

APPLICATION FORM: PRIVATE WASTE OPERATOR'S LICENCE

Version 2018_01E

Department of Environmental Protection and Conservation



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How to complete this application form

This application form and any supporting information provided with it are for the purpose of issuing a private waste operator's licence under the *Waste Management Act No. 24 of 2014* (the Waste Management Act) and the *Waste Management Regulations Order No. 15 of 2018* (the Waste Management Regulations).

Any person who wishes to undertake any of the following waste management operations or services must hold a private waste operator's licence:

1. Providing a waste collection and transport service
2. Operating a landfill site
3. Operating a controlled waste dump
4. Operating a waste transfer station that has the capacity to store more than 5 litres of liquid waste or more than 1 tonne of solid waste
5. Operating a recycling centre
6. Operating a waste treatment plant
7. Operating a composting plant that has the capacity to process 5 or more tonnes/day
8. Operating a waste incinerator.

Persons who wish to undertake any of the waste management operations or services listed above must complete this application form.

Your application will not be considered unless you return to the Department of Environmental Protection and Conservation this form, completed and signed; all relevant attachments and required information; and have paid the application fee.

Application fees are prescribed in the *Private Waste Operator's Licence Fees Order No. 16 of 2018* and must be paid at the government cashier at the Department of Finance and Treasury. Please take the attached invoice the government cashier for payment. A receipt from the government cashier must be attached to your application and submitted to the Department.

Designated waste management operators (the Department of Environmental Protection and Conservation, Provincial Government Councils and Municipal Councils) are not required to complete this application form.

IMPORTANT: FROM 1 JULY 2018, NO WASTE MANAGEMENT OPERATIONS OR SERVICES MAY BE UNDERTAKEN UNLESS AND UNTIL A PRIVATE WASTE OPERATOR'S LICENCE IS ISSUED BY THE DEPARTMENT.

1. APPLICANT DETAILS

Full name of applicant

Business details

Registered business (attach copy of your business licence)

Other organisation
(attach copy of your VFSC certificate)

Organisation name and CT number

Contact details

Physical Address:

PO Box:

Tel:

Mobile:

Email:

Website:

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2. THE WASTE OPERATION OR SERVICE

Please provide information about the waste management operations or services you propose to undertake. You must give full details of your proposed waste management operations or services and attach the required information.

Insufficient or unclear information will delay your application.

Please use separate sheet(s) if required.

IS YOUR APPLICATION FOR A NEW LICENCE OR TO RENEW AN EXISTING LICENCE?

Please tick one box

- New licence
 Renewal

WHAT IS YOUR WASTE OPERATION OR SERVICE?

Please tick all relevant boxes

- Waste collection and transport services
 Landfill site
 Controlled waste dump
 Waste transfer station that has the capacity to store more than 5 litres of liquid waste or more than 1 tonne of solid waste
 Recycling centre
 Waste treatment plant
 Composting plant that has the capacity to process 5 or more tonnes/day
 Incinerator

DETAILS OF YOUR WASTE OPERATION OR SERVICE

Please describe the waste operations or services you intend to provide. For example the types and quantities of wastes.

Use separate sheet(s) of paper if required.

Types of waste:

Quantities of waste:

Other details of your waste operation or service:

For example, if you operate a waste transfer station, how do you store waste in a safe and environmentally responsible manner?

WHERE IS YOUR WASTE OPERATION OR SERVICE LOCATED?

Give name of island, area, nearest town or village and other directions.

Google maps can be used to show location.

If you are providing a waste collection or transport service, please describe where that service will be provided (what area will you be servicing?).

3. TECHNICAL COMPETENCE

Please give full details about how you have the technical knowledge and competence to carry out your waste management operations or services.

This may include such things as: years of practical experience in waste management; relevant qualifications; or training courses attended.

Insufficient or unclear information will delay your application.

Please use separate sheet(s) of paper if required.

4. COLLECTION AND TRANSPORT OF WASTE

This section is for persons providing waste collection and transport services only.

If you are operating a landfill site, a controlled waste dump, a waste transfer station, a recycling centre, a waste treatment plant, a composting plant or a waste incinerator, you do NOT need to complete this section.

If you are providing waste collection and transport services, please give full details of how you will ensure that waste will be collected and transported in a safe and environmentally sound manner.

This may include such things as: training of collectors and transporters; collection trucks have sides and covers to prevent litter and waste escaping etc.

Insufficient or unclear information will delay your application.

Please use separate sheet(s) of paper if required.

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5. SUITABILITY

When making a decision on your application, the Department must take into account a number of matters. This section addresses these matters.

PRIOR CONVICTIONS AND COMPLIANCE HISTORY

MATTER	Y/N	IF YES, PLEASE PROVIDE DETAILS
Have you ever committed an offence under the Waste Management Act or other environmental legislation such as the Environmental Protection and Conservation Act [CAP 283]?		
Have you ever been issued a penalty notice by the Department?		

6. APPLICATION CHECKLIST

All applicants: <i>Please tick to confirm</i>	Official use only	
<input type="checkbox"/> Completed all relevant sections of this application form	Y / N	Date complete application received:
Paid the relevant application fee:	Y / N	DEPC reference number:
<input type="checkbox"/> New private waste operator's licence: 10,000 Vatu		
<input type="checkbox"/> Amending a private waste operator's licence: 5,000 Vatu		
<input type="checkbox"/> Renewing a private waste operator's licence: 5,000 Vatu	Y / N	
<input type="checkbox"/> Attached your business licence or VFSC certificate		

7. APPLICANT DECLARATION

I/We _____ declare that all the information presented herein and attached is correct and is an accurate description of my/our proposed waste management operation or service.

Applicant signature: _____

Date: _____

(Official Stamp where applicable)

IMPORTANT: The information contained in this application form and the attached documents forms part of the formal private waste operator's licence application process.

THIS APPLICATION IS FOR A PRIVATE WASTE OPERATOR'S LICENCE UNDER THE WASTE MANAGEMENT ACT NO. 24 OF 2014 ONLY.

THE GRANTING OF A LICENCE UNDER THE WASTE MANAGEMENT ACT NO. 24 OF 2014 DOES NOT INFER OR ASSUME THE GRANTING OF LICENCES OR PERMITS UNDER ANY OTHER VANUATU LEGISLATION.