



# Waste Operators Licence Application Form

## WASTE COLLECTION ACTIVITIES

Application to Western Bay of Plenty District Council pursuant to Council's Waste Management and Minimisation Bylaw 2013 to undertake waste collection activities within the Western Bay of Plenty District.

### Details of the applicant

Company name:

Trading name:

Associated brandnames:

Phone:

Mobile:

Email:

Postal address:

Application made by (name):

Daytime phone number:

Principle of company (name):

Phone:

Provide contact details of the key contact person during the term of the licence (if different from above):

Name:

Phone:

Company phone 24/7:

### Application period

**1 July 2016 to 30 June 2017**

### Details of licenced activities

#### 1. The type of material collected under the licence. Tick all that apply.

Kerbside rubbish and kerbside recycling

Kerbside recycling

Commercial rubbish

Commercial recycling

Inorganic

Organic – garden waste

Organic – food waste (including rendering)

Hazardous (examples include: medical waste, contaminated soil)

## 2. Details of the facility to which the material will be transported (indicate N/A where appropriate)

Please identify facilities as: Resource Recovery Facility, Transfer Station, Landfill, Cleanfill, Compost Site, Materials Recycling Facility or Other and include Name and Address of the Facility.

Kerbside rubbish:

Kerbside recycling:

Organic – garden waste:

Organic – food waste (including rendering):

Commercial rubbish:

Commercial recycling:

Hazardous (examples include: medical waste, contaminated soil):

Inorganic:

### 3. Waste management plan

Describe how your operation is contributing to the objectives of Council's Waste Management and Minimisation Plan and Waste Management and Minimisation Bylaw, specifically: reduce, reuse, recycle, recover, treatment and disposal in that order. (Attach additional sheets if required.)

### 4. Methodology details

A) Kerbside Collections

See [www.westernbay.govt.nz](http://www.westernbay.govt.nz) for the current accepted collection days and areas as specified by Western Bay of Plenty District Council.

Detail the scale of the proposed service, including the customer base and anticipated volume and weight of each type of material collected. Supply a map of the areas being serviced.

Material (from Q2)	Location	Means of removal	Means of transport	Total anticipated volume (m <sup>3</sup> )	Total anticipated weight (kg)

Have you attached your maps? Tick if complete.

B) Private Collections (door to door)

When do you intend to provide the service? Detail locations, frequency and means of removal, transportation and disposal. Supply maps showing the areas being serviced.

Material (from Q2)	Locations	Frequency	Means of removal	Means of transport	Disposal location	Anticipated volume	Anticipated weight

Have you attached your maps? Tick if completed.

**5. Training and contingency**

Provide details of training provided by your company for collection staff (including but not limited to):

- Health and Safety
- Traffic Management
- Customer Service and Conflict Management
- General Procedures (including the identification of non-compliant waste types)
- Environmental Management (e.g. spill response)

Training type	Date	Expiry	Renewal date

## 6. Vehicle specifications

Attach details indicating the number of vehicles, registration numbers, type of vehicle/s and branding of the vehicles.

Vehicle #	Registration #	Vehicle type	Branding on vehicle	Material collected by vehicle	Load containment measure
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

## 7. Receptacle details

Indicate the type of receptacles for each material collected and how these will be identified. *Please note:* The Nationally accepted colours as approved by WasteMINZ are encouraged for use in the Western Bay of Plenty District.

Receptacle (e.g. bin/bag etc)	Size	Bag/bin colour (body)	Lid colour

## 8. Experience and track record

Provide details of the experience, reputation and track record in the waste industry.

## 9. Past operational issues

Provide details of ANY past operational issues affecting performance.

## 10. Public liability insurance and certification

The minimum Public Liability Insurance coverage is \$1million. Please attach a copy of your Public Liability Insurance and vehicle insurances.

## 11. Financial position

Provide the latest version of your company's Annual Report or any other report which details the company's financial position.

## 12. Contractual provisions and information for customers

Provide the contractual provisions and information provided to customers concerning the following (but not limited to):

- waste minimisation
- materials accepted and not accepted in the collection service provided
- conditions customer must adhere to (e.g. weight, causing obstruction/nuisance etc)

(Attach copies where appropriate.)

## 13. How will your customers contact you? Tick which apply.

Phone       Email       Other

Provide contact details for customers:

Phone:

Email:

Other:

## Declaration

I/we agree to be bound by and fulfil all terms and conditions of the licence, including (without limitation) meeting all information and reporting requirements.

I/we declare that all information provided in this Application and its (numbered) attachments and any information subsequently provided under the terms and conditions of the licence are correct and accurate.

Signature of applicant:

Name of applicant:

Date:

**The person completing this application must be authorised, in writing, to act as a signatory on behalf of the applicant.**

**Privacy:** The Privacy Act 1993 shall apply to all personal information contained in this form. Personal information is collected and recorded in our contacts database for identification purposes and to assist Council in processing your application and managing Waste Collector Licences. You have the right of access to, and correction of, your personal information subject to the provisions of the Privacy Act 1993.

**Requests for information:** All company-specific information received will be treated as confidential, subject to the Local Government Official Information and Meetings Act 1987 (LGOIMA). Under LGOIMA, the Council may be required to disclose information that it holds unless an exemption applies. Where the Council receives a request for confidential information under LGOIMA it will consult with you, the applicant, in relation to the disclosure of such confidential information to obtain your views on the release of information. The decision as to whether such information will be released will be made by the Council in accordance with LGOIMA.

**Licence fees are GST inclusive**

**Licence fee: \$350 per year (includes one vehicle).**

**Vehicle fee: \$50 per year per vehicle.**

**Return completed form to:** Western Bay of Plenty District Council, Private Bag 12803,  
Tauranga Mail Centre, Tauranga 3143

## Office use only

1. Date received:	5. Invoice amount:
2. Processed:	6. To be paid by:
3. Approved by:	7. Licence number:
4. Invoice number:	8. Licence issue date: