

Application for a mobile plant licence

Waste management

(For office use only)

Date stamp

Received by

Initials

Fee paid

No

Yes please give the amount
£

Reference number

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 mobile plant 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.

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

You will need a mobile plant licence if you want to treat or dispose of waste with a plant that

- is designed to be moved from place to place, or
- can easily be moved from place to place.

When you need to fill in this form

There are currently six types of mobile plant which we can licence:

- an incinerator which is an exempt incinerator
- a plant for the recovery, by filtration or heat treatment, of waste oil from electrical equipment
- a plant for the destruction by dechlorination of waste polychlorinated biphenyls or terphenyls (PCBs or PCTs)
- a plant for the vitrification of waste
- a plant for the treatment by microwave of clinical waste
- a plant for the treatment of waste soil

If the applicant proposes to use any other type of plant they may need a site licence. Please contact this Department for advice.

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. *If any of the questions do not apply to you, please write 'Not applicable'.*
2. Send the correct fee with your application form.



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
Postcode
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 name and numbers

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

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

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

Home address

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

2 The applicant *continued*

Relevant person

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

Home address

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

Relevant person

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

Home address

<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

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

Business address

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

2 The applicant *continued*

Name of subsidiary company

Business address
Postcode

Previous applications

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

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

A 'relevant person' includes each partner, director, manager, company secretary or any similar officer.

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

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

- No go to question 4
- Yes Please give full information on separate sheets of paper. The details we need are listed below.

3 Convictions for relevant offences *continued*

- 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 Plant operation

4.1 What type of mobile plant does this application relate to?

Please tick one of the following.

- An incinerator which is an exempt incinerator
- A plant for the recovery, by filtration or heat treatment, of waste oil from electrical equipment
- A plant for the destruction by dechlorination of waste polychlorinated biphenyls or terphenyls (PCBs or PCTs)
- A plant for the vitrification of waste
- A plant for the treatment by microwave of clinical waste
- A plant for the treatment of waste soil
- Any other plant

please give detail

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4.2 Are any of the activities referred to in 4.1 subject to any other regulatory controls?

- No
- Yes Please give details below and enclose a copy of relevant authorising documents.

Continue on separate sheets if you need to

--

4 Plant operation *continued*

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

Waste type	Physical form of waste <i>delete as appropriate</i>	Tonnes per day	Tonnes per year
Household	solid/sludge/liquid/powder/gas		
Commercial	solid/sludge/liquid/powder/gas		
Industrial	solid/sludge/liquid/powder/gas		
Inert	solid/sludge/liquid/powder/gas		
Special	solid/sludge/liquid/powder/gas		

Others *please specify*

	solid/sludge/liquid/powder/gas		
	solid/sludge/liquid/powder/gas		
	solid/sludge/liquid/powder/gas		
	solid/sludge/liquid/powder/gas		
Total			
Annual total for charging purpose <i>if different to combined totals</i>			

4.4 Does the applicant intend to treat or dispose of special or difficult wastes with the plant?

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

No *Go to question 4.5*

Yes *If yes please give details. For material covered by the Special Waste (NI) Regulations 1998, please give the hazard code. Continue on separate sheets if you need to.*

Waste type	Hazard code <i>where appropriate</i>	Physical form of waste <i>delete as appropriate</i>	Tonnes per year	Tonnes per year
		solid/sludge/liquid/powder/gas		
		solid/sludge/liquid/powder/gas		
		solid/sludge/liquid/powder/gas		
		solid/sludge/liquid/powder/gas		
		solid/sludge/liquid/powder/gas		
		solid/sludge/liquid/powder/gas		
		solid/sludge/liquid/powder/gas		
		solid/sludge/liquid/powder/gas		
Total				
Annual total for charging purpose <i>if different to combined totals</i>				

4 Plant operation

Capacity of the plant

4.5 What is the maximum theoretical throughput?

This is based on the maximum design capacity of the plant.

	tonnes per hour
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4.6 Is the proposed actual throughput different from the maximum theoretical throughput?

- Go to question 5
 please give details

	tonnes per hour
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5 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.

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

- No go to question 5.4
Yes go to question 5.2

WAMITAB sites

5.2 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 5.3
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. (The background notes give details of what this should contain).

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

5 Technical competence *continued*

Responsible person

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

Now go to question 5.5

5.3 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

Now go to question 5.5

5 Technical competence *continued*

Non-WAMITAB sites

5.4 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.

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.

Responsible person

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

Management of other plants or sites

5.5 Are any of these 'Responsible people' already providing the technically competent management for another licensed plant or site?

No

Yes Please use a separate sheet to give details of these people. For each person we need to know the

- site name and address (where appropriate)
- licence reference number.

6 Financial provision

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

6.1 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: We may need to refer this to the Financial Provision Standing Group for approval

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7 Checklist

7.1 Please ensure inclusion of the following documents.

Please enclose 3 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
- Copy of other relevant authorising documents
- WAMITAB certificates or statements of qualifying experience and supporting documents
- Working plan which should include
 - a written statement
 - plant specification
 - detail drawings with a full contents list of drawing titles and unique reference numbers.

Application fee payable to the 'Department of the Environment'

- Please tick this box if you have enclosed a letter telling us the reasons why some of the information on this form should be excluded from the public register.

7 Checklist *continued*

7.2 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

8 Data protection notice

The information provided will be processed by the Environment & 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, public bodies and other organisations (eg Health and Safety Executive, local authorities, emergency services, DEFRA on environmental issues)
- 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.

We may pass it on to our agents/representatives to do these things on our behalf.

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.

9 Declaration

If you fail to supply any information requested or deliberately make a statement which is false or misleading you are

- committing an offence under Section 18 of the Waste and Contaminated Land (Northern Ireland) 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 mentioned in section 7.

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

Continues on back page

Please send the completed application to

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

Telephone: 028 9054 6477

Fax: 028 9054 6480



INVESTOR IN PEOPLE

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