



Operation of a Waste Management Facility Licence Application Form

Application to Waitakere City Council and/or North Shore City Council and/or Rodney district Council to operate a waste management facility within the Council area. One application form per Waste facility is required.

Completed licence application form and annual licence fee to be returned to either:

- o Waitakere City Council, Waste Bylaw Officer, 6 Waipareira Avenue, Henderson (Private Bag 93 109, Henderson, Waitakere City 1231) or
- o North Shore City Council, Waste Bylaw Enforcement Team Coordinator, Environmental Services, 521 Lake Road, Takapuna (Private Bag 93 500, Takapuna, Auckland 1332) or
- o Rodney District Council, Waste Licensing Officer, 50 Centreway Road, Orewa (Private Bag 500, Orewa, Auckland 1461)

Details of Applicant

Company Name: _____

Registered Address: _____

E-mail address: _____

Fax number: _____

Applicants daytime contact name and telephone number: _____

Postal address for service of documents: _____

Name of Manager responsible: _____

Details of Waste Management Facility

Type of facility to be operated under the licence (✓ appropriate box(es)):

Landfill Cleanfill Transfer Station Compost site
Recycling Facility Other (please specify) _____

Name and location of facility to be licensed: _____

Application period: From: Aug 1 _____ To: July 31 _____

Type of material accepted under the licence (✓ appropriate box(es)):

Household Recyclables Green Waste Paper Waste
Inorganic Prohibited Hazardous Commercial

Declaration

I / we agree to fulfil the reporting requirements on waste data and that the information provided is correct and accurate.

All specific company information will be treated as confidential.

Signature of Applicant: _____ Date: _____
Title of Applicant: _____

The person completing this application must be authorised, in writing, to act as a signatory on behalf of the applicant.

Note: All company specific information received will be treated as confidential and subject to Local Government Official Information and Meetings Act (1987) (LGOIMA) requirements.

Licence fee payment enclosed: (@\$300 (including GST) p.a.) Total Fee \$

One Year Two Years Three Years Four Years Five Years

All cheques are to be made payable to Waitakere City Council. A receipt will be issued on payment that will detail the GST number, and which constitutes a tax invoice.

For Office Use Only

Receipt Number: _____ Amount: _____
Date: _____ Officer: _____
Licence Number: _____ Bond Amount Required: _____

CHECKLIST FOR APPLICANTS AS OUTLINED IN PART 9 OF THE WASTE BYLAW

1.	<input type="checkbox"/>	Does the facility have a Health & Safety Plan?
2.	<input type="checkbox"/>	Does the facility have a Quality Management Plan? (Submit a copy of the "Table of Contents").
3.	<input type="checkbox"/>	Does the facility have all necessary consents to operate from both local and regional authorities? (Attach a list of all consents).
4.	<input type="checkbox"/>	Description of the operation of the facility – general overview of waste materials accepted, how quantities of incoming and outgoing waste types are identified
5.	<input type="checkbox"/>	Description of how the operation of the facility is contributing to the objectives of Council's Waste Management Plan (Attach a paragraph).
6.	<input type="checkbox"/>	What is the treatment (if any) for the waste that is intended to be received? (Attach details of treatment for each type of waste to be collected).
7.	<input type="checkbox"/>	Provide details of applicants experience, reputation and track record in the waste industry (Attach a paragraph).
8.	<input type="checkbox"/>	Provide details of past operational issues affecting performance (Attach as appropriate).
9.	<input type="checkbox"/>	Provide details of financial position e.g. letter from bank or other financial institution indicating solvency (This is to confirm the ability of the applicant to satisfy the conditions of the licence).
10.	<input type="checkbox"/>	Provide certificates of public liability insurance (A certificate from a broker is sufficient).
11.	<input type="checkbox"/>	Details of key contact person during term of licence - physical address, phone, fax and mobile numbers.

CHECKLIST FOR RECEIVING OFFICER

- Health & Safety Plan.
- Quality Management Plan "Table of Contents".
- Necessary Consents
- Objectives of Council's Waste Management Plan.
- Waste treatment details.
- Applicants experience, reputation and track record.
- Any past operational issues affecting performance.
- Financial position.
- Certificates of public liability and vehicle insurances.
- Bond assessed.
- Licence issued.