

V.1
MAY 19

WASTE COLLECTION PERMIT | ADDITION APPLICATION FORMS

FREQUENTLY ASKED QUESTIONS

National Waste Collection Permit Office

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1 FAQs - General

1.1 What are Addition / Amendment Application Forms used for?

From time to time, a Permit Holder may wish to add to, or amend, the appendices of their Waste Collection Permit. For example, to add a Waste Code to a Waste Collection Permit would require an addition to Appendix A, to add an Authorised Waste Facility would require an addition to Appendix B and to add a Vehicle (Owned, Leased or Sub-Contracted) would require an addition to Appendix C.

Currently, all Waste Collection Permits are issued with the following standard condition:

“...the Permit Holder shall give notice in writing to the NWCPO of any proposed changes in the waste collection activity in advance of any such change coming into effect. The Permit Holder shall obtain the written agreement of the NWCPO before implementing any such change”.

In order to add to, or amend Appendix A, B or C, and to comply with the above condition of the permit, the relevant Addition Application Form must be completed and submitted to the NWCPO. Once the application is deemed valid, and the addition has been carried out, the Permit Holder is then issued with the revised appendix / appendices. In the NWCPO, this is referred to this as the **‘Additions Process’**.

Appendix	Addition Application Form to be Submitted
Appendix A	Waste Types (6-digit code) AF1
Appendix B	Waste Facilities (including Port of Export) AF1
Appendix C	Vehicles – Registered to the Permit Holder AF2
	Vehicles – Leased or Sub-Contracted to the Permit Holder AF3

1.2 Where can I get an Addition Application Form?

All Addition Application Forms (AF1, AF2 and AF3) are available to download from the ‘Forms’ page of our website www.nwcpo.ie

1.3 How much does it cost to apply for an addition to a Waste Collection Permit?

Addition fees are based on how quickly you require the addition application to be processed:

Standard Addition Application (endeavour to process within 10 working days).....	€25	<i>Fees apply to applications received by email, post or delivered by hand.</i>
Fast Track Addition Application (endeavour to process within 2 working days).....	€50	

1.4 What is the fee if I want to amend multiple appendices of my permit?

You may wish to amend multiple appendices of your permit i.e. Appendix A, B or C, at the same time. For example, you may want to add codes, an authorised waste facility or a new owned vehicle. Where multiple applications to amend appendices are submitted in relation to the same Waste Collection Permit, and where those applications are received at the same time, a single fee payment will cover all applications.

1.5 How can I make payment?

There are a number of different payment methods:

Cash, Credit or Debit Card	Pay in person at the Cash Office (located on the ground floor) in Offaly County Council, or over the phone with Credit or Debit card. Ph: 057 93 46800 - Offaly County Council Reception, and ask for the Cash Office (the NWCPO cannot take payment details for security reasons).
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Credit Transfer or Direct Lodgement <i>Lodge to Offaly County Council's Bank Account</i>	Address:	Bank of Ireland Bridge Street Tullamore Co. Offaly R35 Y791	Sort Code:	90-19-09
			Account No:	48640672
			IBAN:	IE64 BOFI 9019 0948 6406 72
			IBIC:	BOFIE2D
<i>Please quote code: 05197008 and include Permit Holder Name.</i>				
Postal Money Order, Cheque or Bank Drafts	Crossed and made payable to Offaly County Council			

1.6 Once I have completed the form, what do I do next?

Once payment has been confirmed, the appropriate addition application form is completed **in full** and you are satisfied that all information is correct, please submit the form and any required documents by **email to:**

additions@nwcpo.ie

*Email attachments over 20MB cannot be accepted by the NWCPO.
Please check file size of attachments before sending.*

Alternatively, completed forms can be submitted by post or delivered by hand to:

NWCPO, Offaly County Council, Áras an Chontae, Charleville Rd., Tullamore, Co. Offaly, R35 F893

IMPORTANT: The form must be submitted within 10 working days from date the Permit Holder signs the Declaration on the form.

1.7 What happens after I submit the form?

Once we receive your addition application, we determine whether it is a Standard or a Fast Track application, and note the timeframe by which we shall endeavour to process the application.

1.8 How will I know my addition application has been deemed valid?

You will know your application has been deemed valid when you receive your revised appendix.

The original hard copy of your updated Appendix will be sent to the Permit Holder by post. Applications made by email, will also be returned by email to the sender (this may be the Permit Holder or it may be an Agent acting on behalf of the Permit Holder).

1.9 What happens if my addition application is deemed invalid?

If any required information has not been supplied or if information is inaccurate, we will respond to you as soon as possible and tell you the reason(s) why your application has been deemed invalid.

The invalid application, whether submitted by email or in hard copy form, will then be discarded and the addition will not be carried out.

A new application will have to be submitted in order to carry out the addition. **The original payment reference may be used against your new addition application.** Only once a valid addition application is submitted will the addition be carried out and the revised appendix issued to the Permit Holder and / or Agent.

1.10 What should I do when I receive the revised appendix?

The first thing you should do with your revised appendix is to examine it carefully. If you notice an error or omission, please contact us immediately and we will we make any amendments necessary.

You are required to keep a full copy of the Waste Collection Permit including the latest revision of all appendices on board each vehicle listed in Appendix C of the Waste Collection Permit (in paper or electronic format). You are also required to attach the revised appendix to the Waste Collection Permit and file away safely for your records.

2 FAQs – AF1 Form

Addition of Codes, Authorised Facility or Port

2.1 What is an AF1 form used for?

An AF1 form is used to apply for the addition of either or both of the following (i) Waste Types (Codes) to Appendix A, or (ii) an Authorised Waste Facility or Port of Export to Appendix B.

2.2 Do I need to submit anything with the AF1 form?

No. Only the completed form is required. Please do not submit Letters of Acceptance from the Waste Facility or a copy of the Waste Facility Permit (unless this is specifically requested by the NWCPO).

2.3 Can I apply to add International Waste Facilities to my Waste Collection Permit?

It is advisable to add the Port of Export rather than the overseas facility itself. The AF1 form is used to apply to add a Port of Export (Note: Section E of the form need not be completed if applying for the addition of a Port of Export). For waste movements within, into and out of the EU, you are required to notify the National TFS (TransFrontier Shipments) Office. For more information, email nationaltfs@dublincity.ie or log on to www.dublincity.ie

2.4 When can I begin collecting the requested Waste Types (Codes)?

You may begin collecting the requested waste types when you receive your revised **Appendix A** and when the revised Appendix A is on board all vehicles listed on the permit (in paper or electronic format).

2.5 When can I start delivering waste to the requested Facility / Port?

You may start delivering waste to the requested Authorised Waste Facility / Port of Export when you receive your revised **Appendix B** and when the revised Appendix B is on board all vehicles listed on the permit (in paper or electronic format).

2.6 What could make an AF1 application invalid?

Any or all of the following would deem an AF1 application invalid (*this list is not exhaustive*);

- a) any section of the form being left blank (*with the exception of Section E if adding a Port*),
- b) no payment reference provided on the form,
- c) form dated **more than 10 working days prior to submission** (*note 'Date*' in Section F*),
- d) declarations not signed by the relevant parties,
- e) submitting a previous version of the addition application form after **01.07.2019**.
- f) where the addition of a waste code would result in there being a **Material or Significant Change** to the permit (*see below*),
- g) incorrect information provided on the addition application form (e.g. a Waste Description does not correspond with the Waste Description as provided in the current EPA 'Waste Classification' document (*available to download from www.nwcpo.ie*))
- h) Authorised Waste Facility is not authorised to accept the code(s) listed on the AF1 form.

2.7 What is considered to be a Material or Significant Change?

All Waste Collection Permits are issued with standard conditions attached (condition numbers 1-5). In most cases, Waste Collection Permits also have specific conditions attached (condition number 6). These specific conditions apply in cases where the permit authorises the collection of specific codes. If an application to add a waste code is received and the addition of that code would result in there being a **Material Change** to the nature, focus or extent of the existing waste collection activities, the code will not be added. In order to gain the required condition, the Permit Holder is required to initiate a Review of their Permit.

Example 1:

- Application to add List of Waste Code *20 03 07 Bulky Municipal Waste*.

Condition 6.5 'Bulky Municipal Waste' condition applies. If the Permit Holder is not authorised to collect this waste type, the addition will not be carried out. The Permit Holder is required to initiate a Review of the permit.

Example 2:

- Application to add List of Waste Code *17 05 04 soil and stones other than those mentioned in 17 05 03*.

Condition 6.2 'Construction and Demolition Waste' condition applies. If the Permit Holder is not authorised to collect this waste type, the addition will not be carried out. The Permit Holder is required to initiate a Review of the permit.

A change to the nature, focus or extent of the waste collection activity is considered a **Significant Change** where the Permit Holder proposes to commence collecting **Household Kerbside Waste** where they had not previously collected this waste type or where the Permit Holder proposes to collect in waste regions where they had not previously collected waste.

3 FAQs – AF2 Form

Addition of Owned Vehicles

3.1 What is an AF2 form used for?

An AF2 form is used to apply for the addition of a **vehicle which is registered to a Waste Collection Permit Holder**, to Appendix C of a Waste Collection Permit, until the Waste Collection Permit expires (or unless the Permit Holder subsequently instructs the NWCPO to remove the vehicle from the Waste Collection Permit).

3.2 Do I need to submit anything with the AF2 form?

Yes. You must also submit a **copy** of the Vehicle Registration Certificate ('VRC' also referred to as 'log book' or 'tax book'), for each vehicle you want to add to the permit. Please do not submit original certificates, as we cannot guarantee these will be returned to you.

3.3 What does the NWCPO look for in relation to a Vehicle Registration Certificate (VRC) (owned vehicle)

We check the VRC to confirm that the vehicle is registered to the Waste Collection Permit Holder. The Registered Owner Name on the VRC must be identical to the Permit Holder Name on the front page of the Waste Collection Permit. Vehicles registered to a Business Name, or incorrectly registered will be deemed invalid and will not be processed.

3.4 Do I need Motor Vehicle Insurance?

Yes. The Permit Holder is required to provide details in relation to their Motor Vehicle Insurance in Section D of the form. Please do not submit a copy of the insurance policy itself.

3.5 When can I begin to use the vehicle for waste collection?

You can only use the vehicle when you receive your revised Appendix C and when the revised Appendix C is on board all vehicles listed on the permit (in paper or electronic format). Failure to comply with this condition of your Waste Collection Permit may result in a **Fixed Payment Notice (FPN) of €500**.

3.6 What could make an AF2 application invalid?

Any or all of the following would deem an AF2 application invalid (*this list is not exhaustive*);

- a) any section of the form being left blank,
- b) no payment reference provided on the form,
- c) form dated **more than 10 working days prior to submission** (*note 'Date*' in Section E*),
- d) declaration not signed by the Permit Holder,
- e) submitting a previous version of the addition application form after **01.07.2019**.
- f) incorrect information provided on the addition application form (e.g. a vehicle registration number not corresponding with VRC),
- g) failure to submit a **copy** of the relevant VRC,
- h) Registered Owner Name as stated on the VRC is not identical to the Permit Holder Name as stated on the front page of the Waste Collection Permit (e.g. name spelled incorrectly or leaving out 'Limited' or 'Ltd', or 'unlimited company' as required),
- i) submitting a Certificate of Roadworthiness or Insurance Disc or other such document instead of a copy of the Vehicle Registration Certificate,
- j) Insurance Policy having expired prior to issue of revised Appendix,
- k) vehicle currently listed on another Waste Collection Permit.

4 FAQs – AF3 Form

Addition of Leased or Sub-Contractor Vehicles

4.1 What is an AF3 form used for?

An AF3 form is used to apply for the addition of a **leased vehicle AND /OR a sub-contractor vehicle (i.e. owner-driver)**, to Appendix C of a Waste Collection Permit, until a particular end date (or until the expiry date of the Waste Collection Permit).

4.2 Do I need to submit anything with the AF3 form?

Yes. You must also submit a **copy** of the Vehicle Registration Certificate ('VRC', also referred to as 'log book' or 'tax book') for each vehicle you want to add to the permit. Please do not submit original certificates, as we cannot guarantee these will be returned to you.

4.3 What does the NWCPO look for in relation to a Vehicle Registration Certificate (VRC) (leased or sub-contractor)?

We check the VRC to confirm that the vehicle is registered to a **legal entity** and that the legal entity matches the registered owner name provided in Section C of the form. Where the legal entity is a company, we cross check with the Companies Registration Office (CRO) to confirm the name. Vehicles registered to a Business Name, or incorrectly registered, will be deemed invalid and will not be processed.

4.4 Do I Need Motor Vehicle Insurance?

Yes. The Permit Holder is required to provide details in relation to their Motor Vehicle Insurance in Section D of the form. Please do not submit a copy of the insurance policy itself.

The **Permit Holder's** Motor Vehicle Insurance must cover the leased or sub-contractor's vehicle. The leaser or sub-contractor's vehicle insurance alone is not sufficient. While the leased or sub-contractor's vehicle is listed on a Waste Collection Permit and is carrying out waste collection on behalf of a Permit Holder, **the Permit Holder is entirely responsible for the vehicle.** If any environmental damage be caused by the leased or sub-contractor's vehicle, the Permit Holder is liable.

The Permit Holder must state that the vehicle(s) they are applying to add to their permit is insured under the Permit Holder's Fleet Policy OR, if the Permit Holder's Motor Insurance Policy is not sufficient to cover leased or sub-contractor's vehicle, a **Motor Contingency Policy Declaration** must be submitted.

A Motor Contingency Policy Declaration Form is available to download from the 'Forms' page on our website www.nwcpo.ie

A Motor Contingency Policy is insurance cover taken out to protect the Permit Holder where the primary insurance cover does not include cover for third party vehicles.

4.5 When can I begin to use the vehicle for waste collection?

You can only use the vehicle when you receive your revised Appendix C and when the revised Appendix C is on board all vehicles listed on the permit (in paper or electronic format). Failure to comply with this condition of your Waste Collection Permit may result in a **Fixed Payment Notice (FPN) of €500.**

4.6 What could make an AF3 application invalid?

Any or all of the following would deem an AF2 application invalid (*this list is not exhaustive*);

- a) any section of the form being left blank,
- b) no payment reference provided on the form,
- c) form dated **more than 10 working days prior to submission** (note 'Date*' in Section F).
- d) declarations not signed by the relevant parties,
- e) submitting a previous version of the addition application form after **01.07.2019.**

- f) incorrect information provided on the addition application form (e.g. a vehicle registration number not corresponding with VRC),
- g) failure to submit a **copy** of the relevant VRC,
- h) submitting a Certificate of Roadworthiness or Insurance Disc or other such document instead of the Vehicle Registration Certificate,
- i) Insurance Policy having expired prior to issue of revised Appendix,
- j) vehicle currently listed on another Waste Collection Permit.

Address: National Waste Collection Permit Office
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Áras an Chontae
Charleville Road
Tullamore
County Offaly
R35 F893

Email: additions@nwcpo.ie (*addition applications only*)
contactus@nwcpo.ie (*general queries only*)

Website: www.nwcpo.ie

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