

Application for a Waste Management Licence to operate an Authorised Treatment Facility (ATF) for End of Life Vehicles (ELV)



(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 for a Waste Management Licence to operate an ATF 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 an ATF licence. If you fill in the form accurately, it will help us deal with the application more quickly.

This application form is for people who want to run a site that treats and/or keeps End of Life Vehicles that have not been depolluted.

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

When you make the 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 and we will not be able to progress your application. *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 applicant.

Contact details

Full Name
Position
Business address
Phone
Fax
Email

2 The applicant

2.1 Is the applicant an individual, a group of individuals (or partnership) or a company/ corporate body?

Please discuss this with us if you are not sure.

- 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 Please give us the following details.

Full name
Date of birth
Trading/business name (if any)
Home address
Postcode
Contact numbers
Phone
Fax
Email

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 you need to.

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 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 2.9

4 The site

4.1 Please give us details about the location of the site.

Please

- enclose a site plan showing (outlined in red) the area of land this application relates to.
This area cannot be altered once a licence is issued.

Full site address

Postcode

Irish Grid Reference of centre of site for example, J 1592 3276

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Occupancy of the site

4.2 Does the applicant occupy the land this application relates to?

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 4.3*
- Yes *please provide evidence that the applicant occupies the site*

Type of evidence attached

Now go to question 4.4

4.3 What is the applicant's interest in the land?

You must show that the applicant is entitled to use it.

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4.4 Does any other person have a legal right to use or gain access to the land?

- No *go to question 4.5*
- Yes *please give details*

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4. The site continued

Planning status of the site

- Please send us a copy of any existing relevant planning permissions or certificates, including associated plans of the permitted area and other relevant associated documents
- If the applicant is waiting for the decision of a planning authority, please say so.

Discharge Consent status of the site

- Please send us a copy of any discharge consent for the site

4.5 Which of the following applies to this site?

We cannot issue a licence unless the following applies.

- Planning permission
- | |
|------------------|
| Date applied for |
| Date granted on |
- Planning permission is not required
Please say why and enclose written confirmation from the planning authority

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- Water Order Discharge Consent
- | |
|------------------|
| date applied for |
| date granted on |
- Discharge consent is not required.
Please say why and enclose written confirmation from the Water Management Unit of NIEA

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4 The site *continued*

Environmental issues

4.6 Was an environmental statement produced as part of a planning application?

No

Yes *please enclose a copy with this application*

4.7 Is the proposed site located on land registered under Section 28 of the Environment (NI) Order 2002?

No

Yes *If the proposed site is, or contains, an Area of Special Scientific Interest (ASSI), we have to consult Natural Heritage before determining this application.*

4.8 Is your site within 2 km (for non-landfill) of a Natura 2000 site?

No

Yes

5 Use of the site

5.1 What will be the main waste management activity on this site?

Please tick one box only.

ELV storage and treatment

ELV storage

Other metal storage/treatment
please specify process

If No please state when you expect to be compliant.

5 Use of the site *continued*

5.2 Please summarise the other waste management activities to be carried out on the site, including exempt activities.

For example, baling, sorting, screening, mixing, landfill gas flaring, leachate treatment.

5.3 Are any of the activities referred to in your answers to 5.1 and 5.2 subject to any other regulatory controls?

For example, discharge consents.

No

Yes *Please give details below and enclose a copy of relevant authorising documents.*

Continue on separate sheets if you need to.

5. Use of the site *continued*

5.4 What are the types and maximum quantities of waste the site will handle?

Waste type	Physical form of waste <i>delete as appropriate</i>	European Waste Catalogue Code	Tonnes per day	Tonnes per year
Scrap metal excluding end of life vehicles that have not been depolluted	solid/sludge/liquid/powder/gas			
Hazardous including end of life vehicles that have not been depolluted and special waste	solid/sludge/liquid/powder/gas			
Others <i>please specify</i>				
	solid/sludge/liquid/powder/gas			
	solid/sludge/liquid/powder/gas			
	solid/sludge/liquid/powder/gas			
	solid/sludge/liquid/powder/gas			
	Total Annual total <i>if different to combined totals</i>			

6 Site operation

Capacity of the site

6.1 What type of site does this application relate to?

- Storage only *go to question 6.3*
- Treatment *go to question 6.2*

6.2 What is the throughput of the proposed treatment plant?

Maximum theoretical throughput (based on maximum design capacity of plant)

tonnes per hour
vehicles per hour

Proposed actual throughput *if different from above*

tonnes per hour
vehicles per hour

No go to question 6.4

6.3 What is the storage capacity of the proposed site?

For solids please give total storage capacity in both tonnes and number of vehicles.

For liquids or gases please state units used.

Non-Inert including depolluted vehicles excluding special

solids	tonnes	vehicles
liquids/gases	units:	

Hazardous

solids	tonnes	vehicles
liquids/gases	units:	

6.4 When does the applicant intend to start work on the site?

Please give the proposed start date for preparatory work or for operations where no preparatory work is required. *It might be a condition of the licence (if issued) to undertake site investigation works or an appropriate level of background monitoring if this has not already been done.*

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6 Site Operation Continued

Operating hours

Please give the proposed operating hours for the site. *Use the 24 hour clock*

6.5 Hours permitted under planning permission.

	From	To
Monday to Friday	:	:
Saturday	:	:
Sunday	:	:
Bank and public holidays	:	:

6.6 Hours open for receipt/removal of waste *if different from permitted hours.*

	From	To
Monday to Friday	:	:
Saturday	:	:
Sunday	:	:
Bank and public holidays	:	:

6.7 Hours open for processing/handling of waste *if different from permitted hours.*

	From	To
Monday to Friday	:	:
Saturday	:	:
Sunday	:	:
Bank and public holidays	:	:

7 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.

7.1 All ELV and Scrap Metal sites are non-WAMITAB sites. However the Department has to make an assessment of the technical competence of all persons responsible for managing the site, based on experience of managing similar sites.

Please give details of relevant experience for all responsible persons.

Continue on separate sheets if necessary.

Full Name
Position
Date of Birth
Relevant Experience

Full Name
Position
Date of Birth
Relevant Experience

Full Name
Position
Date of Birth
Relevant Experience

Management of other sites

7.2 Are any of these 'Responsible people' already providing the technically competent management at another licensed site?

No

Yes *If yes please use a separate sheet to give details of these people. For each person we need to know the*

- site name and address
- licence reference number.

8 Financial provision

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

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

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

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.*

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9 Checklist

9.1 Please tick to confirm inclusion of the following documents.

Please enclose the number of copies indicated

- Completed application form *5 copies*
- Continuation sheets numbered and cross-referenced to the question they apply to, and signed and dated by the applicant *5 copies*
- Company registration or partnership documents *1 copy*
- Site location plan *5 copies*
- Evidence of land occupancy *1 copy*
- Planning permissions (or equivalent) and associated area plan *1 copy*
- Copy of other relevant authorising documents *1 copy*
- WAMITAB certificates or statements of qualifying experience and supporting documents *1 copy*
- Audited accounts of parent company (where relevant) *1 copy*
- Expenditure plan *1 copy*

9 Checklist *continued*

- Working plan. Include
 - a written statement
 - plans
 - detail drawings with a full contents list of plan titles, dates and unique plan/drawing reference numbers*1 copy*

Have you enclosed a letter telling us the reasons why some of the information on this form should be excluded from the public register

No

Yes Yes (delete as appropriate)

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 Northern Ireland Environment Agency 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 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.

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.

10 Data protection notice *continued*

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.

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 Article 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 ticked in section 9.

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

Signature

Signature

Northern Ireland Environment Agency
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Cromac Avenue
Gasworks Business Park
Belfast BT7 2JA
T. 0845 302 0008

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.

