

Application to surrender a site licence

(For office use only)

Date stamp

Received by

Initials

Date entered on public register

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

How to apply

To surrender a 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 whether the licence can be surrendered. 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 application form.

When you make the application, please make sure you

- answer all the questions. If you leave anything out your application may be returned. If any questions do not apply to you, please write 'not applicable'.
- 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 About this application

2.1 Please give us the following details.

Full name(s) of the licence holder(s)

Home or registered address

Postcode

Contact numbers

Phone
Fax
Email

2.2 Is the applicant the original licence holder

No Please say when the licence was transferred to the current licence holder

Yes

2 About this application *continued*

2.3 The licence and site

Please give us the following details about the licence and the site it applies to

Licence number

Full licensed site address

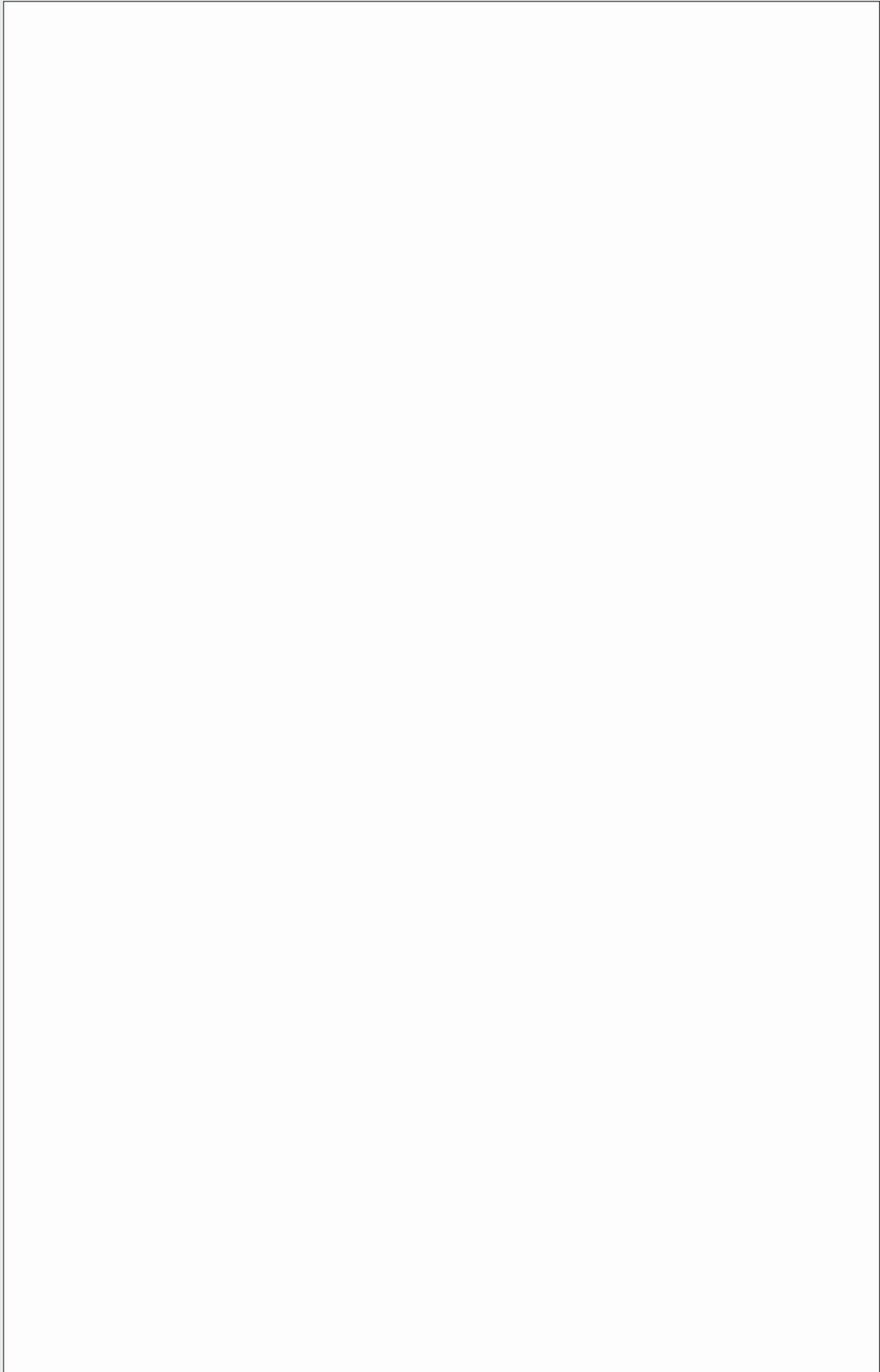
Address
Postcode

3 About the working of the site

3.1 Activities and details

Please give us

- a description of all waste-related activities carried on at the site including exempt activities and activities carried on before the licence was issued
- the approximate start and end dates for the period of operation



4 Quantities of waste

4.1 Please give details about the quantities of waste handled at the site

Where special waste has been received at the site please include a copy of all relevant records and plans required under the Special Waste (Northern Ireland) Regulations 1998

Waste Type	Total quantity kept <i>please give units</i>	Total quantity threated <i>please give units</i>	Total quantity disposed of <i>please give units</i>	Date from which figures apply if not whole life site
Inert				
Scrap Metal				
Special				
Degradable household other than inert, scrap metal and special				
Degradable industrial other than inert, scrpa metal and special				
Degradable commercial other than inert, scrap metal and special				
Totals				

5 The site

Risk Assessment

You will need to carry out a risk assessment to demonstrate that the condition of the land (that condition being the result of its use for the treatment, keeping or disposal of waste) is unlikely to cause pollution of the environment or human to human health.

Please provide information about

- Hazards arising from the contaminants present at the site
- All receptors on and off site that could be affected by the hazards
- Pathways/transport mechanism by which the hazards could impact on receptors
- Potential consequences on the receptors

5.1 Has a site investigation survey been carried out?

A site investigation is normally needed to support your application. This will involve the analysis of samples taken in sufficient numbers and at such locations to provide a reliable indication of the condition of the land, in particular, of the locations where contaminants are likely to be present in high concentrations..

No please say why not and include any supporting evidence (continue on separate sheets if necessary).

5 The site *continued*

Yes please enclose a copy of the site investigation survey.

This should show

- How many samples were taken and from where
- The results of analysis of all samples taken

Where you have information about, and evidence of, pollution caused by non-waste activities on the site please include it as part of this application. This may enable us to discount these sources when we assess this surrender application.

6 Further information

6.1 Please give any further information the applicant would like us to take into account for this application

Continue on separate sheets if you need to.

7 Checklist

7.1 Please check to confirm inclusion of the following documents

- Completed application form
- Continuation sheets numbered and cross-referenced to the question they apply to, and signed and dated by the applicant
- Map or plan of the site
- Application fee made payable to the 'Department of the Environment'
- Risk assessment
- Site investigation survey

7.2 Please list below any other relevant documents included with this application

Continue on a separate sheet if you need to
Document

Title
Date
Reference Number

Document

Title
Date
Reference Number

8 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 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 (e.g. 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.

You should ensure that any persons named on this form are informed of the contents of this data protection notice.

8 Data protection notice *continued*

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.

8 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 (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 listed 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

Please send the completed application to:

Northern Ireland Environment Agency
Klondyke Building
Cromac Avenue
Gasworks Business Park
Belfast
BT7 2JA
T. 028 9056 9359



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

Northern Ireland Environment Agency
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Cromac Avenue
Gasworks Business
Park Lower Ormeau
Road Belfast
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www.ni-environment.gov.uk

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