

Application to modify the conditions of a 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

This form may be used for all types of licensed activities, including mobile plants and metal recycling sites.

To speed up the application process, we have designed this form to ask for the information we need from you. 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 your 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.



An Agency within the Department of the

Environment

www.doeni.gov.uk

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 current licence

2.1 Please give us the following details about the current licence.

Licence number

Full licensed site address

please leave blank if the licence relates to a mobile plant

Postcode

3 The proposed modification

3.1 Please give details about the modifications that you want us to make to the condition(s) of your licence.

Refer back to the number of the existing condition on your current licence. Include plans and drawings and, where appropriate, a copy of any additional planning consent or environmental assessment.

Please remember that we can only modify the conditions of your licence. We cannot modify the licence itself.

You will probably have to apply for a new licence if you

- Are proposing activities not permitted by the current licence
- Want to expand operations outside the current licensed area

3 The proposed modification *continued*

Where significant changes are proposed please give a summary here and supply more detailed information on separate sheets of paper.

If in doubt please contact us. Continue on separate sheets if you need to

4 Expenditure plan

4.1 Please provide a plan of the estimated increased expenditure as a result of the proposed changes in operations.

The plan should include the likely costs of

- monitoring
- clearing the site (including drainage systems) of all wastes
- remedial action in the event of the failure of pollution control systems.

We accept that this plan may need to be revised once you get a copy of the proposed modification to the licence conditions.

5 Checklist

5.1 Please ensure inclusion of the following documents.

- Completed application form
- Continuation sheets, numbered and cross-referenced to the question they apply to, dated and signed by the applicant
- Expenditure plan
- Proposed revisions to the working plan. Include
 - a written statement
 - plans
 - detail drawings with a full contents list of plan titles,
 - dates and unique plan/drawing reference numbers.

Application fee payable to the 'Department of the Environment'

5 Checklist continued

5.2 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

6 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.

7 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 5.

Signature(s)

Please note that the licence holder(s) 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

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



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