons for lost production

Maintenance
 hours

Production failure
 hours

Other *please tell us what*
 hours

12. Documentation systems

12.1 Recording deliveries and outputs

Please provide a description of the systems you use to

- Record the receipt of materials to your site
- Record the movement of materials and other outputs, and waste from your site.

Please attach to this application form.

13. Future business plans

Please tell us your plans for developing the business over the next 3 years. In particular, we want to know how you will encourage the development of end-markets for the materials which you reprocess.

Continue on separate sheet(s) if you need to.

13.2 Development plans for the first year

Please give details of projected developments of marketing, products, equipment, technical and production changes over the coming 12 months.

Marketing
Products
Equipment
Technical changes
Production changes

13.3 Development plans for the second year

Please give details of projected developments of marketing, products, equipment, technical and production changes two years from now.

Marketing
Products
Equipment
Technical changes
Production changes

13. Future business plans *continued*

13.1 Development plans for the third year

Please give details of projected developments of marketing, products, equipment, technical and production changes three years from now.

Marketing
Products
Equipment
Technical changes
Production changes

14. Declaration

I declare that

- I have personally checked the information given in this application form and that it is true to the best of my knowledge, information and belief. I understand that accreditation may be refused if false or incomplete information is given.
- I have read the EHS Guidance on evidence of compliance and voluntary accreditation of reprocessors and that the reprocessor will comply with the relevant requirements set out in part 2 of that document.

Signature

Name *please use block capitals*

Position

Date

15. Checklist

I enclose

- Site plan (section 2.1)
- Supporting documentation for planning status (section 2.4)
- Process overview (section 11.1)
- Plant list (section 11.2)
- Documentation systems description (section 12.1)
- Other attachments

How many sheets are attached to this form in total?

16. What to do now

- Remember to make and keep copies of the form(s) and all your attachments.
- Please send the completed form(s) and attachments to us at the appropriate address.
- Accreditation is free if your site is in the UK.

If your site is in Northern Ireland send to:

Environment & Heritage Service
Producer Responsibility Unit
Commonwealth House
35 Castle Street
BELFAST BT1 1GU

Tel: 028 9054 6481
Fax: 028 9054 6480

If your site is in England or Wales send to:

The Producer Responsibility Registration Unit
The Environment Agency
Wah Kwong House
10/11 Albert Embankment
LONDON SE1 7SP

Tel: 0181 305 4036
Fax: 0181 305 4027

If your site is in Scotland send to:

The Producer Responsibility Unit
The Scottish Environment Protection Agency (SEPA)
Head Office
The Castle Business Park
Stirling FK9 4TR

Tel: 01786 457700
Fax: 01786 446885

If your site is anywhere else

Send to one of the three offices. The Agencies and EHS will require reimbursement of their expenses when accrediting overseas reprocessors. This will include the cost of an annual site visit.

Reprocessors must apply to renew their accreditation by 30 September each year for the following year.