

**For Office Use Only:**

**Application Reference Number:**

**Return Number (If Applicable):**



**Waste Facility Permit or Certificate of Registration Surrender Application Form**

**Guidance Notes  
&  
Application Form**

**SOUTH DUBLIN COUNTY COUNCIL**

## **Introduction:**

This form is for the following purposes under the Waste Management (Facility Permit and Registration) Regulations S.I No. 821 of 2007 and the Waste Management (Facility Permit and Registration) Amendment Regulations S.I No. 86 of 2008 (hereafter referred to as the Regulations):

- (a) The making of an application for the surrender of a Waste Facility Permit;
- (b) The making of an application for the surrender of a Certificate of Registration.

The Guidance Manual and application form are available to download from the South Dublin County Council website [www.sdcc.ie](http://www.sdcc.ie) or from [www.epa.ie/wastepermit](http://www.epa.ie/wastepermit)

## **Guidance on the Application Form:**

- An application for the surrender of a Waste Facility Permit is made under Article 29 of the Regulations.
- An application for the surrender of a Certificate of Registration is made under Article 39 of 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' this should be stated in full. The use of the abbreviations (e.g., N.A. or dash) should be avoided.
- 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.

## **Surrender of a Waste Facility Permit:**

A waste facility permit shall, subject to the agreement of the local authority, be surrendered by notice in writing by the permit holder to the local authority when the –

- (a) waste related activity ceases,
- (b) waste facility permit expires after 5 years (or a shorter period as specified in the permit), and no review permit has been applied for within 90 days of the expiration date,
- (c) waste facility permit is revoked under article 36 of the Regulations, or
- (d) waste facility permit is refused under articles 18 or 35 of the Regulations.

## **Surrender of a Certificate of Registration:**

An application for the surrender of a certificate of registration shall be made –

- (a) in the case of an activity carried on by or on behalf of a local authority, to the Agency, or
- (b) in the case of an activity carried on by a person other than a local authority, to a local authority in whose functional area the relevant facility is located.

A certificate of registration may be surrendered by the registration holder by notice in writing to the local authority or, as the case may be, the Agency.

- (a) at any time,
- (b) shall be surrendered by the registration holder when the waste-related activity ceases, or
- (c) shall be surrendered by the registration holder when the certificate of registration expires

### **Additional Information and Conditions:**

A local authority (or the Agency as the case may be) shall not agree to the surrender of a waste facility permit or a certificate of registration unless it is satisfied that the condition of the facility is not causing or likely to cause environmental pollution. The competent authority may require the applicant for surrender to carry out investigations as are necessary, in the reasonable opinion of the authority, to verify the condition of the facility. In this event reference should be made to the **EPA Guidance on Environmental Liability Risk Assessment, Residuals Management Plans and Financial Provision, 2006**.

Reports detailing the results of any such investigations should be submitted with the surrender application.

A competent authority may, in agreeing to the surrender of a waste facility permit or a certificate of registration attach conditions by way of a notice in writing to the permit holder, which shall be complied with by the person surrendering the permit. These conditions may include requirements for continued monitoring or assessments of the pollution risks at the facility for a period of time.

**South Dublin County Council requires the applicant to submit 5 copies of the application form plus 5 copies of any additional documents to their offices at County Hall, Tallaght, Dublin 24.**

### **Financial Bond or Security:**

If the permit holder who has applied to surrender their waste facility permit currently holds a bond or financial security under article 19(2) of the Regulations, the local authority may decide, as the case may be, that the financial security:

- (a) shall be maintained in place for such period as the authority may require, or
- (b) may be released to the permit holder.

The making of an application for the surrender of a waste facility permit under this article, the revocation of the waste facility permit or the cessation of the activity to which a waste facility permit relates, shall in no way affect or diminish such conditions, requirements or obligations applying to or falling on the permit holder as are specified in or arise under the waste facility permit.

### **About these Guidance Notes:**

These guidance notes have been developed to assist applicants in the preparation of an application for the Surrender of a Waste Facility Permit or the Surrender of a Certificate of Registration. 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 S.I No. 821 of 2007 and the Waste Management (Facility Permit and Registration) Amendment Regulations S.I No. 86 of 2008.

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;

**WASTE FACILITY PERMIT & CERTIFICATE OF REGISTRATION SURRENDER APPLICATION FORM**

undertakings and warranties concerning the accuracy, completeness or up-to-date nature of the information provided herein and does not accept any liability whatsoever arising from any errors or omissions.

If you need to contact South Dublin County Council concerning your application, please use the numbers provided in the table below.

<b>Senior Executive Officer</b> <b>South Dublin County Council</b> <b>Environmental Services Department,</b> <b>County Hall,</b> <b>Tallaght,</b> <b>Dublin 24</b> <b>T: 01 4149000</b> <b><a href="mailto:wasteregulation@sdublincoco.ie">wasteregulation@sdublincoco.ie</a></b>
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For more detailed guidance on the waste facility permit system please refer to the Waste Facility Permit manual at [www.epa.ie/wastepermit](http://www.epa.ie/wastepermit) .

## Section A: Type of Application

A.1 Please tick the relevant box to which this application applies.

Surrender of a Waste Facility Permit   
 Surrender of a Certificate of Registration by a local authority   
 Surrender of a Certificate of Registration by a private operator

## Section B: About the Applicant

This section relates to the applicant who is applying to surrender the waste facility permit/ or a certificate of registration.

B.1 Full name of applicant(s):

In the case of joint applicants, identify the principal applicant. If applicable.

<b>Registration/ Permit Number:</b>	
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<b>Name(s):</b>	
<b>Principal Applicant</b>	

B.2 Any Trade Name(s) the facility will be operated under.

<b>Trade Name:</b>	
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## Section C: About the Facility

C.1 The location or postal address of the facility to which the application relates.

<b>Address:</b>	
<b>Townland:</b>	

C.2 Reason why the Waste Facility Permit/ Certificate of Registration is being surrendered

State the reason why an application for surrender of waste facility permit/ certificate of registration is being made.

<b>REASON FOR SURRENDER</b>	<b>COMMENTS / ADDITIONAL INFORMATION</b>
Waste related activity has ceased	
Waste facility permit/certificate of registration has expired	
Waste facility permit has been revoked under article 36 of the Regulations,	
Waste facility permit is refused under articles 18 or 35 of the Regulations.	

C.3 Please provide a copy of the permit/ certificate of registration licence you wish to surrender.

<b>Document Reference:</b>	
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## Section D: Environmental Pollution and Liabilities

### D.1 Environmental Pollution

Provide information on any investigations that have been carried out to ascertain whether environmental pollution is likely to have been caused due to the conditions of the facility. If investigative reports OR Environmental Liability Risk Assessments have been furnished these should be attached and submitted as part of this application.

Yes   
No

If yes, provide additional Information on the investigations carried out.


<b>Document Reference:</b>	
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## Section E: Financial Bond for Waste Facility Permit Holders

Please provide information regarding any bond or financial security that is held as part of the current waste facility permit. On surrender of the waste facility permit the local authority may decide whether the bond shall be maintained for a period of time, or whether it may be released to the permit holder.

E.1 Is a bond or financial security currently in place as required under article 19(2) of the regulations?

Yes   
No

If yes provide details of the bond or financial security below, and attach a copy of your financial bond with this application.


<b>Document(s) Reference:</b>	
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## **Section F: Additional Information**

If there is additional information which the applicant feels may be required by the authority in making its decision, it should be included here.

## Section G: Signatures

This section must be signed by an authorised representative of the applicant.

Name:	
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Position within Organisation (if body corporate or partnership).

**Position:** \_\_\_\_\_

**Signature:**

**Signature:** \_\_\_\_\_

Date:

**Date:** \_\_\_\_\_