

APPLICATION FORM
AUCKLAND COUNCIL WASTE MANAGEMENT AND MINIMISATION BYLAW 2019
WASTE FACILITY LICENCE

Application to Auckland Council to operate a waste facility within the Auckland Council area.
One application form per Waste facility please.

(Any enquiries please phone Auckland Council on 09 301 0101, or email Waste.Licensing@aucklandcouncil.govt.nz)

Details of Applicant

Company Name: _____
 Registered Address: _____
 E-mail address: _____
 Applicants daytime contact name and telephone number: _____
 Postal address for service of documents: _____
 Name of Manager responsible: _____

Details of Waste Management Facility

Type of facility to be operated under the licence (*✓ appropriate box or boxes*):

Landfill Managed fill Transfer Station Compost site
 Recycling Facility Other (*please specify*) _____

Name and address of facility to be licensed:

Type of material accepted under the licence (*✓ appropriate box or boxes*)

Household Recyclables Green Waste Paper Waste
 Inorganic Prohibited Hazardous Commercial
 Tyres E – Waste Other (*please specify*) _____

Term of Licence Please specify your preference between 5 years and 1 year. This does not affect the annual licence fee. 5 years entails less paperwork for all so please consider 5 yrs.

Application period: From: Aug 1 _____ To: July 31 _____

Declaration

I / we agree to fulfil the reporting requirements on waste data and that the information provided is correct and accurate.

The person completing this application must be authorised, in writing, to act as a signatory on behalf of the applicant.

Note: All company specific information received will be treated as confidential and subject to Local Government Official Information and Meetings Act (1987) (LGOIMA) requirements.

Signature of Applicant: _____ Date: _____

Title of Applicant: _____

For Office Use Only

Receipt Number:	_____	Amount:	_____
Date:	_____	Officer:	_____
Licence Number:	_____	Bond Amount Required:	_____

CHECKLIST FOR APPLICANTS

Please provide the following information as outlined in Part 3 Subpart 2 of the Waste Management and Minimisation Bylaw 2019:

1.	<input type="checkbox"/>	Does the facility have a Health & Safety Plan? (Attach a copy)
2.	<input type="checkbox"/>	Does the facility have a Quality Management Plan? (Submit a copy of the "Table of Contents").
3.	<input type="checkbox"/>	Does the facility have all necessary consents to operate from both local and regional authorities? (Attach a list of all consents).
4.	<input type="checkbox"/>	Description of the operation of the facility – general overview of waste materials accepted, and how quantities of incoming and outgoing waste types are identified (reporting your waste volumes is a central obligation of the licence agreement)
5.	<input type="checkbox"/>	Description of how the operation of the facility is contributing to the objectives of Council's Waste Management Plan (Attach a paragraph).
6.	<input type="checkbox"/>	What is the treatment (if any) for the waste that is intended to be received? (Attach details of treatment for each type of waste to be collected).
7.	<input type="checkbox"/>	Provide details of applicants experience, reputation and track record in the waste industry (Attach a paragraph).
8.	<input type="checkbox"/>	Provide details of past operational issues affecting performance (Attach as appropriate).
9.	<input type="checkbox"/>	Provide details of financial position e.g. letter from bank or other financial institution indicating solvency (This is to confirm the ability of the applicant to satisfy the conditions of the licence).
10.	<input type="checkbox"/>	Provide certificates of public liability insurance (A certificate from a broker is sufficient).
11.	<input type="checkbox"/>	Details of key contact person during term of licence – email, physical address and mobile numbers.

CHECKLIST FOR RECEIVING OFFICER

- Health & Safety Plan.
- Quality Management Plan "Table of Contents".
- Necessary Consents
- Objectives of Council's Waste Management Plan.
- Waste treatment details.
- Applicants experience, reputation and track record.
- Any past operational issues affecting performance.
- Financial position.
- Certificates of public liability and vehicle insurances.
- Bond assessed.
- Licence issued.

**Please ensure you complete all paperwork before returning to
Waste.Licensing@aucklandcouncil.govt.nz**