



**For Office Use Only:**

**Application Reference Number:**

**WASTE COLLECTION PERMIT APPLICATION FORM**

**COMPANY / INDIVIDUAL NAME**

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**OFFALY COUNTY COUNCIL**

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<b>1. GENERAL</b>	<b>1</b>
1.1 Introduction	1
1.2 Pre-application consultation	1
1.3 Guidance on the Application Form	2
1.4 Additional Documents to be Included	2
1.5 About these Guidance Notes	3
<b>2. WASTE COLLECTION PERMIT APPLICATION FORM</b>	<b>4</b>
Section A: Type of Application	4
Section B: About the Applicant	8
Section C: About the Waste Collection Activity	12
Section D: Additional Information.	16
Section E: Statutory Declaration	17

## **APPENDICES**

- 1. CHECKLIST OF INFORMATION TO BE SUPPLIED WITH APPLICATION**
- 2. C.3 WASTE TYPES AND QUANTITIES**

## 1. GENERAL

### 1.1 Introduction

This form is for the following purposes under the Waste Management (Collection Permit) Regulations S.I No. 820 of 2007 and the Waste Management (Collection Permit) Amendment Regulations S.I No 87 of 2008 (hereafter referred to as the Regulations);

- (a) The making of an application for a single region waste collection permit; or
- (b) The making of an application for a multi region waste collection permit; or
- (c) The making of an application for a Review of a waste collection permit instigated by the Nominated Authority; or
- (d) The making of an application for a Review of a waste collection permit instigated by the permit holder.

The Guidance Manual and application form are available to download from the OFFALY COUNTY COUNCIL web site ([www.offaly.ie](http://www.offaly.ie)) or from [www.epa/wastepermit](http://www.epa/wastepermit)

In order to make the application process as efficient as possible it may be necessary for the relevant nominated authority to contact the applicant or a representative for the applicant while processing the application. The application contact person must have a good knowledge of the application form and the detail within. For this reason it is recommended that the application contact person should be the person who has completed the application form and any relevant supporting information.

#### Who do I apply to ?

An application for a waste collection permit for a single region shall be made to the Nominated Authority in the region where the waste is being collected. An application for a waste collection permit in more than one region must be made to the nominated authority in the region where the principal waste collection activities are proposed to take place.

#### What is a principal waste collection activity ?

A principal waste collection activity is defined in the Regulations as the greatest extent of waste collection activities, by either the number of premises served or the quantity of waste to be collected.

### 1.2 Pre-application consultation

It is recommended that pre-application consultations or discussions with the relevant nominated authority are undertaken before a formal submission of any of the above types of applications, particularly with regards to the determination of a principal waste collection activity for multi region applications.

It is also recommended that the applicant familiarise themselves with the application form and Regulations and Bye-laws (Eg Skip Bye-Laws, Household Waste Bye-Laws for example) 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 2008-2012.

Waste Management Plans are available to download from all local authority websites. The National Hazardous Waste Management Plan 2008-2012 produced by the EPA is available at:

<http://www.epa.ie/downloads/pubs/waste/haz/>

If you need to contact **OFFALY COUNTY COUNCIL – Environment Section** concerning your waste collection permit Application, please use the number provided below.

**Tel: 057 93 46895 or 057 93 46800**

### 1.3 Guidance on the Application Form

An application for a new waste collection permit is made under Article 5 of the Regulations. The contents of an application and the information to accompany an application are specified in Article 7.

A nominated authority may request a waste collection permit holder under Article 23 of the Regulations to review a collection permit.

A waste collection permit holder may submit an application to the nominated authority to review a permit under Article 24 of the Regulations.

Both an application for a new permit or a review of a permit will be made in accordance with the requirements of Articles 5,6 and 7.

The application form is designed in such a way as to set out 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, or 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.

### 1.4 Additional Documents to be Included

Documents and information which must be supplied with the application are presented as a checklist in **Appendix 1** of this application form. The applicant is advised to complete the checklist and submit with the application. Any applicant who does not submit all of the relevant documents will be contacted by the nominated authority to supply the missing documents within a set timescale.

In the case of a multi region application a copy of the complete application must be submitted to each relevant local authority.

**NOTE: An applicant must provide the original copy of the application to the nominated authority, plus one for each other local authority area in which they are or will be collecting waste.**

### **1.5 About these Guidance Notes**

These guidance notes have been developed to assist applicants in the preparation of an application for a single region or multi region waste collection permit or a review of collection permits under the Regulations.

This document does not purport to be and should not be considered a legal interpretation of the provisions and requirements of the Waste Management (Collection Permit) Regulations S.I No. 820 of 2007 and the Waste Management (Collection Permit) Amendment Regulations S.I No.87of 2008.

While every effort has been made to ensure the accuracy of the material contained in this document, the nominated authority assumes no responsibility and gives no guarantees, 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.

For more detailed guidance please refer to the website at [www.epa/wastepermit](http://www.epa/wastepermit)

**2. WASTE COLLECTION PERMIT APPLICATION FORM**

**Section A: Type of Application**

**A.1 Please tick the relevant box to which this application applies. (Only one box may be ticked).**

Application for a <u>single region</u> waste collection permit [Article 5(1)] Go to Section B	<input type="checkbox"/>
Application for a <u>multi-region</u> waste collection permit [Article 5 (2)] Go to Section B	<input type="checkbox"/>
Application for a <u>review of a single region</u> waste collection permit or permits which has been <u>initiated by the nominated authority</u> [Article 23 (1) & (2)]	<input type="checkbox"/>
Application for a <u>review of a multi region</u> waste collection permit or permits which has been <u>initiated by the nominated authority</u> [Article 23 (1) & (2)]	<input type="checkbox"/>
Application for a <u>review of a single region</u> waste collection permit or permits which has been <u>initiated by the permit holder</u> [Article 24 (1) & (2)]	<input type="checkbox"/>
Application for a <u>review of a multi region</u> waste collection permit or permits which has been <u>initiated by the permit holder</u> [Article 24 (1) & (2)]	<input type="checkbox"/>

**Note:** An application for a review of a waste collection permit granted cannot be made any later than 60 working days before the expiry of an existing waste collection permit if it is to remain in force until such time as a reviewed waste collection permit is granted or refused, or the existing waste collection permit is revoked.[Article 24 (1)].

**A.2 If you are applying for a review of a waste collection permit or permits, please provide the following.**

**Existing permit number(s) and expiry date(s)**

Insert more rows or continue on separate sheet if necessary

Nominated Authority	Local Authority Areas where waste is collected	Permit Number	Expiry Date (If applicable)
<b>Document(s) Reference:</b>			

**A.3 Please tick the relevant reasons why a review has either been initiated by the nominated authority or permit holder and provide brief explanation. (Complete one table only).**

**Where a nominated authority has initiated review [Article 23 (1) & (2)]**

Reasons for Review	
Significant change in nature, focus or extent of waste collection activity	<input type="checkbox"/>
Amendment to the Waste Management Plan for the region	<input type="checkbox"/>
Other, please specify below	<input type="checkbox"/>
Explain Reason for Review (insert more rows or continue on separate sheet if necessary) and provide copy of Notice from nominated authority [(article 23 (3))]	
Document(s) Reference:	

**Where a permit holder has initiated review [Article 24 (1) & (2)]**

Reasons for Review	
Significant change in nature, focus or extent of waste collection activity	<input type="checkbox"/>
Holds a number of individual permits and wishes to make one application and to extend waste collection activities	<input type="checkbox"/>
Other, please specify below	<input type="checkbox"/>
Explain Reason for Review (insert more rows or continue on separate sheet if necessary)	
Document(s) Reference:	

**Note:** A significant change in nature, focus or extent of waste collection activity may include the following circumstances:

- Applicant wishes to collect hazardous waste, but currently only has a permit for non-hazardous waste collection

**WASTE COLLECTION PERMIT APPLICATION FORM**

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- The principal waste collection activity has changed either due to an increase or decrease in premises served or the volume of waste for collection has either significantly increased or decreased in a particular region.
- Permit holder wishes to add more regions to their permit
- Change in legal entity of permit holder e.g. change from sole trader to limited company

**A.4 If you are applying for a multi regional waste collection permit, have you had any form of consultation with a nominated authority to confirm your principal waste collection activity ?**

Please include any form of correspondence that may have been received from Nominated authority or contact name and number of the Nominated Authority representative.

Yes

No

<b>Document(s) Reference:</b>	
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<b>Contact Name &amp; Number:</b>	
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**A.5 If you are applying for a review of a single region or multi regional waste collection permit, have you had any form of consultation with a nominated authority ?**

Please include any form of correspondence that may have been received from nominated authority or details of the consultation or contact name and number of the Nominated Authority representative.

Yes

No

<b>Document(s) Reference:</b>	
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<b>Contact Name &amp; Number:</b>	
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**A.6 Is the application being completed by a Consultant/Agent?**

Yes

No



**WASTE COLLECTION PERMIT APPLICATION FORM**

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**If yes** give the Consultant's/Agent's name, address and contact details below.

<b>Address:</b>	
<b>Tel:</b>	
<b>Fax:</b>	
<b>e-mail:</b>	
<b>Contact Name:</b>	

**Section B: About the Applicant**

This section relates to the applicant(s) who will be collecting waste.

**B.1 Full name of applicant(s): [Article 7 (1) (a)]**

Applicant(s) must be a legal entity (individual, sole trader, partnership or body corporate).

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

<b>Name(s):</b>	
<b>Name(s):</b>	
<b>Principal Applicant:</b>	

**B.2 All trade name(s) used or proposed to be used by the applicant(s): [Article 7 (1) (b)].**

<b>Trade Name:</b>	
<b>Trade Name:</b>	

If the applicant is a sole trader, section B3 and B6 do not need to be completed.

**B.3 Is the applicant a body corporate? [Article 7 (1) (e)]**

Yes

No

(i) If **yes** please give the company number and supply a copy of the appropriate certificate issued by the Companies Registration Office:

(ii) If **yes** please give the specified Company Registration or Trade Name if trading under a name.

<b>Company Number:</b>	
<b>Document(s) Reference:</b>	

**B.4 Is the applicant(s) a partnership? [Article 7 (1) (d)]**

Yes

No

If the applicant is a partnership, give the names and addresses of all partners:

**WASTE COLLECTION PERMIT APPLICATION FORM**

<b>Name:</b>	
<b>Address:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Name:</b>	
<b>Address:</b>	

**B.5 Full address of applicant(s) [Article 7 (1) (c)]**

The address of the principal place of business, or in the case of a body corporate the registered or principal office, of the applicant(s) and, where applicable, the telephone number, telefax number and e-mail address of the applicant(s), and, if different, any address to which correspondence relating to the application should be sent:

<b>Address:</b>	
<b>Tel:</b>	
<b>Fax:</b>	
<b>e-mail:</b>	
<b>Contact Name:</b>	

If the applicant(s) is a body corporate please give the name and address of any person who is a director, manager, company secretary or other similar officer of each body corporate: [Article 7 (1) (e)].

<b>Name, address and position:</b>	
<b>Name, address and position:</b>	
<b>Name, address and position:</b>	
<b>Name, address and</b>	

<b>position</b>	
<b>Name, address and position:</b>	

**B.6 Relevant Convictions/Court Order [Article 7(1)(k)]**

Has the applicant, including in the case of a body corporate any officer of that body corporate, been convicted of any offence, prescribed under the Waste Management Acts 1996-2007, the Environmental Protection Agency Acts 1992 and 2003, the Local Government (Water Pollution) Acts 1977 and 1990 or the Air Pollution Act 1987 and article 21 of the Waste Management (Collection Permit) Regulations S.I No. 820 of 2007 and the Waste Management (Collection Permit) Amendment Regulations S.I No 87 of 2008, within the previous 10 years? [Article 7(1)(k) & (l)]

Yes

No

**If yes** please include a supplementary sheet detailing the court hearing, the case, nature of the offence and any penalty or requirements imposed by the court. Where there is more than one offence to be considered, please use a separate sheet for each offence. [Article 7(1) (k) & (l)].

<b>Document(s) Reference:</b>	
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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.

<b>Document(s) Reference:</b>	
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**B.7 Technical Competence (Fit and Proper Person)**

Please detail the applicant(s) technical knowledge and qualifications relevant to the collection of waste. [Article 4 & Article 7(1)(k) & (l)] & {Article 17 (3) (c)}, Please use a separate sheet if required.


<b>Document(s) Reference:</b>

**B.8 Financial Commitment Discharge (Article 4)**

Please provide particulars in respect of such matters affecting the ability of the applicant(s) to meet the financial commitments or liabilities which will be entered into or incurred by the person(s) in carrying on the activity or in ceasing to carry on waste collection activity/s.

<b>Document(s) Reference:</b>	
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**B.9 Insurance Details.**

Please provide the following insurance details and a copy of the insurance policy.

	Amount of Cover	Expiry Date
<b>Public Liability</b>		

<b>Document(s) Reference:</b>	
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## Section C: About the Waste Collection Activity

### C.1 Waste Collection Areas and Regions

Tick the relevant box or boxes to identify the local authority area or areas in the regions where waste is or will be collected.

Region	Nominated Authority	Local Authorities	Tick which applies
North East	Meath County Council	Cavan County Council	<input type="checkbox"/>
		Louth County Council	<input type="checkbox"/>
		Meath County Council	<input type="checkbox"/>
		Monaghan County Council	<input type="checkbox"/>
Dublin	Dublin City Council	Dublin City Council	<input type="checkbox"/>
		Dun Laoghaire-Rathdown County Council	<input type="checkbox"/>
		Fingal County Council	<input type="checkbox"/>
		South Dublin County Council	<input type="checkbox"/>
South-East	Kilkenny County Council	Carlow County Council	<input type="checkbox"/>
		Kilkenny County Council	<input type="checkbox"/>
		South Tipperary County Council	<input type="checkbox"/>
		Waterford County Council	<input type="checkbox"/>
		Waterford City Council	<input type="checkbox"/>
		Wexford County Council	<input type="checkbox"/>
Cork	Cork County Council	Cork County Council	<input type="checkbox"/>
		Cork City Council	<input type="checkbox"/>
Mid-West	Limerick County Council	Limerick County Council	<input type="checkbox"/>
		Limerick City Council	<input type="checkbox"/>
		Kerry County Council	<input type="checkbox"/>
		Clare County Council.	<input type="checkbox"/>
Connaught	Mayo County Council	Galway County Council	<input type="checkbox"/>
		Galway City Council	<input type="checkbox"/>
		Leitrim County Council	<input type="checkbox"/>
		Mayo County Council	<input type="checkbox"/>
		Roscommon County Council	<input type="checkbox"/>
		Sligo County Council	<input type="checkbox"/>
Midlands	Offaly County Council	Laois County Council	<input type="checkbox"/>
		Longford County Council	<input type="checkbox"/>

**WASTE COLLECTION PERMIT APPLICATION FORM**

Region	Nominated Authority	Local Authorities	Tick which applies
		Offaly County Council	<input type="checkbox"/>
		North Tipperary County Council	<input type="checkbox"/>
		Westmeath County Council	<input type="checkbox"/>
Wicklow	Wicklow County Council	Wicklow County Council	<input type="checkbox"/>
Kildare	Kildare County Council	Kildare County Council	<input type="checkbox"/>
Donegal	Donegal County Council	Donegal County Council	<input type="checkbox"/>

**C.2 Principal Waste Collection Region**

In the case of an application or a review for a multi-regional waste collection permit, state the basis upon which the principal region of waste collection activity has been chosen at the time of application.

<b>Principal Waste Collection Region</b>
<b>Reason</b>
<b>Number of premises served</b>
<b>Total estimated quantity of waste to be collected</b>

**Note:** A principal waste collection activity is defined in the Regulations as the greatest extent of waste collection activities, by either the number of premises served or estimated quantity of waste to be collected.

**C.3 Waste Type and Description**

Please complete Table C.3 attached in **Appendix 2**, this table can be completed by hand or electronically. The table is available for download at [www.epa/wastepermit](http://www.epa/wastepermit)

Guidance on the use of the table is provided within the excel sheet itself. The table can be used to determine the principal waste collection activity.

The electronic sheet provides two worksheets, one for household waste collections and the second for other waste collections. Both worksheets have drop down lists for applicants to select region, local authority areas and waste types corresponding to the European Waste Catalogue (EWC). The EWC can be downloaded from [www.epa.ie/downloads/pubs/waste/stats/](http://www.epa.ie/downloads/pubs/waste/stats/)

The household waste collection sheet is presented in two Parts. Part 1 deals with door to door waste collections and Part 2 deals with collection of household wastes from bring centres for example.

**Note:** Sample rows have been completed as examples of the information to be included in Table C.3, please delete these rows before completion.

**C.4 Consultation regarding relevant regional waste plan requirements or requirements of National Hazardous Waste Management Plan.**

Have you had any form of consultation with a nominated authority to discuss any requirements of relevant waste plans?.

Please include any form of correspondence that may have been received from the Nominated authority or details of the consultation.

Yes

No

<b>Document(s) Reference:</b>	
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**C.5 Facilities in Ireland**

In addition to the details of any facility or facilities that is intended to be used in connection with the waste collection as requested in form C.3, please provide the letter/s of acceptance from each facility that is intended to be used in connection with the waste collection activity. These letters must be provided on the facility/s headed paper, detailing their agreement to accept the specified waste types and volumes and should include the EWC codes.

<b>Document(s) Reference:</b>	
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**C.5 Facilities outside of Ireland**

Please include a copy of the contract between the notifier and the facility from each facility outside of ROI.

<b>Document(s) Reference:</b>	
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**C.6 Vehicles**

Do you currently have vehicles (owned, leased and or owner driver used by applicant) for waste collection?

(Note: New entrants to the market do not have to provide vehicle details at the application stage, however, if granted a waste collection permit they must provide



**WASTE COLLECTION PERMIT APPLICATION FORM**

vehicle details to the nominated authority prior to waste collection activities commencing).

Yes

No

**If yes**, please provide the following details.

Registration No.	Vehicle Type	Volume (Cubic Metres)	Owned/Leased or owner driver

Note: In the case of owned/Leased vehicles, the following is required:

- A copy of vehicle ownership document / Lease Agreement in the name of the applicant
- A copy of the contract between the sub-contractor and the permit holder stating that the waste they collect will only be delivered to the waste collection permit holders specified facilities
- A copy of the vehicle registration certificate in the name of the applicant for each vehicle.

**C.7 Skips**

**Please state Skip Type and volume for all Skip Containers (If applicable):**

(Continue on a separate sheet if necessary)

Skip Type	Volume (Cubic Metres)	Number of these Skip Types	Total Volume (Cubic Metres)

**Document(s) Reference:**

Is the applicant licenced under the control of Skip bye-laws? (Tick as appropriate):  
(Please refer to the Roads Division of the nominated authority for these details)

Yes

No

**If yes**, please give details as they appear on the Skip Operating Licence:

<b>Skip operator Name and Licence Number:</b>
<b>Skip Operator Address:</b>

**Section D: Additional Information.**

**F.1 Additional Information**

If there is additional information which the applicant feels may be required or beneficial to the nominated authority in making its decision or any information identified during pre-application consultation, this should be included here.

Supporting documents may be provided.

<b>Document(s) Reference:</b>

**Section E: Statutory Declaration**

I declare that the information given in the application by (Legal Entity)

\_\_\_\_\_ for the purpose of obtaining a waste collection permit is correct, and that no information which is required to be included in the said application has been omitted.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

I authorise **OFFALY COUNTY COUNCIL** to make any enquiries from official sources as it may consider necessary for the purpose of determining this application and, pursuant to section 8 of the Data Protection Act 1988, I consent to the disclosure of details of convictions for relevant offences specified under article 21 of the Waste Management (Collection Permit) Regulations 2007.

Signature:

\_\_\_\_\_

Name (block capitals)

Declared before me at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, 20\_\_\_\_. #

# To be completed by a Solicitor/Commissioner of Oaths/Notary Public/Peace Commissioner/Garda Síochána.

Signature of Witness

Occupation

Date \_\_\_\_\_

**WARNING** Any person who gives false or misleading information for the purpose of obtaining a waste collection permit renders themselves liable to severe penalties.

## 1. CHECKLIST OF INFORMATION TO BE SUPPLIED WITH APPLICATION

Information required	Article	Included
One fully completed application form <b>ONLY</b> .		<input type="checkbox"/>
A copy of the relevant page from the newspaper(s) in which notice(s) in accordance with article 6 have been published.	6 & 7(3)(a)	<input type="checkbox"/>
Details of any court hearing, case, nature of the offence and any penalty or requirements imposed by the court.	7(1)(k)&(i) & 21	<input type="checkbox"/>
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	7(1)(l), 21	<input type="checkbox"/>
A copy of Notice from nominated authority instigating a review (If applicable).	23(3)	<input type="checkbox"/>
Any form of correspondence that may have been received from nominated authority regarding consultation, or contact name and number, if available.	23(3)(a)(iv)	<input type="checkbox"/>
A statutory declaration signed by the applicant, each partner if in the case of a partnership, or a director, manager, company secretary or similar officer in the case of a body corporate.	7(3)(b)	<input type="checkbox"/>
A copy of tax clearance/C2 certificate, or where the applicant is resident outside the State, an appropriate certificate from the relevant tax authority/ies.	7(3)(c)	<input type="checkbox"/>
A copy of the applicant's Certificate issued by the Companies Registration Office.	7(3)(d)	<input type="checkbox"/>
A copy of proof of trade name, where applicable.	7(3)(e)	<input type="checkbox"/>
The appropriate fee ( *see note below)	7(3)(f)	<input type="checkbox"/>
In the case of a multi-regional application, a copy of the complete application for each relevant local authority.	7(3)(g)	<input type="checkbox"/>
In the case of an application relating to the collection of hazardous wastes, a copy of the complete application for the Environment Protection Agency.	7(3)(h)	<input type="checkbox"/>
For a multi regional application, copy of correspondence from Local Authority confirming they are the authority where principal waste activity is taking place or contact name and number	7(1)(h)	<input type="checkbox"/>
Completed worksheet for Question C.3		
Relevant sections of the destination facility's Permit/Licence		<input type="checkbox"/>
Letters of acceptance from each facility that is intended to be used in connection with the waste collection activity, including EWC codes accepted and the waste permit/licence number of the facility		<input type="checkbox"/>
Copy of the contract between the notifier and the facility from each facility outside of ROI		<input type="checkbox"/>
A copy of vehicle ownership document / Lease Agreement in the name of the applicant		<input type="checkbox"/>

WASTE COLLECTION PERMIT APPLICATION FORM

A copy of the contract between the sub-contractor and the permit holder stating that the waste they collect will only be delivered to the waste collection permit holders specified facilities		<input type="checkbox"/>
A copy of the vehicle registration certificate for each vehicle.		<input type="checkbox"/>
A copy of Insurance Policy Certificate		<input type="checkbox"/>
<p>NOTE *</p> <p><b><u>New Application Fees</u></b></p> <p><b>In the case of a single-region Permit the fee payable is €1000</b>  <b>In the case of a multi-region Permit the fee payable is €1000 per region up to a maximum charge of €5000 for all Regions.</b></p> <p><b><u>Review Fees</u></b></p> <p><b>In the case of a single-region Permit the review fee payable is €500</b>  <b>In the case of a multi-region Permit the review fee payable is €500 per region up to a maximum charge of €2500 for all Regions.</b></p>		

**2. TABLE C.3 WASTE TYPES AND QUANTITIES**