

# Application for a Mobile Plant Licence

## Waste management

The Waste and Contaminated Land (Northern Ireland) Order 1997.  
The Waste Management Licencing Regulations (Northern Ireland) 2003.

(For NIEA use Only)

Date Stamp

Received by

Initials

Fee paid

£

Reference number

Date entered on public register

**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.

Discuss your proposals with NIEA 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 11 types of mobile plant which we can licence:

- (1) an incinerator which is an exempt incinerator
- (2) plant for the recovery, by filtration or heat treatment, of waste oil from electrical equipment
- (3) plant for the destruction by dechlorination of waste polychlorinated biphenyls or terphenyls (PCBs or PCTs)
- (4) plant for the collection or storage of a controlled substance from any waste product, installation or equipment
- (5) plant for the vitrification of waste
- (6) plant for the treatment of clinical waste
- (7) plant for the treatment of waste soil
- (8) plant for the dewatering of muds, sludges, soils and dredgings
- (9) plant for the treatment by lime stabilisation of sludge
- (10) plant for the treatment of contaminated material, substances or products, for the purpose of remedial action with respect to land or a waterway and
- (11) plant for the crushing of gas discharge lamps.

*If you propose to use any other type of plant you may need a site licence. Please contact NIEA for advice.*

*When you make the application, please make sure you*

1. Answer all the questions that apply to you. If any of the questions do not apply write 'Not applicable' on the application form. If you leave anything out, NIEA may return your application.
2. Send the correct fee with your application form. For details of fees see the Waste Management Charging Scheme at <http://www.doeni.gov.uk/niea/waste-home/authorisation/license.htm>

3. Use black ink to complete the application form and ensure that you write clearly inside the boxes.
4. Do not use correction fluid. If you need to make a change, cross out and initial the original entry and enter the amendment. NIEA will treat illegible or indeterminate entries as being invalid and you will not be authorised to undertake these activities. Should you proceed without the relevant authorisation you will run the risk of enforcement action.

## 1 Authorised contact

1.1 Provide 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?

- 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 Provide the following details.

Full name
Date of Birth
Trading/business name (if any)
Home address
Postcode

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 necessary.*

#### 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 Provide the following details about the group of individuals or partnership.

*For applications from partnerships provide written evidence, such as a deed of partnership.*

Name of partnership ( if there is one)

Business address
Postcode

## 2 The applicant *continued*

### Contact numbers

Now go to question 2.9

### Companies or other corporate applicants

#### 2.5 Provide the following details.

For applications from companies provide written evidence of registration.

Is the applicant

- A registered company?
- An other corporate body? (Provide details)

Full name of company or corporate body

Trading/business name (if different)

Registered office address

  
  
  
  

Postcode

Main Office address (if different)

  
  
  
  

Postcode

Contact name and numbers

Company registration number

Date of formation of company

Country of registration

## 2 The applicant *continued*

### 2.6 Who are the 'relevant people' in the company?

Provide details of each director, manager, company secretary and any other similar officer.

Continue on separate sheets if you need to

#### Relevant person

Postcode

#### Relevant person

Postcode

### 2.7 Does the applicant have a parent company?

No  go to question 2.8

Yes  give details

Name of parent company

Registered office address

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  give details

*Continue on separate sheets if required.*

**Name of subsidiary company**

Business address

Postcode

**Name of subsidiary company**

Business address

Postcode

**Previous applications**

**2.9 Has the applicant, their parent company, or any 'relevant person'?**

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

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

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

**3 Convictions for relevant offences**

We need to know that whoever will hold the Mobile Plant 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  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 state their position at the 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 the offence happened, and what has been done to prevent a similar event occurring.

## 4 The Mobile Plant

A Mobile Plant Licence may authorise only one of the types of mobile plant listed in Regulation 11 of The Waste Management Licensing Regulations (Northern Ireland) 2003, as amended.

### 4.1 Type of mobile plant

Indicate below which one of the following types of mobile plant this application is for:

- an incinerator which is an exempt incinerator for the purposes of Section 5.1 of Schedule 1 to the Industrial Pollutions Control (Prescribed Processes & substances) Regulations (Northern Ireland) 1998 or Section 5.1 of Part 1 of Schedule 1 to the Pollution Prevention & Control Regulations (Northern Ireland) 2003
- plant for the recovery, by filtration or heat treatment, of waste oil from electrical equipment
- plant for the destruction by dechlorination of waste polychlorinated biphenyls or terphenyls (PCBs or PCTs)
- plant for the collection or storage of a controlled substance from any waste product, installation or equipment
- plant for the vitrification of waste
- plant for the treatment of clinical waste
- plant for the treatment of waste soil
- plant for the dewatering of muds, sludges, soils and dredgings
- plant for the treatment by lime stabilisation of sludge
- plant for the treatment of contaminated material, substances or products, for the purpose of remedial action with respect to land or a waterway, or
- plant for the crushing of gas discharge lamps

### 4.2 Plant Specification

Attach to this form a detailed description of each piece of mobile plant or equipment to be used.

A single Mobile Plant Licence may permit more than one treatment process, provided those processes form part of only one of the types of

## 4 The Mobile Plant *continued*

treatment listed in Section 4.1.

### 4.3 Working Plan

Before mobile plant is used to carry out any operation authorised by a Mobile Plant Licence, the licence holder must submit a site specific Working Plan. The operation shall not commence until NIEA has given written approval to the Working Plan. Guidance on the contents of a site specific Working Plan is available from NIEA or at the following link <http://www.doeni.gov.uk/niea/waste-home/authorisation/license.htm>

## 5 Technical Competence

We need to know that whoever will hold the Mobile Plant Licence is a 'fit and proper person'.

NIEA will charge for any assessment of technical competence we carry out as part of the application.

### 5.1 Is the applicant seeking to satisfy technical competence by way of the pre-qualification provisions in Regulation 5 of The Waste Management Licensing Regulations (Northern Ireland) 2003?

No  go to question 5.2

Yes  give details about the people who will provide the technically competent management of the proposed activities.

#### Responsible Person

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

#### Responsible Person

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

#### Responsible Person

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

Now go to question 5.3

**5 Technical competence *continued***

**5.2 Who will provide the technically competent management of the proposed activities?**

**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

Management of other plants or sites

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

No

Yes

If Yes, 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
- the number of attendance hours required at each site

**6 Financial Provision**

We need to know that whoever will hold a Mobile Plant Licence is a 'fit and proper person'.

**6.1 How does the applicant intend to make financial provision, if known?**

- Renewable bonds
- Bonds
- Bank Guarantee
- Escrow Account
- Lump Sum
- Other? Please specify. We need to refer this to the Financial Provision Panel for approval.

We accept that it may not be possible to plan for this until you get a draft of a licence.

We will consider any proposal put forward. We strongly advise you to discuss this with us.

**7 Data Protection Notice**

The information provided will be processed by the Northern Ireland Environment Agency to deal with your application, to monitor compliance with the licence/permit/authorisation conditions, to process renewals and for maintaining the relevant public registers.

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 (e.g. local authorities, emergency services)
- ✓ carrying out statistical analysis, research and development on environmental issues
- ✓ providing public register information to enquirers or responding to requests under Freedom of Information and Environmental Information Regulations
- ✓ investigating possible breaches of environmental law and taking any resulting action

## 7 Data Protection Notice *continued*

- ✓ 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.*

## 8 Checklist

### 8.1 Ensure inclusion of the following documents

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.
- Detailed description of mobile plant or equipment
- Site Specific Working Plan
- Copy of other relevant authorising documents
- WAMITAB certificates or statements of qualifying experience and supporting documents
- Relevant conviction details
- Financial provision details
- Application fee payable to the 'Department of the Environment'

## 8 Checklist *continued*

- 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.

### 8.2 List below any other relevant documents included with this application

*Continue on separate sheets if required.*

#### Document

Title
Date
Reference number

#### Document

Title
Date
Reference number

#### Document

Title
Date
Reference number

## 9 Declaration

If you fail to supply any information requested or deliberately make a statement which you know to be false or misleading you may be

- Committing an offence under Article 18 of the Waste and Contaminated Land (Northern Ireland) Order 1997
- Liable to a fine or imprisonment (or both)

All applicants must 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 8.

### Signature(s)

Note that applicants must sign the declaration themselves, even if an agent is acting on their behalf.

**9 Declaration *continued***

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
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Name
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Position
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Date
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Signature
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Name
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Position
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Date
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Signature
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Name
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Position
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Date
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Please send the completed application to the address below:

Northern Ireland Environment Agency  
Land and Resource Management  
Klondyke Building  
Cromac Avenue  
Gasworks Business Park  
Belfast BT7 2JA  
T. (028) 9056 9359  
[www.ni-environment.gov.uk](http://www.ni-environment.gov.uk)

Our aim is to protect, conserve and promote the natural and built environment for the benefit of present and future generations.



An Agency within the Department of the  
**Environment**  
[www.doeni.gov.uk](http://www.doeni.gov.uk)



**INVESTORS  
IN PEOPLE**