

# Operation of a Waste Management Facility Licence Application Form



Rodney District Council  
Waste Licensing Officer  
50 Centreway Road  
Private Bag 500  
Orewa  
Auckland 1461



North Shore City Council  
Waste Bylaw Enforcement Team Coordinator  
Environmental Services  
521 Lake Road  
Private Bag 93 500  
Takapuna  
Auckland 1332



Waitakere City Council  
*Te Taiāo o Waitakere*

Waitakere City Council  
Waste Bylaw Officer  
6 Henderson Valley Road  
Private Bag 93109  
Henderson  
Waitakere 0650

**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 any of the above Councils.**

## Details of Applicant

Company Name: \_\_\_\_\_

Address: Registered Office \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax number: \_\_\_\_\_

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 (tick appropriate boxes)

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 (tick 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.

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. Until such time as the licensing process has been completed to the satisfaction of all parties and a licence certificate is issued, an applicant is considered to be unlicensed.

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 detailing the GST number, constituting a tax invoice, will be issued upon payment.

<b>For office use only</b>	<b>SFL Code: 30-4845-16000-768</b>
Receipt Number: _____	Amount: _____
Date: _____	Officer: _____
Licence Number: _____	Bond amount required: _____

## Checklist for Applicants as outlined in Part 9 of the Waste Bylaw

- Does the facility have a Health & Safety Plan?
- Do you have a Quality Management Plan? (Submit a copy of the "Table of Contents").
- Description of the operation of the facility - general overview of waste materials accepted, how quantities of incoming and outgoing waste types are identified
- Description of how the operation of the facility is contributing to the objectives of Council's Waste Management Plan (Attach a paragraph)
- 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.)
- Provide details of applicants experience, reputation and track record in the waste industry (Attach a paragraph).
- Provide details of past operational issues affecting performance (Attach as appropriate)
- Provide details of financial position eg 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).
- Provide certificate of public liability insurance (A certificate from a broker is sufficient).

## Checklist for Receiving Officer

- Health & Safety Plan.
- Quality Management Plan "Table of Contents".
- 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.