

**Waste Management Act 1996 as amended**  
**Waste Management (permit) Regulations S.I. 165 of 1998 (as amended)**  
**Permit Application Form**



**Mayo County Council,**  
**Aras an Chontae,**  
**The Mall,**  
**Castlebar,**  
**Co. Mayo.**  
**094-9024444**

<b>For Office Use Only</b> Application No:..... Date Received:..... Fee Received:..... Receipt No:.....
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**1.Name of Applicant:** \_\_\_\_\_

Applicants address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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**2.**

If a body corporate, Registered Company Name (if a body corporate):

\_\_\_\_\_

Address of registered or principal office: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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**3.**

Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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**4.**

Postal Address of the facility to be permitted: \_\_\_\_\_

\_\_\_\_\_

National Grid Reference (see Guidance Notes)

Easting \_\_\_\_\_ Northings \_\_\_\_\_

**5.**

Name and address of the owner if different from the applicant

\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**6.**

Name and address of the operator if different from the applicant.

\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**7.**

Brief general description of the proposed activity: \_\_\_\_\_

\_\_\_\_\_

Describe the nature of the facility concerned by specifying the relevant activities in part 1 of the Waste Management (Permit) Regulations, 1998 to which the application relates.

Please tick the relevant box (s) in the following table.

Table 1

(a)	The incineration of waste (other than hazardous or hospital waste) at a facility the capacity of which is equal to or less than 1 tonne per hour	<input type="checkbox"/>
(b)	The recovery of scrap metal or other metal waste	<input type="checkbox"/>
(c)	The dismantling or recovery of vehicles	<input type="checkbox"/>
(d)	The recovery of waste, which is composed of or contains mercury or its compounds (including electric lamps, light bulbs and fluorescent tubes)	<input type="checkbox"/>
(e)	The recovery of waste (other than hazardous waste) at a facility (other than a facility for the composting of waste where the amount of compost and waste held at the facility exceeds 1000 cubic metres at any time).	<input type="checkbox"/>
(f)	The disposal of waste (other than hazardous waste) at a facility (other than a landfill facility) where the annual intake does not exceed 5,000 tonnes per annum.	<input type="checkbox"/>

**8.**

Specify the class of activity or activities concerned in accordance with the third or fourth schedules of the Act as amended to which the application relates. Please tick the relevant box(s) in the following table.

Table 2

**THIRD AND FOURTH SCHEDULES OF THE WASTE MANAGEMENT ACT 1996**

<b>WASTE MANAGEMENT ACT, 1996</b>			
<b>THIRD SCHEDULE WASTE DISPOSAL ACTIVITIES</b>		<b>FOURTH SCHEDULE WASTE RECOVERY ACTIVITIES</b>	
1. Deposit on, in or under land (including landfill).	<input type="checkbox"/>	1. Solvent reclamation or regeneration.	<input type="checkbox"/>
2. Land treatment, including biodegradation of liquid or sludge discards in soils.	<input type="checkbox"/>	2. Recycling or reclamation of organic substances which are not used as solvents (including composting and other biological processes).	<input type="checkbox"/>
3. Deep injection of the soil, including injection of pumpable discards into wells, salt domes or naturally occurring repositories.	<input type="checkbox"/>	3. Recycling or reclamation of metals and metal compounds.	<input type="checkbox"/>
4. Surface impoundment, including placement of liquid or sludge discards into pits, ponds or lagoons.	<input type="checkbox"/>	4. Recycling or reclamation of other inorganic materials.	<input type="checkbox"/>
5. Specially engineered landfill, including placement into lined discrete cells which are capped and isolated from one another and the environment.	<input type="checkbox"/>	5. Regeneration of acids or bases.	<input type="checkbox"/>
6. Biological treatment not referred to elsewhere in this Schedule which results in final compounds or mixtures which are disposed of by means of any activity referred to in paragraphs 1 to 5 or paragraphs 7 to 10 of this Schedule.	<input type="checkbox"/>	6. Recovery of components used for pollution abatement.	<input type="checkbox"/>
7. Physico-chemical treatment not referred to elsewhere in this Schedule which results in final compounds or mixtures which are disposed of by means of any activity referred to in paragraphs 1 to 5 or paragraphs 8 to 10 of this Schedule (including evaporation, drying and calcination).	<input type="checkbox"/>	7. Recovery of components from catalysts.	<input type="checkbox"/>
8. Incineration on land or at sea.	<input type="checkbox"/>	8. Oil re-finishing or other re-uses of oil.	<input type="checkbox"/>
9. Permanent storage, including emplacement of containers in a mine.	<input type="checkbox"/>	9. Use of any waste principally as a fuel or other means to generate energy.	<input type="checkbox"/>
10. Release of waste into a water body (including a seabed insertion).	<input type="checkbox"/>	10. The treatment of any waste on land with a consequential benefit for an agricultural activity or ecological system.	<input type="checkbox"/>
11. Blending or mixture prior to submission to any activity referred to in a preceding paragraph of this Schedule.	<input type="checkbox"/>	11. Use of waste obtained from any activity referred to in a preceding paragraph of this Schedule.	<input type="checkbox"/>
12. Repackaging prior to submission to any activity referred to in a preceding paragraph of this Schedule.	<input type="checkbox"/>	12. Exchange of waste for submission to any activity referred to in a preceding paragraph of this Schedule.	<input type="checkbox"/>
13. Storage prior to submission to any activity referred to in a preceding paragraph of this Schedule, other than temporary storage, pending collection, on the premises where the waste concerned is produced.	<input type="checkbox"/>	13. Storage of waste intended for submission to any activity referred to in a preceding paragraph of this Schedule, other than temporary storage, pending collection, on the premises where such waste is produced.	<input type="checkbox"/>



**10. Facility Details**

Area of the facility (sq. m.): \_\_\_\_\_

Is the facility for which this application is being made an existing facility? YES  NO   
If yes state

a) Reference number (s) of any previous waste permit (s): \_\_\_\_\_

b) Reference number of planning permission: \_\_\_\_\_

c) Reference number of any water discharge licence: \_\_\_\_\_

d) Reference number of any air emission licence: \_\_\_\_\_

**11. Description of the Plant (describe buildings, machines, equipment etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Methods used \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Processes used \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Operating procedures for activity \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ (include attachments if required)

**Days and hours of operation**

Monday:	_____	-	_____	;	_____	-	_____
Tuesday:	_____	-	_____	;	_____	-	_____
Wednesday:	_____	-	_____	;	_____	-	_____
Thursday:	_____	-	_____	;	_____	-	_____
Friday:	_____	-	_____	;	_____	-	_____
Saturday:	_____	-	_____	;	_____	-	_____
Sunday	_____	-	_____	;	_____	-	_____

12. Site Infrastructure Please complete the following table

**TABLE 4: SITE INFRASTRUCTURE**

ITEM	Provided – Yes/No	Details Attached? Yes/No
Site Fencing		
Weighbridge		
Wheel Wash		
Fuel Store		
Waste Inspection Area		
Waste Quarantine Area		
Plant Sheds, Garages and Equipment Compound		
Site Accommodation		
Slurry/Sludge Storage Facilities		
Other		

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### Emissions

Give particulars of source, location, nature, composition, quantity, level and rate of emissions arising from the activity, and where relevant, the period or periods during which such emissions are made or are to be made (include detailed drawings to a suitable scale where appropriate):

Please complete table 5 and 6 below

**TABLE 5: EMISSIONS TO AIR**

Reference No.	Source of Emission	Location	Nature of emission	Composition	Frequency	Treatment	Flowrate m <sup>3</sup> /h
A01							
A02							
A03							
A04							
A05							
A06							
A07							

- Source of Emission: Name the source, e.g. chimney, pipe etc.
  - Location: Identify the plant, e.g. shed, machine yard etc.
  - Nature of Emission: Describe the type of emission, e.g. smoke, gas etc.
  - Composition: Give details of the composition, e.g. carbon dioxide (CO<sub>2</sub>), carbon monoxide (CO) etc.
  - Frequency: Name how often it occurs, e.g. 4 times per day, all day etc.
  - Treatment: Describe the treatment facilities, e.g. biofilter, carbon-filter etc.
  - Flow-rate: Quantify the flow-rate of the emission in m<sup>3</sup>/h if it occurs.
- Note:- Remember to mark the location of these reference numbers on your site plan

**TABLE 6: EMISSIONS TO WATER**

<b>Reference No.</b>	<b>Source of Emission</b>	<b>Location</b>	<b>Nature of emission</b>	<b>Composition</b>	<b>Frequency</b>	<b>Flowrate m<sup>3</sup>/h</b>	<b>Treatment Facilities</b>
<b>W01</b>							
<b>W02</b>							
<b>W03</b>							
<b>W04</b>							
<b>W05</b>							
<b>W06</b>							
<b>W07</b>							

Source of Emission: Name the source, e.g. chimney, pipe etc.  
 Location: Identify the plant, e.g. shed, machine yard etc.  
 Nature of Emission: Describe the type of emission, e.g. smoke, gas etc.  
 Composition: Give details of the composition, e.g. carbon dioxide (CO<sub>2</sub>), carbon monoxide (CO) etc.  
 Frequency: Name how often it occurs, e.g. 4 times per day, all day etc.  
 Treatment: Describe the treatment facilities, e.g. biofilter, carbon-filter etc.  
 Flow-rate: Quantify the flow-rate of the emission in m<sup>3</sup>/h if it occurs.  
 Note:- Remember to mark the location of these reference numbers on your site plan



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Monitoring and Sampling

Please identify monitoring and sampling points and indicate proposed arrangements for the monitoring of emissions and the environmental consequences of any such emissions: (include detailed drawings to a suitable scale where appropriate):

**TABLE 7: Monitoring**

<b>Reference No.</b>	<b>Ref.-No. of Emission</b>	<b>Monitoring Location</b>	<b>Monitoring Parameters</b>	<b>Frequency of Monitoring</b>	<b>Monitoring Equipment</b>	<b>Impact of Emission</b>
<b>M01</b>						
<b>M02</b>						
<b>M03</b>						
<b>M04</b>						
<b>M05</b>						

Ref.-No. of Emission: Name the Reference Number As per Table 5 or Table 6 and mark their locations on your site plan

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Describe, for each of the following where applicable, the existing or proposed measures, including emergency procedures, to prevent unauthorised or unexpected emissions and minimise the impact on the environment of any such emissions (include attachments id required):

Air \_\_\_\_\_

Ecology \_\_\_\_\_

Human beings \_\_\_\_\_

Hydrogeology \_\_\_\_\_

Surface water \_\_\_\_\_

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Environmental Nuisances – Control Measures Please give details of those applicable to the nature of the proposed operation.

Table 8

Bird Control	
Dust Control	
Fire Control	
Litter Control	
Aerosols	
Noise Control	
Odour Control	
Road Cleansing	
Traffic Control	
Vermin Control	

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Off-Site Recovery / Recycling / Disposal of Waste. Please complete table below where applicable

TABLE 9 - OFF SITE MOVEMENT OF WASTE

<b>WASTE DESCRIPTION</b>	<b>EWC code</b>	<b>QUANTITY (TONNES PER ANNUM)</b>	<b>NAME OF SITE ACCEPTING WASTE</b>	<b>LICENSE OR PERMIT NO</b>	<b>STATE WHETHER RECYCLING, RECOVERY OR DISPOSAL</b>



**19**

Please confirm the following items are included by ticking the boxes in the next table.

Item	Included	
<b>A copy of the relevant full page of the Newspaper in which the Notice has been published,</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>A copy of the text of the Site Notice</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Original + 4 copies of the site layout plan (at least 1:500)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Original + 4 copies of location map (at least 1:2500)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Northing and Easting of the facility</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Original + 4 copies of other plans and elevations and cross-sections</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Original + 4 copies of completed application form</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Original + 4 copies of all supporting reports and documentation</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Application Fee of €254.00</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Declaration:**

I/We Hereby make an application for a Waste Permit, pursuant to the provisions of the Waste Management Act 1996 as amended including the Waste Management (Permit) Regulations 1998 made thereunder.

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

**Print Name** \_\_\_\_\_

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

**Position in Organisation** \_\_\_\_\_

**On Behalf of (Name Of Organisation)** \_\_\_\_\_

**Notes:**

- In the case of a Partnership, all Partners should sign the Declaration
- If an Agent/Consultant signs the Application, the proposed Waste Permit holder must also sign and date the Declaration.
- Applicants are advised that a person who makes a statement in an application, which is false or misleading, is guilty of an offence under if convicted on indictment, imprisonment or a fine or both.

# **Guidance Notes**

## **General Notes**

(1) All sections of the application form must be completed. An applicant may insert N/A (Not Applicable) if they believe the section is not relevant to the facility to which the application related.

(2) A Permit is required for:

- (a) the disposal in a specified manner of a specified class or classes of waste at its place of production, or
- (b) the recovery in a specified manner of a specified class or classes of waste,

if and for so long as the person carrying out the disposal or recovery of the waste, as the case may be, complies with specified conditions in relation to the carrying out of such disposal or recovery.

(3) An applicant must

- (a) within the period of two weeks before the making of an application for a Waste Permit, publish notice of the intentions to make the application in a newspaper circulating in the district in which the activity is or will be carried on, and
- (b) not later than the making of the application, give notice of the application by the erection or fixing of a site notice on the facility or premises concerned.

(4) Requirements as to Notices:

(a) A notice published in a newspaper shall contain as a heading the words “Application to XXXX County / City Council for a Waste Permit” and shall

- (i) give name and address of the applicant
- (ii) state the location or postal address of the facility to which the application relates,
- (iii) specify the class or classes or activity concerned, in accordance with the Third and Fourth Schedules of the Act and, in the case of two or more activities, identify the principal activity
- (iv) state that a copy of the application for a Waste Permit will, as soon as is practicable after receipt by the Local Authority, be available for inspection or purchase at the principal office of the said Authority.

(b) A site notice erected or fixed on any facility shall –

- (i) be painted or inscribed, or printed and affixed, on a durable material,
- (ii) be securely erected or fixed in a conspicuous position –
  - 1) on or near the main entrance to the facility from a public road, or
  - 2) on any other part of the facility adjoining a public road,

and shall be so erected or fixed and the text shall be so painted, inscribed or printed that the Notice shall be capable of being read by persons using the said public road.

- (c) Where the facility to which an application relates does not adjoin a public road, a site notice shall be erected or fixed in a conspicuous position on the facility so as to be easily visible and legible by persons outside the facility.
  - (d) A site notice erected or fixed on any facility shall be headed “Application to XXXX County / City Council for a Waste Permit” and shall
    - (i) indicate the site location or proposed location of the activity, and
    - (ii) comply with the requirements specified in paragraphs (i), (ii), (iii) and (iv) of sub-article (a) of these explanatory notes.
  - (e) A site notice erected or fixed on any facility shall be maintained in position where erected or fixed for at least one month after the making of the relevant application, and shall be renewed or replaced if it is removed or becomes defaced or illegible within the period during which it is required to be displayed.
- (5) Further Notice:  
Where –
- (a) a period of more than two weeks has elapsed between the publication in a newspaper of a notice and the making of relevant application or
  - (b) it appears to the Local Authority that any notice published or given does not comply with the provisions of Section 5 (of these explanatory notes) or if, because of its content or for any other reason, misleading or inadequate for the information of the public,  
the authority shall require the applicant to publish, erect or fix such further notice in such a manner whether in a newspaper or otherwise, for such period and in such terms as it may specify an to submit to it such evidence as it may specify in relation to compliance with any such requirement.
- (6) An application should be forwarded to your Local Authority

### **Glossary Of Terms**

**EWC                    European Waste Catalogue and Hazardous Waste List, valid from 1<sup>st</sup> January 2002, Published by the Environmental Protection Agency 2002**

### **Definitions**

Definitions are as per Waste Management Acts as amended.

### **National Grid Reference**

Select the approximate centre of the site to be permitted when calculating the Notional Grid Reference.

## **Site Plan**

The following should be included on the site plan:

- (a) the position of the site notice.
- (b) the layout of the facility identifying the nature and purpose of each part of the facility.
- (c) The type of waste to be stored in each part of the facility.
- (d) The layout of water mains, fire hydrants, surface water drains, foul sewers, septic tanks, percolation areas.
- (e) the point or points from which emissions are made or are to be made, (Clearly indicate the reference points referred to in table XXX)
- (f) the point or points at which monitoring and sampling are, or are to be undertaken (Clearly indicate the reference points referred to in table XXX)
- (g) Contour survey with contours at 1.0 meter intervals before any disturbance of ground levels
- (h) Relevant cross-sections of the site showing undisturbed ground levels and proposed finished final levels in relation adjoining lands.

**Note the applicant is advised that this activity may require a**

**planning permission.**



# **SAMPLE NEWSPAPER NOTICE**

## **Application to XXXX County / City Council for a Waste Permit**

(Applicants Name and Address)

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Hereby gives notice that an application has been made to Mayo County Council for a Waste Permit at the following site location: (insert address of the facility to which the application relates)\_\_\_\_\_.

For: (state the class or classes of activity concerned, in accordance with the 3<sup>rd</sup> and 4<sup>th</sup> Schedule of the Waste Management Act 1996. In the case of two or more activities, identify the principal activity) \_\_\_\_\_.

A copy of this application is available for inspection or purchase at XXXX City /  
|County Council Offices at the following address

YYYYYYYYYYYYYY  
YYYYYYYYYYYYYY  
YYYYYYYYYYYYYY  
YYYYYYYYYYYYYY

# SAMPLE SITE NOTICE

## Application to XXXXX County / City Council for a Waste Permit

(Applicants Name & Address)

\_\_\_\_\_

Hereby gives Notice that an application has been made to Mayo County Council for a Waste Permit under The Waste Management Act 1996, and as set out in S.I. No. 165 of the Waste Management (Permit Regulations) 1998 at the following site location (or proposed location of activity)

(Address) \_\_\_\_\_

For:

(State the class or classes of activity concerned, in accordance with 3<sup>rd</sup> and 4<sup>th</sup> Schedule of the Waste Management Act 1996. In the case of two or more activities, identify the principal activity).

\_\_\_\_\_  
\_\_\_\_\_

A copy of this application is available for inspection or purchase at XXXX City /  
|County Council Offices at the following address

YYYYYYYYYYYYYY  
YYYYYYYYYYYYYY  
YYYYYYYYYYYYYY  
YYYYYYYYYYYYYY

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