



**APPLICATION FOR
WASTE FACILITY PERMIT & CERTIFICATE OF REGISTRATION
GUIDANCE MANUAL**

DATA PROTECTION

The European Parliament Directive (EU) 2016/680 is implemented by the Data Protection Act 2018. The Directive applies where personal data (manual and electronic) is concerned ie: data relating to a person. It also applies to data about individuals involved in companies but not to companies themselves. The Directive requires that data is accurate and, where necessary, kept up-to-date. Every reasonable step must be taken to ensure that data which is inaccurate or incomplete, having regard to the purposes for which it was collected or for which it is further processed, is erased or rectified.

Applicants for Waste Facility Permits and those who make submissions and objections are informed of the fact that any information they give to South Dublin County Council will be made publicly available, both at County Hall, Tallaght and on South Dublin County Councils website at www.sdcc.ie. This is notified to applicants by means of a declaration of the Waste Facility Permit application form and to the public on the Waste Facility Permit search page on the aforementioned website.

South Dublin County Council provides that any data on a Waste Facility Permit application file relating to an individual may be inspected, once the application is validated, and the individual concerned may object to the information if it is inaccurate or incomplete, and may request that any such information be erased or rectified. A request may be made by completing, signing and submitting the specified Data Protection Request Form.

Introduction

This form is for the following purposes under the Waste Management (Facility Permit and Registration) Regulations 2007, as amended, (hereafter referred to as the Regulations);

- (a) The making of an application for a Waste Facility Permit
- (b) The making of an application for a Review of a Waste Facility Permit
- (c) The making of an application for a Certificate of Registration
- (d) The making of an application for Review of a Certificate of Registration

In order to make the application process as efficient as possible it may be necessary for the relevant Local Authority to contact the applicant or a representative for the applicant while processing the application. The application contact person (noted in B5) must have a good knowledge of the application form and the detail within.

Pre-Application Consultation

It is recommended that pre-application consultation or discussions with the relevant Local Authority (in the case of a private sector application) or with the Agency (in the case of a Local Authority application) are undertaken before a formal submission of any of the above types of applications.

Where people want clarification under Article 11 of the Regulations, they should contact the Environmental Protection Agency for determination as to whether an activity requires a waste licence, waste facility permit, certificate of registration or none of these. (www.epa.ie).

It is recommended that the application familiarise themselves with the application form and regulations before beginning to complete the application. In addition applicants need to be aware of the requirements of the relevant Waste Management Plan/s for the region or regions and the National Hazardous Waste Management Plan 2014 – 2020.

Waste Management plans are available to download from all Local Authority websites. The National Hazardous Waste Management Plan 2014 -2020 produced by the EPA is available on their website www.epa.ie.

If you need to contact South Dublin County Council concerning your application, please email the Senior Executive Engineer at wasteregulation@sdublincoco.ie or phone 01 4149000.

It is also recommended that you need to hold a separate pre-application meeting with the relevant Planning Authority to discuss any specific planning issues relating to the site.

Guidance on the Application Form

An application for a Waste Facility Permit is made under Article 10 of the Regulations. The contents of an application and the information to accompany an application are specified in this Article.

An application for a Review of an existing Waste Facility Permit by a permit holder is made under Article 31.

An application for a Certificate of Registration is made under Article 37.

An application for a Review of a Certificate of Registration is made under Article 38.

The application form is designed in such a way as to set out these questions in a structured manner and not necessarily in the order presented in the Regulations.

All sections in this application form may not be relevant to every application, activity or type of applicant. However, the applicant should look carefully through the complete form and provide all relevant information. If any question is considered 'not applicable' enter N/A in the relevant box.

Applicants for a review of a waste facility permit or a certificate of registration should provide all relevant information specific to the review. If any question is considered 'not applicable' enter N/A in the relevant box.

Additional attachments may be included to supply any further information supporting the application. Attachments should be clearly numbered, titled and paginated and must contain the required information as set out in the application form.

Consistent measurement units must be used throughout the application form. Table 1 below, details the volume to weight conversion factors taken from the Waste Management (Landfill Levy) Regulations 2002.

Table 1. Volume to weight conversion factors

Waste category	Typical waste types	Cubic metres to tonnes - multiply by:	Cubic yards to tonnes - multiply by:
Inactive or inert waste	Largely water insoluble and non or very slowly biodegradable: e.g. sand, subsoil, concrete, bricks, mineral fibres, fibreglass etc.	1.5	1.15
General industrial waste - non-special, not compacted. (As compaction can significantly increase the density of this category of waste, if compacted wastes are accepted it will be necessary to uplift the conversion factor accordingly)	Paper and plastics.	0.15	0.11
	Card, pallets, plasterboard, canteen waste, sawdust, textiles, leather.	0.4	0.3
	Timber, building and construction wastes, factory waste and sweepings, etc.	0.6	0.46
	Foundry sands, slags, pulverised fuel ash, ashes from waste incineration.	1.5	1.15
Household waste - not compacted	Non-special, non-inert wastes from domestic premises, including collected household waste.	0.2	0.15
Household waste - compacted (includes all bulk disposals)	Non-special, non-inert wastes from domestic premises, including collected household waste.	0.4	0.30
Commercial waste - not compacted. (As compaction can significantly increase the density of this category of waste, if compacted wastes are accepted it will be necessary to uplift the conversion factor accordingly)	Non-special, non-inert wastes from shops, hospitals, leisure centres, offices, etc., including civic amenity waste, parks and gardens waste, supermarket, shop and restaurant waste, general office waste.	0.2	0.15
Other wastes not otherwise referred to		1.0	0.76

Note: If a consignment of waste falls into more than one of the categories specified in the above table, the higher conversion factor shall apply to all of the waste.

B9 – Financial Commitment Discharge (Article 10(1)(s))

The B9 allows a Local Authority to establish if the applicant is a 'fit and proper person' as defined in Article 5 of the Waste Management (Facility Permit and Registration) Regulations 2007, as amended.

"5 "fit and proper person" applies to a person if—

(c) in the opinion of the Agency or, as the case may be, the Local Authority, that person is likely to be in a position to meet any financial commitments or liabilities that the Agency or, as the case may be, the Local Authority reasonably considers will be entered into or incurred by him or her in carrying on the activity to which the waste facility permit

or, as the case may be, the certificate of registration relates or, as appropriate, will relate in accordance with the terms thereof or in consequence of ceasing to carry on that activity;"

The purpose of the B9 is to establish the applicants "financial ability to properly carry out waste handling / storage activity in a manner that will not cause environmental pollution or breach environmental standards". The form requires an opinion or a statement of advice to be given by an independent financial body as to their view based on the applicant's current ability to meet future financial requirements of the proposed permit application only. It does not refer to any activity which may take place by the applicant outside the scope of the permit application.

Within the B9, the word 'likely' is used in the context of the applicant is likely to be in position to meet any financial commitments or liabilities in accordance with the application. It does not establish a guarantee of the applicant's future viability. This document forms one part of the Waste Facility Permit Application that allows SDCC, in turn, to form its own opinion on whether the applicant is a "fit an proper person" in accordance with the above mentioned regulations.

In relation to financial costs, the B9 is concerned with the operating costs of the activity only and not the costs related to non-compliance or fines.

DISPOSAL ACTIVITIES AS PER THE THIRD SCHEDULE OF THE WASTE MANAGEMENT ACT 1996, AS AMENDED.

THIRD SCHEDULE - DISPOSAL OPERATIONS

- D1. Deposit into or on land (e.g. landfill).
- D2. Land treatment (e.g. biodegradation of liquid or sludge discards in soils etc).
- D3. Deep injection (e.g. Injection of pumpable discards into wells, salt domes or naturally occurring repositories etc.).
- D4. Surface impoundment (e.g. placement of liquid or sludge discards into pits, ponds or lagoons, etc).
- D5. Specially engineered landfill (e.g. placement into lined discrete cells which are capped and isolated from one another and the environment, etc)
- D6. Release into a water body except seas/oceans
- D7. Release to seas/oceans including sea-bed insertion
- D8. Biological treatment not specified elsewhere in this Schedule which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12.
- D9. Physico-chemical treatment not referred to elsewhere in this Schedule which results in final compounds or mixtures which are discarded of by means of any of the operations numbered D1 to D12 (e.g. evaporation, drying, calcination, etc)
- D10. Incineration on land
- D11. Incineration at sea (this operation is prohibited by EU legislation and international conventions)
- D12. Permanent storage, (e.g. emplacement of containers in a mine, etc)
- D13. Blending or mixing prior to submission to any of the operations numbered from D1 to D12 (if there is no other D code appropriate, this can include preliminary operations prior to disposal including pre-processing such as, amongst others, sorting, crushing, compacting, pelletising, drying, shredding, conditioning or separating prior to submission to any of the operations numbered D1 to D12)
- D14. Repackaging prior to submission to any of the operations numbered D1 to D13
- D15. Storage pending any of the operations numbered D1 to D14 (excluding temporary storage (being preliminary storage according to the definition of 'collection' in storage 5(1)), pending collection, on the site where the waste is produced).

FOURTH SCHEDULE - WASTE RECOVERY ACTIVITIES

R 1 Use principally as a fuel or other means to generate energy: This includes incineration facilities dedicated to the processing of municipal solid waste only where their energy efficiency is equal to or above:

— 0.60 for installations in operation and permitted in accordance with applicable Community acts before 1 January 2009,

— 0.65 for installations permitted after 31 December 2008,

using the following formula, applied in accordance with the reference document on Best Available Techniques for Waste Incineration:

$$\text{Energy efficiency} = (E_p - (E_f + E_i)) / (0.97 \times (E_w + E_f))$$

where—

‘E_p’ means annual energy produced as heat or electricity and is calculated with energy in the form of electricity being multiplied by 2.6 and heat produced for commercial use multiplied by 1.1(GJ/year),

‘E_f’ means annual energy input to the system from fuels contributing to the production of steam (GJ/year),

‘E_w’ means annual energy contained in the treated waste calculated using the net calorific value of the waste (GJ/year),

‘E_i’ means annual energy imported excluding E_w and B_f(GJ/year), ‘0.97’ is a factor accounting for energy losses due to bottom ash and radiation.

R 2 Solvent reclamation/regeneration

R 3 Recycling/reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes), which includes gasification and pyrolysis using the components as chemicals

R 4 Recycling/reclamation of metals and metal compounds

R 5 Recycling/reclamation of other inorganic materials, which includes soil cleaning resulting in recovery of the soil and recycling of inorganic construction materials

R 6 Regeneration of acids or bases

R 7 Recovery of components used for pollution abatement

R 8 Recovery of components from catalysts

R 9 Oil re-refining or other reuses of oil

R 10 Land treatment resulting in benefit to agriculture or ecological improvement

R 11 Use of waste obtained from any of the operations numbered R 1 to R 10

R 12 Exchange of waste for submission to any of the operations numbered R 1 to R 11 (if there is no other R code appropriate, this can include preliminary operations prior to recovery including pre-processing such as,

amongst others, dismantling, sorting, crushing, compacting, pelletising, drying, shredding, conditioning, repackaging, separating, blending or mixing prior to submission to any of the operations numbered R1 to R11)

R 13 Storage of waste pending any of the operations numbered R 1 to R12 (excluding temporary storage (being preliminary storage according to the definition of 'collection' in section 5(1)), pending collection, on the site where the waste is produced)".

IF APPLYING FOR A WASTE FACILITY PERMIT

THIRD SCHEDULE – PART 1

CLASSES OF ACTIVITY SUBJECT TO WASTE FACILITY PERMIT APPLICATION TO A LOCAL AUTHORITY

Article 6

The carrying on by a person (other than a Local Authority) at a facility (other than a facility located in whole or in part in an area which is not within the functional area of a Local Authority) of any of the following activities, provided that –

- (a) the activity is not an activity which is carried on in, on or adjacent to, a facility at which a licensable activity is being carried on, and
- (b) In the cases of Class 5 and Class 6 the upper limits on the amount of waste, which may be accepted, shall relate to
 - (i) the total quantity of waste which has been received and is proposed to be accepted at the facility at any time, or
 - (ii) in the case of an activity which is carried on in, on or adjacent to, a facility at which a waste-related activity is being carried on which is the subject of a waste facility permit or certificate of registration, the total quantity of waste which has been received at both the facility itself and all such facilities at any time.

CLASS NO.	DESCRIPTION
1.	<p>The reception and temporary storage, pending collection, other than by a Local Authority, where not otherwise regulated by a waste licence or certificate of registration, or exempted in accordance with the provisions of article 39 of the Waste Management (Waste Electrical and Electronic Equipment) Regulations 2005 of –</p> <p>(1) household hazardous waste (other than WEEE and mercury containing waste or used batteries and accumulators) at a civic amenity facility, recycling centre or central collection point where annual intake shall not exceed-</p> <ul style="list-style-type: none">(i) in the case of liquid waste, 100,000 litres(ii) in the case of non-liquid waste, 100 tonnes. <p>(2) WEEE at any premises</p> <p>for the purpose of onward transport and submission to recovery at an authorised facility. .</p>
2.	<p>The Reception, storage (including temporary storage) and recovery of waste vehicles (other than end-of-life vehicles) having regard to the provisions of articles 14 and 15 of the Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. No. 282 of 2006).</p>
3.	<p>The reception, treatment and recovery of WEEE (including removal of all fluids and dismantling or disassembly or removal of WEEE substances, preparations and components prior to treatment) in accordance with the provisions of articles 20 and 21 of the Waste Management (Waste Electrical and Electronic Equipment) Regulations (S.I. No. 340 of 2005). Annual intake shall not exceed 10,000 tonnes per annum.</p>

4.	<p>The reception, storage and recovery of scrap metal, including scrap metal arising from end-of-life vehicles, waste vehicles (other than end-of-life vehicles) and WEEE where scrap metal from –</p> <p>(1) end-of-life vehicles shall be subject to appropriate treatment and recovery in accordance with the provisions of articles 14 and 15 of the Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. No. 282 of 2006) prior to acceptance at the scrap metal facility, and as appropriate,</p> <p>(2) waste vehicles (other than end-of-life vehicles) shall be subject to appropriate treatment and recovery having regard to the provisions of articles 14 and 15 of the Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. No. 282 of 2006) prior to acceptance at the scrap metal facility, and as appropriate,</p> <p>(3) WEEE shall be subject to appropriate treatment and recovery in accordance with the provisions of articles 20, 21 and 22 of the Waste Management (Waste Electrical and Electronic Equipment) Regulations 2005 (S.I. No. 340 of 2005) prior to acceptance at the scrap metal facility.</p>
5.	<p>Recovery of excavation or dredge spoil, comprising natural materials of clay, silt, sand, gravel or stone and which comes within the meaning of inert waste, through deposition for the purposes of the improvement or development of land, where the total quantity of waste recovered at the facility is less than 100,000 tonnes.</p>
6.	<p>Recovery of inert waste (other than excavations or dredgings comprising natural materials of clay, silt, sand, gravel or stone) through deposition for the purposes of the improvement or development of land, where the total quantity of waste recovered at the facility is less than 50,000 tonnes.</p>
7.	<p>Recovery of inert waste arising from construction and demolition activity, including concrete, bricks, tiles, or other such similar material, at a facility (excluding land improvement or development) where –</p> <p>(a) the annual intake shall not exceed 50,000 tonnes, and</p> <p>(b) the maximum quantity of residual waste consigned from the facility for collection, onward transport and submission to disposal at an authorised facility shall not exceed 15% of the annual intake.</p>
8.	<p>The reception, storage and biological treatment of biowaste at a facility where –</p> <p>(a) the maximum amount of compost and biowaste held at the facility does not exceed 6,000 cubic metres at any time, and</p> <p>(b) the annual intake shall not exceed 10,000 tonnes.</p>
9.	<p>The reception, temporary storage and recovery of used batteries and accumulators where-</p> <p>(a) from 26 September 2008, the treatment and recycling of used batteries and accumulators meets the requirements of article 12 of Directive 2006/66/EC on batteries and accumulators and waste batteries and accumulators, and</p> <p>(b) the annual intake shall not exceed 1,000 tonnes.</p>
10.	<p>The recovery of waste (not mentioned elsewhere in this part of the third schedule), other than hazardous waste or an activity specified in Category 5 of Annex I of Council Directive 96/61/EC, where –</p> <p>(a) the annual intake does not exceed 50,000 tonnes, and</p>

	(b) the maximum quantity of residual waste consigned from the facility for onward transport and submission to disposal at an authorised facility shall not exceed 15% of the annual intake.
11.	The reception, storage and transfer of waste (other than hazardous waste) for disposal at a facility (other than a landfill facility) where the annual intake does not exceed 7,500 tonnes.
12.	The collection and storage (including the temporary storage) and the appropriate treatment and recovery of end of life vehicles in accordance with the provisions of articles 14 and 15 of the Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. No 282 of 2006).
13.	Non-hazardous non-inert facilities under Directive 2006/21/EC of the European Parliament and of the Council of 15 March 2006 on the management of waste from extractive industries

Note: Where the waste-related activities being undertaken within a facility encompass a number of the classes as set out within Part I of the third schedule, the quantity of waste concerned shall be taken as meaning the total quantity of waste accepted at the facility taking account of inputs relating to all classes of activity and compared to the threshold of the principal class.

IF APPLYING FOR A CERTIFICATE OF REGISTRATION

THIRD SCHEDULE - PART II

CLASSES OF ACTIVITY SUBJECT TO REGISTRATION WITH LOCAL AUTHORITY OR THE AGENCY

Article 6

The carrying on by a person at a facility of any of the following activities, provided that –

- (1) the activity is not an activity which is carried on in, on or adjacent to, a facility at which a licensable activity is being carried on, and
- (2) In the cases of Class 5 and Class 6, the upper limits on the amount of waste, which may be accepted, shall relate to -
 - (a) the total quantity of waste which has been received and is proposed to be accepted at the facility at any time, or
 - (b) in the case of an activity which is carried on in, on or adjacent to, a facility at which a waste-related activity is being carried on which is the subject of a waste facility permit or certificate of registration, the total quantity of waste which has been received at both the facility itself and all such facilities at any time.

CLASS NO.	DESCRIPTION
1.	<p>The storage, pending collection, of household hazardous waste (other than WEEE) at a civic amenity facility, recycling centre or central collection point, where not otherwise regulated by a waste licence or waste facility permit for the purpose of onward transport and submission to recovery at an authorised facility where-</p> <p>(a) annual intake shall not exceed -</p> <p style="padding-left: 20px;">(i) in the case of liquid waste, 25,000 litres</p> <p style="padding-left: 20px;">(ii) in the case of non-liquid waste, 25 tonnes, and</p> <p>(b) the maximum period of storage of waste does not exceed 30 days.</p>
2.	<p>The reception and temporary storage of waste (other than WEEE) deposited by members of the public at a central collection point (including a temporary central collection point) when such activity is undertaken by, on behalf of, or with the approval of the Local Authority, where the maximum amount of waste stored at any time does not exceed 1,000 tonnes.</p>
3.	<p>The reception and interim storage of crashed or immobilised vehicles, other than end-of-life-vehicles, pending decisions by the registered owners of these vehicles, or as appropriate, by an authorised person of a Local Authority, or a member of An Garda Síochána on whether the vehicles are to be classed as end-of-life vehicles. The number of vehicles stored at any one time shall not exceed 6 at any one location and at any one time.</p>
4.	<p>Reception and temporary storage, for a period not exceeding 30 days, pending collection for recovery of –</p> <p>(a) less than 1000 kilograms of used batteries and accumulators other than waste specified in paragraph (b), or</p> <p>(b) less than 10 tonnes of used automatic batteries and accumulators, or used industrial batteries and accumulators, or</p>

	<p>(b) less than 1 tonne of discarded equipment containing chlorofluorocarbons (other than WEEE), or</p> <p>(c) less than</p> <p>(i) 540 cubic metres of household WEEE, other than waste specified in sub paragraphs (ii) and (iii),</p> <p>(ii) 12,000 units of WEEE categories in accordance with Category 5 of the first schedule of the Waste Management (Waste Electrical and Electronic Equipment) Regulations, 2005 (S.I. No. 340 of 2005) or, as appropriate</p> <p>(iii) 300 kilograms of mobile phones,</p> <p>for the purpose of onward transport to an authorised treatment facility of WEEE when undertaken in accordance with the requirements of article 39 of the Waste Management (Waste Electrical and Electronic Equipment) Regulations 2005.</p>
5.	Recovery of excavation or dredge spoil, comprising natural materials of clay, silt, sand, gravel or stone and which comes within the meaning of inert waste, through deposition for the purposes of the improvement or development of land and the total quantity of waste recovered at the site shall not exceed 25,000 tonnes.
6.	Recovery of inert waste (other than excavations or dredgings comprising natural materials of clay, silt, sand, gravel or stone), for the purpose of the improvement or development of land and the total quantity of waste recovered at the site shall not exceed 10,000 tonnes.
7.	<p>Recovery of inert waste arising from construction and demolition activity, including concrete, bricks, tiles, or other such similar material, at a facility (excluding the improvement or development of land) where –</p> <p>(a) the annual intake shall not exceed 10,000 tonnes, and</p> <p>(b) the maximum quantity of residual waste consigned from the facility for submission to disposal at an authorised facility shall not exceed 15% of the annual intake.</p>
8	This is a spare class.
9	<p>The storage at the place of extraction, for an indefinite length of time to await possible use for site restoration of waste material arising from quarrying or excavation where –</p> <p>(a) conditions on waste management have not been imposed under section 261 of the Planning and Development Act 2000 (No. 30 of 2000), and</p> <p>(b) such material is in a chemically unaltered state.</p>
10.	<p>The reception, storage and transfer of waste by a Local Authority, not mentioned elsewhere in this schedule, where the annual intake does not exceed 10,000 tonnes, and –</p> <p>(a) the maximum amount of waste dispatched from the facility for onward transport and disposal does not exceed 1,500 tonnes per annum, and</p> <p>(b) a period of storage of waste for disposal does not exceed 30 days.</p>
11.	<p>The reception, storage and biological treatment of biowaste by a Local Authority, not mentioned elsewhere in this schedule, where –</p> <p>(a) the annual intake does not exceed 5,000 tonnes, and</p>

	(b) the maximum amount of biowaste, compost and digestate held at a composting facility does not exceed 2,000 tonnes at any time.
12.	<p>The storage and biological treatment on the premises where it is produced, of biowaste, where –</p> <p>(a) the amount stored and treated does not exceed 50 tonnes per annum, and</p> <p>(b) the maximum amount of biowaste, compost and digestate held at the facility at any time does not exceed 20 tonnes.</p>
13	Recovery of organic waste, other than manure and sludge when used in agriculture for the purposes of benefit to agriculture or ecological improvement, where the total quantity of organic waste recovered at the facility shall not exceed 1,000 tonnes per annum.
14.	<p>The reception and temporary storage of –</p> <p>(a) waste, returned or recovered refrigerant gases in refrigerant containers, or</p> <p>(b) waste, returned or recovered halons in halon containers, or</p> <p>(c) waste, returned or recovered fluorinated greenhouse gases in fluorinated greenhouse gas containers,</p> <p>pending collection or onward transport prior to submission to recycling, reclamation or destruction in accordance with the relevant legislative requirements for the specific type of refrigerant gas, halon or fluorinated greenhouse gas, where recovery has the meaning assigned to it under Regulation (EC) No. 2037/2000 and Regulation (EC) No. 842/2006, and where the total quantity stored at any one time on a premises does not exceed 18 tonnes.</p>

Note: Where the waste-related activities being undertaken within a facility encompass a number of the classes as set out within part II of the third schedule, the quantity of waste concerned shall be taken as meaning the total quantity of waste accepted at the facility taking account of inputs relating to all classes of activity and compared to the threshold of the principal class.

FOURTH SCHEDULE - PART I

GENERAL RULES IN RESPECT OF REGISTERED ACTIVITIES

Article 32

- (1) A Registration holder shall demonstrate within the application for a Certificate of registration the manner in which it is proposed to comply in all respects with the particulars of the Rules of this schedule, unless as may otherwise agreed in writing by the Local Authority or, as the case may be, the Agency.
- (2) Any emissions from the recovery or disposal activity concerned (including both storage and temporary storage) shall not result in contravention of any relevant standard, including any standard for an environmental medium, or any relevant emission limit value, prescribed under any enactment.
- (3) The registration holder shall ensure that all recovery and disposal of waste (including both storage and temporary storage) is undertaken in a manner which does not endanger human health.
- (4) Waste shall only be accepted by the registration holder at the site between 0800 and 1800 hours, Monday to Friday inclusive, and between 0800 and 1400 hours on Saturdays unless otherwise approved in writing by the relevant Local Authority or, as the case may be, the Agency.
- (5) The registration holder shall put in place appropriate procedures relating to the acceptance of waste at the facility, including
 - (i) waste inspection procedures,
 - (ii) waste acceptance and handling procedures,
 - (iii) waste characterisation and waste quarantine procedures,
 - (iv) other appropriate procedures and arrangements relating to the acceptance of waste, and
 - (v) measures to ensure compliance with article 6 of these Regulations.
- (6) The registration holder shall put in place appropriate procedures relating to the supervision of the storage, recovery or disposal activity.
- (7) The registration holder shall ensure that all waste accepted at the facility has been collected and transported in accordance with Section 34 of the Act and the Waste Management (Collection Permit) Regulations, 2007.
- (8) The registration holder shall take all necessary measures relating to prevention of unauthorised waste activities and the establishment of controls on entry to the facility, including the rejection of all waste arriving at the facility where the vehicle does not possess the requisite authorisation to permit the collection and transportation of waste in accordance with Section 34 of the Act and the Waste Management (Collection Permit) Regulations, 2006.

- (9) The registration holder shall conduct, document and maintain an assessment of the risk of environmental pollution, having regard to the types of the wastes to be accepted and the nature of the activity being undertaken at the facility.
- (10) The registration holder shall take preventative measures to ensure that the activity is carried out in a manner which does not have any adverse effect on drainage of lands, watercourses, shallow wells, bored wells, raw water intakes or other sources of water supply, public and private roads or footways.
- (11) In the case of an activity involving the storage or temporary storage of waste, the registration holder shall establish the necessary measures to ensure the secure and safe storage of the wastes, including appropriately designed storage locations and containment arrangements.
- (12) The registration holder shall take all necessary measures to ensure compliance with all legal obligations pertaining to the carrying on of the activity or activities at the facility.
- (13) The registration holder shall take preventative measures to ensure that the activity does not result in unreasonable noise, dust, grit and other nuisances, which would result in the impairment of, or significant interference with, the amenities or the environment beyond the site boundary.
- (14) The registration holder, if requested by the Agency or relevant Local Authority, shall provide detailed written reports on investigations and monitoring of the activities and related ancillary matters.
- (15) The registration holder shall maintain a register in relation to the activity to which the certificate of registration relates, which shall be available for inspection by the Local Authority, which details:
 - (a) the dates, time of arrivals and quantities of each waste consignment (by European Waste Catalogue code(s) and description(s) pursuant to Commission Decision 2001/118/EC of 16 January 2001 or subsequent amendments) delivered to the facility,
 - (b) names of the carriers, including details of vehicle registrations and waste collection permits numbers,
 - (c) origin of waste delivered,
 - (d) quantities and composition of wastes rejected at the facility, and
 - (e) quantities, composition and destination of waste consigned for onward transport from the facility.
- (16) The registration holder shall compile and maintain records in a format agreed with the Local Authority or, as the case may be, the Agency in respect of the particulars of the summary information contained in the register established in accordance with Rule (15), for a period of not less than 7 years.
- (17) The registration holder shall immediately notify the relevant Local Authority or, as the case may be, the Agency of any incident arising from the activity, which:
 - (a) has the potential for contamination of surface or ground water, or
 - (b) poses an environmental threat to air or land.

- (18) As part of the notification process, the operator shall include, within the 24 hours of any such incident occurring, details as to -
- (a) the date and time of the incident,
 - (b) details of the incident,
 - (c) evaluation of the pollution caused, and
 - (d) remedial corrective measures undertaken or to be undertaken, including details of preventative measures.
- (19) Not later than the 28th day of February in each year, the registration holder shall furnish to the Local Authority or, as the case may be, the Agency in such form as may be agreed, an Annual Environmental Report containing summary information in relation the preceding calendar year or part thereof as the case may be, in respect of the activities to which the Certificate of registration relates and giving particulars of the manner in which the Rules specified in this schedule have been implemented.
- (20) The registration holder shall also comply with any additional rules for the management of particular streams of waste:
- Part II: Waste Electrical and Electronic Equipment Facilities,
 - Part III: Refrigerant Gas, Halon and Fluorinated Greenhouse Gas Facilities,
 - Part IV: Organic Waste Composting Facilities,
 - Part V: Spreading of Organic Waste on Land, and
 - Part VI: Storage of Immobilised Vehicles.

PART II

ADDITIONAL RULES FOR WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT FACILITIES

- (1) The registration holder shall comply with all requirements of the Waste Management (Waste Electrical and Electronic Equipment) Regulations, 2005 (S.I. No. 340 of 2005), subject to any amendment that may be made to those regulations from time to time.
- (2) The registration holder shall establish the provenance of WEEE deposited (e.g. deposited on behalf of a collective compliance scheme approved for the management of WEEE, a self complying producer of electrical and electrical equipment, a business end user etc.).
- (3) The registration holder shall forward details of the source of household WEEE deposited at a waste facility on behalf of a person (other than a collective compliance scheme approved for the management of WEEE or a self complying producer of electrical and electrical equipment or a householder depositing a quantity of household WEEE similar to that arising in a single household), together with details of the person depositing the WEEE to the Local Authorities in the functional area or areas where the –
- (a) waste facility is located,
 - (b) person depositing the WEEE has his or her place of business and if not a business his or her place of residence, and
 - (c) source of the household WEEE concerned has his or her place of business and if not a business his or her place of residence.

PART III

ADDITIONAL RULES FOR FACILITIES ACCEPTING WASTE, RETURNED OR RECOVERED REFRIGERANT GASES IN REFRIGERANT CONTAINERS OR WASTE, RETURNED, OR RECOVERED HALONS IN HALON CONTAINERS OR WASTE, RETURNED OR RECOVERED FLUORINATED GREENHOUSE GASES IN FLUORINATED GREENHOUSE GAS CONTAINERS

- (1) In the case of the temporary storage of waste, returned or recovered refrigerant gases in refrigerant containers or waste, returned or recovered halons in halon containers or waste returned or recovered Fluorinated Greenhouse Gases in Fluorinated Greenhouse Gas Containers the operator shall take all necessary measures to ensure that the handling and controlled storage of the containers is carried out in a manner that shall prevent the leakage or venting of the gases to the atmosphere.
- (2) In the case of temporary storage at the facility:
 - (a) each container should be consigned for onward transport to an authorised facility for appropriate recycling, reclamation or disposal in accordance with the relevant legislative requirements for the specific gas type,
 - (b) there should be no mixing of refrigerant gases or the transfer of individual types of refrigerant gas from one cylinder to another to facilitate bulking for onward transportation,
 - (c) there should be no mixing of halons or the transfer of halons from one cylinder to another to facilitate bulking for onward transportation,
 - (d) there should be no mixing of fluorinated greenhouse gases or the transfer of fluorinated greenhouse gases from one cylinder to another to facilitate bulking for onward transportation.

PART IV

ADDITIONAL RULES FOR COMPOSTING FACILITIES

The registration holder shall comply with all requirements of –

- (1) the Animal By-products Regulation (EC) No. 1774/2002 of 3 October 2002,
- (2) Diseases of Animals Act, 1966 (Prohibition on the Use of Swill) Order 2001 (S.I. No. 597 of 2001),
- (3) Diseases of Animals Act, 1966 (Transmissible Spongiform Encephalopathies) (Meat and Bone Meal and Poultry Offal) Order 2002 (S.I. No. 551 of 2002),
- (4) Waste Management (Use of Sewage Sludge in Agriculture) Regulations, 1998 (S.I. No. 148 of 1998), as amended by Waste Management (Sewage Sludge in Agriculture) (Amendment) Regulations 2001 (S.I. No. 267 of 2001),

- (5) European Communities (Transmissible Spongiform Encephalopathies and Animal By-products) Regulations 2006 (S.I. No. 612 of 2006), and
- (6) Diseases of Animals Act 2006 (Transmissible Spongiform Encephalopathies) (Fertilisers & Soil Improvers) Order 2006 (S.I. No. 615 of 2006),

subject to any amendment that may be made to those regulations from time to time.

PART V

ADDITIONAL RULES FOR SPREADING OF ORGANIC WASTE ON LAND

- (1) The spreading of organic waste on land shall be confined to the application of compost derived from source segregated municipal waste, spent mushroom compost and sewage sludge used for non-agricultural purposes
- (2) The registration holder shall comply with all requirements of –
 - (a) the Animal By-products Regulation (EC) No. 1774/2002 of 3 October 2002, and
 - (b) Diseases of Animals Act, 1966 (Prohibition on the Use of Swill) Order 2001 (S.I. No. 597 of 2001),
 - (c) Diseases of Animals Act, 1966 (Transmissible Spongiform Encephalopathies) (Meat and Bone Meal and Poultry Offal) Order 2002 (S.I. No. 551 of 2002),
 - (d) European Communities (Transmissible Spongiform Encephalopathies and Animal By-products) Regulations 2006 (S.I. No. 612 of 2006), and
 - (e) Diseases of Animals Act 2006 (Transmissible Spongiform Encephalopathies)(Fertilisers & Soil Improvers) Order 2006 (S.I. No. 615 of 2006)

Subject to any amendment that may be made to those regulations from time to time.

PART VI

ADDITIONAL RULES FOR STORAGE OF IMMOBILISED VEHICLES

In circumstances where the condition of an immobilised vehicle is considered to represent a threat to the environment, the registration holder shall comply with the storage requirements set out within the second schedule of the Waste Management (End-of-Life Vehicles) Regulations 2006 (S.I. No. 282 of 2006), subject to any amendment that may be made to those regulations from time to time.

ADDITIONAL DOCUMENTS TO BE INCLUDED

Documents and information which must be supplied with the application are presented in the following checklist (which is also included with the Application form)

Additional Documentation to be submitted with Application	Article	Required
A copy of the relevant page from the newspaper(s) in which notices in accordance with articles 7 and 8 have been published.	10(3)(a)	New Waste Facility Permit Application only
A copy of the text of the notices erected or fixed in accordance with articles 7 & 8 must also be supplied.	10(3)(b)	New Waste Facility Permit Application only
Details of any court hearing, case, nature of the offence and any penalty or requirements imposed by the court.	10(1)	All Applications
Where the applicant is a person or partnership, include details of any such conviction where the person or partner was at any time within the last 10 years prior to this application, a director, manager, company secretary or similar officer for a body corporate	10(1)	All Applications
Site location plan, with clearly marked site boundaries in red, and North point indicated, Ordnance survey reference sheet number(s), the site elevation with reference to the ordnance datum used must be included	10(3)(c)	All Applications
Proposed site layout must be included, with the North point indicated and site dimensions in metres. This plan should include all necessary monitoring and sampling point locations, and any emission point(s) clearly marked. There should be a clearly legible key for the identification of the relevant points. Ordnance survey reference sheet number(s), the site elevation with reference to the ordnance datum used must be included. All maps/drawings/plans must be no larger than A3 size and scaled appropriately such that they are clearly legible. In exceptional circumstances, where A3 is considered inadequate, a larger size may be requested	10(3)(c) (ii) and (iii)	All Applications
An additional copy of the site location plan, detailing the site boundary in red, with the locations of the notice erected or fixed in accordance with article 8 clearly marked on it.	10(3)(c) & (i)	New Waste Facility Permit Applications Only
A copy of the current tax clearance / C2 certificate issued to the applicant(s) by the Revenue Commissioners, or appropriate certificate from the relevant tax authority for non-domiciled applicants.	10(3)(d)	All Applications
Where applicable, a copy of proof of the company registration and trade name must be supplied.	10(3)(e)	All Applications
The correct application fee in accordance with article 42 and as specified in the fifth schedule of the Regulations.	10(3)(f)	All Applications

The applicant is advised to complete the checklist at the end of the application form and submit with their application. Any applicant who does not submit all of the relevant documents will be contacted by the Local Authority to supply the missing documents within a set timescale.

South Dublin County Council requires the applicant to submit the following:

- **One (1) Hard Copy of the application form and additional documentation to:**
Senior Executive Engineer
Environment, Water & Climate Change
South Dublin County Council
County Hall
Tallaght
Dublin 24
- **One (1) soft copy of the application form and additional documentation to**
wasteregulation@sdblincoco.ie

ABOUT THESE GUIDANCE NOTES

These guidance notes have been developed to assist applicants in the preparation of an application for a Waste Facility authorisation.

This document does not purport to be and should not be considered a legal interpretation of the provisions and requirements of the Waste Management (Facility Permit and Registration) Regulations 2007, as amended and the European Communities (Waste Directive) Regulations 2011.

While every effort has been made to ensure the accuracy of the material contained in this document, the competent authority assumes no responsibility and gives no guarantees, undertakings or warranties concerning the accuracy, completeness or up-to-date nature of the information provided herein and does not accept and liability whatsoever arising from any errors or omissions.

For more details guidance, please refer to the website at www.epa.ie/wastepermit