

# Application for Renewal of Registration as a Carrier, Broker or Carrier/Broker of Controlled Waste



## Control of Pollution (Amendment) Act 1989

## The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991

To apply for renewal of your registration as a carrier, broker or carrier/broker of controlled waste you must fill in this application form, which we have designed to be as straightforward as possible. It asks for the information we need to decide whether the renewal can be granted. If you fill in the form accurately, it will help us deal with the application more efficiently.

When you make your application please ensure that you:

- Read through the form and the notes before you start filling in your answers.
- Answer all the questions. If you leave anything out, we will have to get in touch with you for the information. (*If any of the questions do not apply to you, please write 'not applicable'.*)
- Sign and date the form.
- Enclose the correct fee (*see guidance notes*).

Please note that this registration, once approved, is valid for three years and can be renewed for each three year period thereafter. N.B SEPA has **2 months** from date of receipt of application to process and issue the documentation.

Registration number:

Date of Expiry of Current Registration:

**N.B. Your completed application and fee MUST be received by SEPA on or prior to the date of expiry of your current registration, if not the application will be rejected as expired and you will have to apply for a new registration at a higher fee. Please ensure that the form and payment are received at SEPA prior to the date of expiry.**

### THE DATA PROTECTION ACT 1998

"The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provide will be processed by the Scottish Environment Protection Agency to deal with your application, to monitor compliance with the licence/permit/registration conditions, to process renewals and for maintaining the relevant public register(s). We may also process and/or disclose it in connection with the following;

- Offering/providing you with our literature/services relating to environmental affairs
- Consulting with the public, public bodies and other organisations (eg. Local Authorities, Health & Safety Executive, Emergency Services, Scottish Executive) on environmental issues
- Carrying out statistical analysis, research and development on environmental issues
- Providing public register information to enquirers
- Investigating possible breaches of environmental law, and taking any resulting action.
- Preventing breaches of environmental law.
- Assessing customer service satisfaction and improving our service.
- We may pass it on to our agents/representatives to do these things on our behalf.

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice.**

Cheques should be made payable to the “**Scottish Environment Protection Agency**”. Please send your completed form, with application fee, to:

Registry Department   
Inverdee House  
Baxter Street  
Torry  
Aberdeen  
AB11 9QA

Tel: 01224 266600  
Fax: 01224 896657  
[registryaberdeen@sepa.org.uk](mailto:registryaberdeen@sepa.org.uk)

Registry Department   
Graesser House  
Fodderty Way  
Dingwall Business Park  
Dingwall  
IV15 9XB

Tel: 01349 862021  
Fax: 01349 863987  
[registrydingwall@sepa.org.uk](mailto:registrydingwall@sepa.org.uk)

Registry Department   
Angus Smith Building  
6 Parklands Avenue  
Eurocentral  
North Lanarkshire  
ML1 4WQ

Tel: 01698 839000  
Fax: 01698 738155  
[registryangussmith@sepa.org.uk](mailto:registryangussmith@sepa.org.uk)

**Part one - The Applicant (please continue on a separate sheet where necessary)**

What type of registration do you currently hold? Please tick as appropriate.

Carrier Only  Broker Only  Carrier / Broker

What type of registration do you require? Please tick as appropriate.

Carrier Only  Broker Only  Carrier / Broker

What type of organisation do you require to register? Please tick as appropriate.

Individual/Sole Trader  Partnership  Limited Company  Other   
 Individual/Sole Trader Trading As  Partnership Trading As  PLC

**N.B. If the type of organisation you are selecting is different to what was previously registered under your current Registration Number (this includes going from non limited to limited company), please contact Registry prior to applying as a change of legal entity may require a new registration.**

Please give us the following details about the application: -

Applicant Contact:		Business Name:	
Address for correspondence:		Principal Place of Business: <i>(if different from previous)</i>	
Postcode:		Postcode:	
Telephone:		Fax:	
Mobile No:	E-Mail Address:		

If the applicant is a company registered under the Companies Acts, please give:

Company's registered number:	Address of registered office (including postcode):
In case of a company incorporated outside Great Britain, the country in which it was incorporated:	

Please give us the following details about the applicant(s) :-

**Individual/Sole Trader**

Full name:	Date of birth:
Address:	
Postcode:	

**Partnership/Limited Company/PLC**

If the applicant is a Partnership, Registered Company or other body corporate, please give details of director(s), manager(s), secretary(s), other similar officer(s) or all Partner(s):

Name	Position	Address (including postcode)	Date of Birth

Is the applicant or another company in the same group (within the meaning of section 53(1) of the Companies Act 1989) the holder of a disposal licence or waste management licence?

Yes

No

If **yes** please give the following details:

Full name of licence holder:	Date of birth:
Name of authority which issued the licence:	Date of issue of licence:

**Part two - Convictions (please continue on a separate sheet where necessary)**

Has the applicant or another relevant person (note 2) been convicted of any offence listed in the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations, 1991 (notes 3 and 4)?

Yes

No

**If yes**, please give the following details:

Full name of licence holder:	Position held:
Name of court:	Date of conviction:
Offence and penalty imposed:	
If details of any conviction have been given, use the following space to provide SEPA with any additional information which you wish the Agency to take into account in determining whether or not it is undesirable for the applicant to be authorised to transport controlled waste:	

**Part three - Changes**

Give details of any changes in any other information in the applicants existing entry in the register (note 5)

**Part four - Type of Business (please tick as appropriate)**

<input type="checkbox"/> Builder/Construction	<input type="checkbox"/> Glass Recycling	<input type="checkbox"/> Skip Hire	<input type="checkbox"/> Waste Tyres
<input type="checkbox"/> Bulk Transport/Haulier	<input type="checkbox"/> Glazier	<input type="checkbox"/> Special Waste Transport	<input type="checkbox"/> Other (Please state)
<input type="checkbox"/> Carpenter/Joiner	<input type="checkbox"/> Metal Recycling	<input type="checkbox"/> Tanker Transport	
<input type="checkbox"/> Clinical Waste Transport	<input type="checkbox"/> Painter/Decorator	<input type="checkbox"/> Vehicle Dismantler	
<input type="checkbox"/> Demolition Contractor	<input type="checkbox"/> Plastics Recycling	<input type="checkbox"/> Waste Management	
<input type="checkbox"/> Electrician	<input type="checkbox"/> Plumber	<input type="checkbox"/> Waste Paper Recycling	
<input type="checkbox"/> Gardener/Landscaping	<input type="checkbox"/> Roofing	<input type="checkbox"/> Waste Electrical Electronic Equipment (WEEE)	
<input type="checkbox"/> General Waste Clearances			

**Part five - Declaration**

I declare that I have personally checked the information given in this application form and that it is true to the best of my knowledge, information and belief.

I understand that registration may be refused if false or incomplete information is given and that untrue statements may result in prosecution and could lead to revocation of registration.

I have enclosed the Registration Fee (see guidance note - part 6)

I request a total of  copy cards at a fee of **£5 per card** in addition to the original certificate and I enclose the appropriate fee in addition to my application fee.

Signature:	Date:
Position held:	

**Part six - Guidance notes**

1. In the case of a partnership or proposed partnership, each partner must be included in the application for registration and his/her details must be included in this form.
2. If you (the applicant) have been convicted of any of the prescribed offences listed in the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 (see Note 3 below) you must give us details of the conviction and we will then decide whether it is desirable for you to be allowed to carry waste. You (the applicant) must also give us details of any of the following -
  - a) a person who has been convicted of a prescribed offence which was committed while s/he was employed by you OR which was committed in the course of the carrying on of any business by a partnership if you were a member of that partnership at the time the offence was committed;
  - b) a partnership which has been convicted of a prescribed offence if you were a member of that partnership at the time the offence was committed;
  - c) a body corporate (e.g. a company, a Council etc), which has been convicted of a prescribed offence if you (the applicant) were a director, manager, secretary or other similar officer of that body corporate at the time the offence was committed;

- d) if you are applying as a partnership, any of the partners (members) who have been convicted of a prescribed offence;
- e) if you are applying as a partnership, any partner (member) who was partner in another partnership which has been convicted of a prescribed offence if they were a member of that partnership at the time the offence was committed;
- f) if you are applying as a partnership, any partner (member) who was a director, manager, secretary or other similar officer of a body corporate (e.g. a company, a Council etc) which has been convicted of a prescribed offence if they were a director, manager, secretary or other similar officer at the time the offence was committed by the body corporate;
- g) if you are applying as a body corporate, any of the directors, managers, the secretary or other similar officers if they have been convicted of a prescribed offence;
- h) if you are applying as a body corporate, any of the directors, managers, the secretary or other similar officers if they were a director, manager, secretary or other similar officer of a body corporate which has been convicted of a prescribed offence and they were a director, manager, secretary or other similar officer of that body corporate when the offence was committed;
- i) if you are applying as a body corporate, any of your directors, managers, the secretary or other similar officers if they were partner (member) in a partnership which has been convicted of a prescribed offence and they were a partner (member) in that partnership when the offence was committed.

3. The offences listed in the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 are offences under any of the following provisions:-

Section 22 of the Public Health (Scotland) Act 1897

Section 95(1) of the Public Health Act 1936

Section 60 of the Transport Act 1968

Sections 3, 5(6), 16(4), 18(2), 31(1), 32(1), 34(5), 78, 92(6) and 93(3) of the Control of Pollution Act 1974

Section 2 of the Refuse Disposal (Amenity) Act 1978

The Control of Pollution (Special Waste) Regulations 1980

Section 9(1) of the Food and Environment Protection Act 1985

The Transfrontier Shipment of Hazardous Waste Regulations 1988

The Merchant Shipping (Prevention of Pollution by Garbage) Regulations 1988

Sections 1, 5, 6(9) and 7(3) of the Control of Pollution (Amendment) Act 1989

Sections 107, 118(4) and 175(1) of the Water Act 1989

Sections 23(1), 33, 34(6), 44, 47(6), 57(5), 59(5), 63(2), 69(9), 70(4), 71(3) and 80(4) of the Environmental Protection Act 1990

The Transfrontier Shipment of Waste Regulations 1994

The Special Waste Regulations 1996

The Pollution Prevention and Control (England and Wales) Regulations 2000

The Pollution Prevention and Control (Scotland) Regulations 2000

The Pollution Prevention and Control (Scotland) Regulations 2012

The Hazardous Waste (Wales) Regulations 2005

The Hazardous Waste (England and Wales) Regulations 2005

The Environmental Permitting (England and Wales) Regulations 2010

- 4. Details of a conviction need not be given where under the terms of the Rehabilitation of Offenders Act 1974 the conviction is spent.
- 5. Check the information in the copy of the current entry in the register sent with SEPA's reminder that registration needs to be renewed or, if no such copy has been received, ask SEPA for one.
- 6. The fee (check with your local SEPA office for the current fee) must be sent with the application. SEPA may refuse the application if the fee is not enclosed.

Office Use Only			
Valid Application check	(a) Correct fee including copy cards? (If <b>No</b> return as invalid)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(b) Is principal place of business in Scotland or Northern Ireland? (If <b>No</b> return as invalid)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(c) Has the expiry date already past? (If <b>Yes</b> return as Invalid)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(d) Has legal entity changed from previous Registration? (If <b>Yes</b> return as invalid – new application required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(e) Individual/Sole Trader Application – Have they supplied full details of individual including DOB? (If <b>No</b> return as invalid)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(f) Company Application – Have they supplied full details of all Company Officers including DOB? (If <b>No</b> return as invalid)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(g) Partnership Application – Have they supplied full details of all Partners including DOB? (If <b>No</b> return as invalid)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(h) Signature? (If <b>No</b> return as invalid)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<p>If (a), (b), (e), (f), (g) and/or (h) are ticked Yes and (c) and (d) are ticked No then application is valid and cheque can be banked</p> <p>If any of (a), (b), (e), (f), (g) or (h) are ticked No or either (c) or (d) are ticked Yes then application is invalid and should be returned to applicant</p> <p><input type="checkbox"/> Valid</p> <p><input type="checkbox"/> Not valid – RETURN TO APPLICANT WITH FEE</p>		Initial: Date:
Screening Check	Convictions Declared?	PASSED TO OPS	Initial:
	<input type="checkbox"/> Yes		Date:
	<input type="checkbox"/> No	ISSUE REGISTRATION	Initial: Date: