

Application to transfer a licence

Waste management

(For office use only)

Date stamp

Received by

Initials

Fee paid

No

Yes please give the amount
£

Date entered on public register

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

How to apply

To apply to transfer a waste management 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 transferred. If you fill in the form accurately, it will help us deal with the application more quickly.

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

Please discuss your proposals with us before completing this application form.

This is a joint application, and needs to be signed by both the current and proposed new licence holders.

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.



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 current licence holder or the proposed new licence holder.

Contact details

Full Name
Position
Business address
Phone
Fax
Email

2 The current licence holder

2.1 Please give us the following details about the current licence holder(s).

Full name(s) of licence holder(s)

--

Home address

Postcode

Contact numbers

Phone
Fax
Email

2.2 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

2 The current licence holder *continued*

2.3 When do the applicants want the transfer of the licence to take effect?

--

3 The proposed new licence holder

3.1 Is the proposed new licence holder an individual, a group of individuals (or partnership) or a company/corporate body?

- Individual (sole trader) *go to question 3.2*
- Group of individuals or partnership *go to question 3.3*
- Company or corporate body *go to question 3.5*

Individuals

3.2 Please give us the following information

Full name

--

Date of birth

--

Trading/business name (if any)

--

Home address

Postcode

Contact numbers

Phone
Fax
Email

Now go to question 3.9

Partnerships

3.3 Who is applying to be a new holder of the licence?

We can only transfer a licence to named individuals. We need details of each person applying to be a new holder of the licence.

Continue on separate sheets if you need to.

Person

Full name
Date of birth
Position
Home address
Postcode

3 The proposed new licence holder

Person

Full name

Date of birth

Position

Home address

Postcode

Person

Full name

Date of birth

Position

Home address

Postcode

3.4 Please give us the following details about the group of individuals or partnership.

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

Name of partnership (if there is one)

Business address

Postcode

Contact numbers

Phone

Fax

Email

Now go to question 3.9

3 The proposed new licence holder *continued*

Companies or other corporate applicants

3.5 Please give us the following details.

For applications from companies please provide written evidence of registration.

Registered company

Other *please give detail*

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

Name

Phone

Fax

Email

Company registration number

Date of formation of company

Country of registration

3 The proposed new licence holder *continued*

Previous applications

3.10 Has the proposed new licence holder, their parent company, or any 'relevant person' (please tick any relevant boxes)

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

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

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

4 Convictions for relevant offences

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'.

Conviction for a relevant offence will not necessarily disqualify the proposed new licence holder from holding the licence.

4.1 Has the proposed new licence holder 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 5
- Yes Please give full information on separate sheets of paper. The details we need are listed below.

4 Convictions for relevant offences continued

- Full name of company or individual convicted
- If an individual has been convicted please state their position at 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 proposed new licence holder would like us to take into account in determining whether they are a 'fit and proper person'. For example, why it happened, and what has been done to prevent a similar event occurring

5. The site

5.1 What type of licence does this application relate to?

- Mobile plant go to question 6
- Site (including metal recycling site) complete this section

Occupancy of the site

5.2 Does the proposed new licence holder occupy the licensed area?

We can only issue a site licence to a person who occupies the land. For example, if they are owner-occupier, tenant, or lessee.

- No go to question 5.3
- Yes please provide evidence that the proposed new licence holder occupies the site

Type of evidence attached

Now go to question 6

5.3 What is the proposed new licence holder's interest in the land?

You must show that they are entitled to use it.

6 Technical competence

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'.

We will charge for any assessments of technical competence we carry out as part of the application.

6.1 Is the type of plant covered by the WAMITAB (Waste Management Industry Training Advisory Board) award scheme?

Metal recycling sites are not covered by this scheme.

No go to question 6.3

Yes go to question 6.2

WAMITAB sites and plants

6.2 Who will provide the technically competent management of the authorised activities?

Please give details for each person.

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

Responsible person

Full Name
Position
Level of WAMITAB certificate
Date
Reference number

Now go to question 6.4

6 Technical competence *continued*

Non-WAMITAB sites and plants

6.3 Who will be responsible for managing the site or plant?

Please give details for each person.

For each person named below, we

- need to see a statement of qualifying experience
- may want to carry out our own assessment.

For more details about statements of qualifying experience and the EHS assessment process please read the background notes which came with this form.

Responsible person

Full Name
Position
Name of referee on statement of qualifying experience
1.
2.

Responsible person

Full Name
Position
Name of referee on statement of qualifying experience
1.
2.

Responsible person

Full Name
Position
Name of referee on statement of qualifying experience
1.
2.

Management of other sites or plants

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

No

Yes *Please 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.*

7 Further information

7.1 Please give any additional information the proposed new licence holder would like us to take into account in determining this application.

Continue on separate sheets if you need to.

8 Financial provision

We need to know that whoever will hold the waste management licence is a fit and proper person.

8.1 How does the proposed new licence holder intend to make financial provision, if known?

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

- Renewable bonds
- Bonds
- Bank guarantee
- Escrow account
- Lump sum
- Other? please specify. We may need to refer this to the Financial Provision Standing Group for approval*

8 Financial provision *continued*

Expenditure plan

8.2 Please provide a plan of the estimated expenditure for each phase of the proposed activity.

The plan should include the likely costs of

- monitoring
- restoration, *landfill only*
- aftercare, *landfill only*
- clearing the site (including drainage systems) of all wastes, *non-landfill*
- remedial action in the event of the failure of pollution control systems.

9 Checklist

9.1 Please tick 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 proposed new licence holder
 - The waste management licence subject of this application
 - Company registration or partnership documents
 - WAMITAB certificates or statements of qualifying experience and supporting documents
- Audited accounts of parent company (where relevant)
- Expenditure plan
- 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

For applications relating to site licences

Plan of licensed area

Evidence of land occupancy

9 Checklist *continued*

9.2 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

10 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, you should contact us to discuss this further.

11 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 ticked in section 9.

Cheques should be made payable to the 'Department of the Environment'.

Signatures

Please note that the current licence holder(s) and the proposed new 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

11 Declaration

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



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