

# WMXS - Application form



**Waste Management Licensing Regulations (Northern Ireland) 2003 (as amended),  
Schedule 2, Part I.**

**Application to register a simple Exemption from Waste Management Licensing.**

## FOR NIEA USE ONLY

Date received

New Registration

Renewal

Variation

### Application status

Activity registered

No

Yes      Date registered

New Registration number

Registration expiry date

### NIEA Administration

Entered by (Office Administration)

Fee Paid?

No

Yes      (please enter the amount)

Date entered on Public Register

*Read the guidance notes and application form carefully before you complete the application form.*

Use this application form if you want to carry out any of the following exempt activities listed in Schedule 2, Part I of The Waste Management Licensing Regulations (Northern Ireland) 2003 (as amended), known thereafter as 'The Regulations': Paragraph numbers 2, 4, 5, 6, 7, 12, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 29, 30, 31, 34, 36, 40, 44, 46, 47.

The application form asks for the information the Northern Ireland Environment Agency (NIEA) needs to decide if your activity can be registered as exempt from waste management licensing. If you fill in the form accurately, NIEA will be able to deal with your application quicker.

### When you make the application 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 accompanying 'Fees and charges' document.
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 do 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 registered to undertake the exempt activity. Should you proceed without the relevant registration you will run the risk of enforcement action.

Your application for a new registration **must** reach NIEA **at least 28 days** before the date you intend to commence the exempt activity, or, in the case of a renewal, **28 days** before the existing registration expires.

## 1. Contact details

### 1.1 Are you

- An individual, *for example, sole trader*;
- a company;
- a partnership; or
- an other organisation

### 1.2 Applicant details

Provide contact details of the person, company, partnership, or other organisation that wishes to register the exempt activity.

Title	First Name
Last Name	
Position	

Name of company, partnership or other organisation, if applicable.

Address	
Post Code	
Phone	
Fax	
Email	

### 1.3 Operator details

Provide contact details of the person, company, partnership, or other organisation that will be carrying out the exempt activity.

Title	First Name
Last Name	
Position	

Name of company, partnership or other organisation, if applicable.

Address	
Post Code	
Phone	
Fax	
Email	

## 1.4 Further contact details

Provide details of the person, company, partnership, or other organisation NIEA can contact with questions about this application.

Title	First Name
Last Name	
Position	

Name of company, partnership or other organisation, if applicable.

Address	
Post Code	
Phone	
Fax	
Email	

## 2. About the application

### 2.1 Type of application

- New Registration
- Renewal
- Variation

See the guidance notes for further information

### 2.2 Details of the current registration

Registration number

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Expiry date of current registration

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### 3. About the activity

3.1 State the exemption paragraph number you wish to apply for as listed in Schedule 2, Part 1 of The Waste Management Licensing Regulations (Northern Ireland) 2003 (as amended)

Paragraph No

3.2 Describe the activity you propose to carry out

3.3 About the waste

Type of waste(s)	Quantity per week	Quantity per annum	EWC code(s)						Destination of the waste

### 3.4 Additional permit or authorisation required

Does the proposed activity require a permit or authorisation from any other departmental body *For example, a PPC permit issued by the Industrial Pollution and Radiochemical Inspectorate (NIEA) or an authorisation under Regulation 27 of the Animal By-Products Regulations (Northern Ireland) 2003?*

- No - Go to Question 4
- Yes - You must submit the relevant permit or authorisation with your application. Failure to submit this will result in your application being refused.

Document reference number(s)

### 4. About the site

4.1 Location of the exempt activity

Address

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Post Code

Ordnance Survey Irish grid reference  
For example, IJ 1234 5678

4.2 Site plan or map

Provide an appropriate map or plan

Document reference number(s)

## 5. Occupancy of the premises or site

5.1 Do you occupy the premises or site where the exempt activity is to be carried out?

- No - go to question 5.2
- Yes - provide proof of occupancy below and then proceed to question 6

Document reference number(s)

5.2 Do you have the occupant's consent to carry out the exempt activity on the premises or site?

Yes - provide written evidence

Document reference number(s)

No - justify your intention to carry out the exempt activity on the premises or site

### 5.3 Occupant's details

Title	First Name
Last Name	
Position	
Fax	
Email	

Name of company, partnership or other organisation, if applicable.

Address

Post Code

Phone

Fax

Email

## 6. Checklist

All new applications must include:

- completed application form;
- cheque payable to 'Department of the Environment' and crossed a/c payee;
- proof of occupancy/entitlement, question 5.1/5.2/5.3;
- plan or map, question 4.2;
- continuation sheets, give details of question numbers.

All renewals must include:

- completed application form;
- cheque payable to 'Department of the Environment' and crossed a/c payee;
- map or plan (where changes have occurred), question 4.2;
- continuation sheets, give details of question numbers.

## 7. Declaration

A person knowingly or recklessly making a statement which is false or misleading in order to obtain a registration (for themselves or another person) commits an offence under Article 18 of The Waste and Contaminated Land (Northern Ireland) Order 1997. If you make a false or misleading statement you may be liable to enforcement action.

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; or
- a company or other corporate body, an authorised person should sign below.

I/We declare that the information provided both on the application form and in the supporting documentation, which has been supplied with the application, and referred to in the checklist section of this application form, are correct.

A cheque has been enclosed for the fee of:

£
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Title	First Name
Last Name	
Position	
Date	
Signature	

Title	First Name
Last Name	
Position	
Date	
Signature	

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## 8. Data protection notice

NIEA has a regulatory responsibility to make certain information available on the public register for all activities that it registers as exempt.

This includes details about:

- the name, address and telephone number of the establishment or undertaking;
- the activity which constitutes the exempt activity; and
- the place or places where the activity is undertaken.

NIEA may also process and/or disclose information in connection with the following:

- consulting with public bodies and other organisations (e.g. local authorities, or DARD 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; and
- 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.

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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

Notes

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

[www.ni-environment.gov.uk](http://www.ni-environment.gov.uk)

Our aim is to protect, conserve and promote the natural environment and built heritage 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)



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