

Application for a metal recycling site licence



(For office use only)

Date stamp

Received by

Initials

Fee paid

No

Yes please give the amount

£

Date entered on public register

Please read the guidance notes and the form carefully before you complete it.

How to apply

To apply for a metal recycling 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.

This application form is for people who want to run a metal recycling site (for example, scrap yards and vehicle dismantlers). If you intend to handle any other types of waste on the site you may need to fill in a waste management licence application instead. Please contact us if you are not sure.

Please discuss your proposals with us before completing this licence application form.

When you make the application, please make sure you

- 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'.*
- 2 Send the correct fee with your application form.



An Agency within the Department of the

Environment

www.doeni.gov.uk

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.

Contact details

Full Name
Position
Business address
Phone
Fax
Email

2 The applicant

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

Contact numbers

Phone
Fax
Email

Now go to question 2.9

2 The applicant *continued*

Companies or other corporate applicants

2.5 Please give us the following details.

For applications from companies please provide written evidence of registration.

- Registered company
 Other *please give detail*

Full name of company or corporate body

Trading/business name (if different)

Registered office address

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

Main office address (if different)

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

Contact 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

Home address

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

2 The applicant *continued*

Relevant person

Full name
Date of birth
Position

Home address

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

Relevant person

Full name
Date of birth
Position

Home address

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

2.7 Does the applicant have a parent company?

- No go to question 2.8
Yes please give details

Name of parent company

<input type="text"/>
Registered office address
<input type="text"/>
<input type="text"/>
<input type="text"/>
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.

Name of subsidiary company

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

2 The applicant *continued*

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 trader/limited company

--

Operator's trading/business name (if any)

--

Registered office address

Postcode

Contact numbers

Name
Phone
Fax
Email

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.

2 The applicant *continued*

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

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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.

3.1 Has the applicant or any 'relevant person' been convicted of any relevant offence?

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

- No go to question 4.1
- Yes *Please give full information on separate sheets of paper. The details we need are listed below.*

- Full name of company or individual convicted
- If an individual has been convicted please state their position at time of offence
- Name of court
- Date of conviction
- Offence and penalty imposed
- Date of any outstanding appeal lodged against conviction
- Any additional information which the applicant would like us to take into account in determining whether they are a 'fit and proper person'. *For example, why it happened, and what has been done to prevent a similar event occurring.*

4 The site

4.1 Please give us details about the location of the site.

Please

- enclose a site plan showing (outlined in red) the area of land this application relates to. *This area cannot be altered once a licence is issued.*

Full site address

Postcode

Irish Grid Reference of centre of site for example, J 1592 3276

--	--	--	--	--	--	--	--	--	--

Occupancy of the site

4.2 Does the applicant occupy the land this application relates to?

We can only issue a site licence to a person who occupies the land. *For example, if they are owner-occupier, tenant, or lessee.*

- No go to question 4.3
- Yes please provide evidence that the applicant occupies the site

Type of evidence attached

Now go to question 4.4

4.3 What is the applicant's interest in the land?

You must show that the applicant is entitled to use it.

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4.4 Does any other person have a legal right to use or gain access to the land?

- No go to question 4.5
- Yes please give details

--

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 |
| Authority applied to |
| Date granted on |
- Planning permission is not required *Please say why and enclose written confirmation from the planning authority*

--

- Certificate of lawful existing use or development
- | |
|----------------------|
| date applied for |
| Authority applied to |
| date granted on |
- Established use certificate
- | |
|----------------------|
| date applied for |
| Authority applied to |
| date granted on |

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 The site *continued*

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

No

Yes

5 Use of the site

5.1 What will be the main activity at this site?

Please tick one box only.

Vehicle dismantling

Recovery of ferrous metals (other than vehicle dismantling)

Recovery of nonferrous metals (other than vehicle dismantling)

Other please give details

5 Use of the site *continued*

5.2 Please summarise the other metal recycling or waste management activities to be carried out on this site.

For example, shearing, shredding, baling.

5. Use of the site *continued*

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

Waste type	Quantity per month	Quantity per year	Quantity stored any any time
Ferrous metal other than swarf	tonnes	tonnes	tonnes
Non-ferrous metal other than swarf	tonnes	tonnes	tonnes
Ferrous swarf	tonnes	tonnes	tonnes
Non-ferrous swarf	tonnes	tonnes	tonnes
Vehicles	vehicles/tonnes	vehicles/tonnes	vehicles/tonnes

Others *please specify*

	tonnes	tonnes	tonnes
	tonnes	tonnes	tonnes
	tonnes	tonnes	tonnes
	tonnes	tonnes	tonnes
	tonnes	tonnes	tonnes
	tonnes	tonnes	tonnes

5.4 Does the applicant intend to accept special or difficult wastes at the site?

Difficult 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 *go to question 5.5*

Yes *If yes please give details below*

	Maximum quantity delivered per month
Lead acid batteries other than part of vehicles	Number/tonnes
Tyres other than as part of vehicles	Number/tonnes
Mineral oil other than as part of vehicles	Number/tonnes
Transformers and large capacitors other than as part of equipment	Number/tonnes
Asbestos other than as part of vehicles	Number/tonnes
Drums contaminated with residues	Number/tonnes
Spent Catalysts	Number/tonnes
CFCs	units

Other please give details below

Type of waste	Maximum quantity delivered per month

5. Use of the site *continued*

5.5 Do any of the operations the applicant intends to carry out at the site result in storage or disposal of any liquid waste

No

Yes

5.6 Are any of the activities referred to in your answers to 5.1 and 5.2 registered or exempt from waste management licensing

No

Yes Please give details

6 Site operation

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

Please give the 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.*

6 Site operation *continued*

Operating hours

Please give the proposed operating hours for the site. Use the 24 hour clock

6.2 Hours permitted under planning law.

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

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

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

6.4 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 Please give details of 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

Responsible person

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

7 Technical competence *continued*

Responsible person

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

Responsible person

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

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

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

- No site name and address
Yes 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?

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.

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8 Financial provision *continued*

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 7 copies of each document.

- 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)
- Copy of other relevant authorising documents
- Audited accounts of parent company (where relevant)
- Working plan. Include
- a written statement
 - plans
 - detail drawings with a full contents list of plan titles, dates and unique plan/drawing reference numbers.

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 Yes (delete as appropriate)

9 Checklist *continued*

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

Document

Title

Date

Reference number

10 Data protection notice

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

Signature

--

Name

Position

Date

Please send the completed application to

**Waste Management Licensing
Environment & Heritage Service
Commonwealth House
35 Castle Street
BELFAST
BT1 1GU**

Telephone: 028 9054 6477



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