



# Permit for waste collectors and carriers operating in the Grand Duchy of Luxembourg

## Information on how to fill out the application form

Administration de l'environnement  
Division des déchets  
1, avenue du Rock'n'Roll  
L - 4361 Esch-sur-Alzette

5<sup>th</sup> April 2012

### 1. What you need to know

- In accordance with Article 30 of the Law of **21 March 2012** regarding waste, ***the establishments and undertakings ensuring the collection and transport of waste in the Grand Duchy of Luxembourg*** are subject to a permit issued by the Minister.
- The permit issued in the context of this application is only valid for collection or transport activities. This permit does not cover any other activities such as dealing or brokering waste. If you want to carry out these activities as well, you must submit a separate application form for dealers and brokers.
- In order to ensure the collection and transport of waste, you must be in possession of a contract
  - either with the producer of waste who has himself found a recipient for the waste; alternatively, this producer issues a certificate (f.ex. a letter) declaring his intention to employ your services in carrying the waste (EWC codes) in question;

- either with a waste dealer/broker licensed in Luxembourg; alternatively, this dealer/broker licensed in Luxembourg issues a certificate (f.ex. a letter) declaring his intention to take charge of the waste (EWC codes) carried by your company.
- These contracts and certificates are not required if you are yourself in possession of a permit for dealers and brokers for the waste that is the subject of this application.
- The explanations set forth hereunder are aimed at applicants with the purpose of helping them to fill out the application form.
- You must submit one copy of the application form to the address mentioned above.

## 2. What you need to be aware of

- The documents that you need to attach to this application form must be written in one of the following languages: Luxembourgish, French, or German. Any document written in another language shall be rejected, unless a translation is provided. **For documents issued by the competent authority of a country that is not a member of the European Union, you must attach a certified translation.**
- **Applicants are allowed to submit copies of the documents that they must attach. However, for the following documents, the original or a certified copy must be submitted:**
  - **the criminal records / certificates of good conduct;**
  - **the certificates issued by the licensed dealers/brokers/producers;**
  - **any other document issued by the competent authority of a country that is not a member of the European Union.**
- Copies printed on thermal paper shall be rejected.
- You must initial every page of the application form, including the annexes and the documents to be attached.
- You must fill out the application form in block letters and you must attach the annexes to the corresponding chapters.
- You must indicate the dates as follows (DD/MM/YY).

### 3. Filling out the form

#### Box 0

Choose as appropriate.

#### Box 1

Please fill in the information relating to your company. You must indicate the address of the company's headquarters (as recorded in the Registry of Commerce and Companies, where applicable).

#### Box 2 and Box 3

In this box, you must indicate the information relating to the company's general manager and his/her deputy. You must attach the criminal records of each person and you must attach them directly behind that page.

#### Box 4 and Box 5

In this box, you must indicate the information relating to the person responsible for overseeing the waste collection and transport activities and his deputy. You must attach the criminal records of each person and you must attach them directly behind that page.

#### Box 6

Under **point a)** you must indicate the number and date of the trade permit. You must attach a copy of the trade permit directly behind the page of point 6).

Under **point b)** you must indicate the date of establishment of the company. You must attach a copy of the document directly behind the page of point 6).

Under **point c)** you must indicate the number and date of the general liability insurance policy. You must attach a certificate by the insurance company proving the existence of the policy. This certificate must also mention that damages caused by the loading/unloading of the vehicle are covered.

The following minimum amounts are prescribed:

Amount per claim (material damage or personal injury)	Types of waste
2.500.000.- Euro	hazardous waste (according to the European Waste Catalogue, EWC)
1.250.000.- Euro	hazardous waste with low risk or no risk in the event of a road accident (f.ex. treated wood waste)
500.000.- Euro	non-hazardous waste
250.000.- Euro	non-hazardous waste carried by vehicle(s) with a gross vehicle mass (GVM) < 3,5 tons

Under **point d)** you must indicate the number and date of a permit issued by another EU member state. Moreover, you must attach a copy of this permit directly behind that page. If you do not possess such a permit, you must cross out section d).

Under **point e)** you must indicate the date of approval of the company's statutes. You must attach a copy of the statutes directly behind the page of point 6).

## Box 7

The applicant must fill in and sign this box.

## Annex 1

In this annex, you must list the types of waste that you would like to collect or carry.

**Column 1)** "*Sequence N°*" must indicate the sequence number (1, 2, 3 etc.).

**Column 2)** "*EWC waste code*" must indicate the waste code. Only the six-digit codes of the European Waste Catalogue (EWC) are allowed. However, the codes ending in '99' may only be used if there is no more appropriate code. If a code ending in '99' is indicated, the exact name of the waste (not the description of the EWC) must be indicated in column 3. If no other code is more appropriate, the code ending in '99' shall be reserved for the name indicated in column 3.

This catalogue can be seen and downloaded here:

[http://www.environnement.public.lu/dechets/informations\\_pratiques/code\\_europeen\\_fr.pdf](http://www.environnement.public.lu/dechets/informations_pratiques/code_europeen_fr.pdf)

If you have specific questions about the codes, please contact the Administration de l'environnement.

**Column 3)** *“Description of the waste category”* must indicate the description of the waste according to the EWC.

If you need several pages to fill in this information, please provide additional copies of the page as appropriate. In this case, you must indicate the page number at the top of the page. The applicant must initial every page of the annex.

## **Annex 2**

In this annex, you must indicate the information relating to the means of transport.

**Column 1** *“Vehicle registration N°”* must indicate the number of the vehicle registration plate. You must attach a copy of the vehicle registration card directly behind Annex 2.

**Column 2** *“Vehicle type”* must indicate the type of vehicle (f.ex. tractor, trailer, semi-trailer truck).

**Column 3** *“A.D.R. certificate valid until”* must indicate the date of expiration of the A.D.R. certificate corresponding to the vehicle. You must attach a copy of each A.D.R certificate directly behind Annex 2. If you want to collect or carry only waste that does not fall within the scope of the A.D.R., you must note down "not applicable" in this column and you must initial the box.

**Column 4** *“Insurance N° of the vehicle”* must indicate the number of the general liability insurance policy in question. You must attach a copy of each insurance policy directly behind Annex 2.

If you need several pages to fill in this information, please provide additional copies of the page as appropriate. In this case, you must indicate the page number at the top of the page. The applicant must initial every page of the annex.

## **Annex 3**

In this annex, you must indicate the information relating to the transport containers.

**Column 1** *“Description”* must indicate the type of container (f.ex. skip, leak-proof container, bulk container on a truck/trailer, etc.).

**Column 2** *“Waste category (sequence N° as in Annex 1)”* must indicate the types of waste that will be carried in the container indicated in column 1 of the same row. This column must indicate the sequence number of the waste mentioned in column 1 of Annex 1.

**Column 3** *“Certificate of conformity”* must indicate the number of the container's certificate of conformity. You must attach a copy of the container's certificate of conformity directly behind Annex 3.

If you need several pages to fill in this information, please provide additional copies of the page as appropriate. In this case, you must indicate the page number at the top of the page. The applicant must initial every page of the annex.

#### **Annex 4**

in Annex 4, you must indicate the information relating to the A.D.R. drivers. If you want to collect or carry only waste which does not fall within the scope of the A.D.R., you do not need to fill in this annex.

**Column 1** "*Name of the A.D.R. driver*" must indicate the surname and forename(s).

**Column 2** "*Date of issue of the A.D.R. driving licence*" must indicate the date of issue of the A.D.R. driving licence. You must attach a copy of the A.D.R. driving licence directly behind Annex 4.

**Column 3** "*Date of expiration of the A.D.R. driving licence*" must indicate the date of expiration of the A.D.R. driving licence.

If you need several pages to fill in this information, please provide additional copies of the page as appropriate. In this case, you must indicate the page number at the top of the page. The applicant must initial every page of the annex.

#### **4. Additional information**

If you need additional information, please contact:

Administration de l'environnement  
Division des déchets  
1, avenue du Rock 'n' Roll  
L-4361 Esch-sur-Alzette

Tina Dos Santos	Tel.: 40 56 56 312
Marc Syoen	Tel.: 40 56 56 310
	Fax: 49 62 56 / 49 64 38

# Checklist

Please use this checklist to make sure that you have attached all the necessary documents to the application form.

## Documents to attach

- ◇ Criminal records (Points 2 à 5)
- ◇ Trade permit of the EU member state where the company is primarily located (Point 6a)
- ◇ Recent excerpt from the Registry of Commerce and Companies or an equivalent body (Point 6b)
- ◇ If the applicant is not in the possession of (or does not need) a permit for waste dealers/brokers: Certificate from the producer indicating the recipient for each type of waste, or  
  
Certificate from the dealer/broker licensed in Luxembourg declaring his intention to employ your services in carrying the waste mentioned on the certificate;
- ◇ Certificate of the general liability insurance policy for damages to the environment, including damages caused by the loading/unloading of the vehicle (Point 6c)
- ◇ Copy of the permit for transboundary shipment of waste, where applicable (Point 6d)
- ◇ Copy of the company's statutes (Point 6e)
- ◇ Copy(ies) of the vehicle registration card(s) (Annex 2, column 1)
- ◇ Copy(ies) of the vehicle's(s') A.D.R. certificate(s) (Annex 2, column 3)
- ◇ Copy(ies) of the vehicle's(s') insurance policy(ies) (Annex 2, column 4)
- ◇ Copy(ies) of the certificate(s) of conformity (Annex 3, column 3)
- ◇ Colour pictures and/or technical prospectus of the designated containers
- ◇ Copy(ies) of the driver's(s') A.D.R. driving licence(s) (Annex 4, column 2)



**Application for a permit for waste collectors and carriers, according to Article 30  
of the Law of 21 March 2012 regarding waste**

**For office use only**

Application reference N° **T/ /**

Date of receipt **/ /**

- 0)** An application for a permit for waste dealers and brokers  
has been submitted at the same time. ☐ **yes**  
☐ **no**

**1) Applicant**

Name of the company

\* Address:  
N°, street

\* Postcode,  
place

Country

Telephone

Fax

\* as indicated in the  
Registry of Commerce  
and Companies

## 2) General manager

Surname

Forename

Date of birth

Place of birth

Education, degree

Graduation date

A recent copy of the criminal records must be attached to this page.

## 3) Deputy general manager

Surname

Forename

Date of birth

Place of birth

Education, degree

Graduation date

A recent copy of the criminal records must be attached to this page.

# **Replace this page by**

- **A recent copy of the criminal records or, if not available, a certificate of good conduct of the general manager and his/her deputy.**

**4) Person responsible for overseeing the waste collection and transport activities**

Surname

Forename

Date of birth

Place of birth

Education, degree

Graduation date

A recent copy of the criminal records must be attached to this page.

**5) Deputy**

Surname

Forename

Date of birth

Place of birth

Education, degree

Graduation date

A recent copy of the criminal records must be attached to this page.

# **Replace this page by**

- **A recent copy of the criminal records or, if not available, a certificate of good conduct of the person responsible for overseeing the waste collection and transport activities and his/her deputy.**

## 6) Permits and Insurances

a) Trade permit	Date of issue (DD/MM/YY) / /
	N° 
b) Recent excerpt from the Registry of Commerce and Companies or an equivalent body	Date of the company's establishment (DD/MM/YY) / /
	N° 
c) Certificate of the general liability insurance policy for damages to the environment	Date of issue (DD/MM/YY) / /
	Insurance N° 
d) Permits for the transport of waste issued by other EU member states	Date of issue (DD/MM/YY) / /
	N° 
	Date of issue (DD/MM/YY) / /
	N° 
e) Statutes of the company	Date of approval of the statutes (DD/MM/YY) / /

# **Replace this page by**

- **A copy of the trade permit.**
- **Recent excerpt from the Registry of Commerce and Companies or an equivalent body.**
- **Certificate of the general liability insurance policy for damages to the environment, including damages caused by the loading/unloading of the vehicle, with an indication of the amount covered by the insurance policy.**
- **Permits for the transport of waste issued by other EU member states, where applicable.**
- **A copy of the company's statutes.**

**7) Declarations and signature**

- 7.1. We hereby declare to collect and transport only the types of waste specified in this application. We shall submit a new application for other types of waste that are not specified in this application.
- 7.2. We declare that the information indicated above is true and correct to the best of our knowledge.
- 7.3. We declare to comply with the provisions of any other relevant legislation, in particular legislation regarding the transport of goods.
- 7.4. We commit ourselves to cleaning the vats and tanks in an environmentally friendly manner at least each time the content of the vats changes. Rinse water shall be treated or disposed appropriately.
- 7.5. We declare to collect and transport waste only for waste producers, dealers, and brokers licensed according to Article 30 of the Law of 21 March 2012 regarding waste.

Signed at \_\_\_\_\_, the \_\_\_\_\_  
Date (DD/MM/YY)  
\_\_\_\_\_  
Signature of the applicant

# **ANNEXES**

**ANNEX 1: Information relating to the categories of waste**

**ANNEX 2: Information relating to the means of transport**

**ANNEX 3: Information relating to the transport containers**

**ANNEX 4: Information relating to the A.D.R. drivers**

## ANNEX 1

Page\_\_ of\_\_

Information relating to the categories of waste	
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[illegible]

If you need several pages to fill in this information, please provide additional copies of this page.

## ANNEX 2

Page\_\_ of\_\_

Information relating to the means of transport

[illegible]

If you need several pages to fill in this information, please provide additional copies of this page.

# **Replace this page by**

- **Copies of the vehicle registration cards (trucks and trailers).**
- **Certificate of the general liability insurance policy (trucks and trailers) or a certificate by the insurance company declaring that all vehicles are covered by the insurance policy.**
- **A copy of the A.D.R. certificate (trucks and trailers).**

**For every vehicle, the three documents must be joined together and the order of the documents must be identical to the order of the notes in Annex 2.**

## Information relating to the transport containers

[illegible]

If you need several pages to fill in this information, please provide additional copies of this page.

# **Replace this page by**

- **The containers' certificates of conformity.**

**The order of the documents must be identical to the order of the notes in Annex 3.**

Information relating to the A.D.R. drivers

[illegible]

5<sup>th</sup> April 2012

# **Replace this page by**

- **Copies of the drivers' A.D.R. driving licences**

**The order of the documents must be identical to the order of the notes in Annex 4.**