



**Environmental Protection Act 1990 (as amended)
The End-of-Life Vehicles (Storage and Treatment) (Scotland) Regulations 2003
Waste Management Licensing (Scotland) Regulations 2011**

**APPLICATION FORM
for a
METAL RECYCLING / END-OF-LIFE VEHICLE SITE LICENCE**

Please fill in this form if you want to apply for a waste management licence for a metal recycling / end-of-life vehicle site.

PLEASE SEND TO THE REGISTRY DEPARTMENT AT THE APPROPRIATE AREA OFFICE:

<p>SEPA Aberdeen Office Inverdee House Baxter Street Torry Aberdeen AB11 9QA</p> <p>Tel: 01224 266600 Fax: 01224 896657</p>	<p>SEPA Dingwall Office Fodderty Way Dingwall Business Park Dingwall IV15 9XB</p> <p>Tel: 01349 862021 Fax: 01349 863987</p>	<p>SEPA ASB, Angus Smith Building, 6 Parklands Avenue Eurocentral, Holytown, North Lanarkshire ML1 4WQ</p> <p>Tel: 01698 839000 Fax: 01698 738155</p>
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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 provided 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).

Any information requested in the shaded areas is voluntary; it will help us to provide an efficient service. It will not be placed on the 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 Health and Safety Executive, Local Authorities, 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.
It should be noted that requests for "Date of Birth" are for identification purposes only.

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

For SEPA use only

Date Received:		SEPA Reference No:	
Received by:		Licence Number:	
Fee Paid?:	<input type="checkbox"/> No - please return application	<input type="checkbox"/> Yes - please give the amount	£ <input type="text"/>
Date entered on Public Register:	/ /		

Waste Management

Application for a metal recycling / end-of-life vehicle site licence

To apply for a waste management licence you must fill in this application form, which we have designed to be as straightforward as possible. The form asks for the information we need to decide if you can be granted a Waste Management License. If you fill in the form accurately, it will help us deal with the application more quickly.

This application form is for people who want to hold a waste management licence to operate a metal recycling site (for example, scrap yards and vehicle dismantlers). If you intend to handle any other types of waste on the site you may need to fill in Form APPL-WML-01 'Application for a waste management (site) licence' instead. Please contact us if you are not sure.

Please discuss your proposals with us before completing this application form.

When you make your application, please make sure you

1. Read through the form and the notes which came with it before you start filling in your answers.
2. 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'.*
3. Send the correct fee with your application form. *There is more about the fees in the notes at the end of this form.*
4. If all information cannot be fitted into the space provided, please use continuation sheets. These should be numbered and cross-referenced to the question which they apply.

Disclosing information you give us in this application

SEPA has a legal duty to give the public access to certain environmental information.

SEPA must place full particulars of your application on the public register. However, if you feel that any of the information in your application should not be made public, on the grounds of commercial confidentiality, you can apply to have the information withheld. You should -

- clearly mark as 'confidential' any information you feel should not be made public.
- enclose a letter with the completed form saying why.

1. Authorised Contact

1.1 Please give us details of the person we can phone or write to with questions about this application.

This could be an agent rather than the applicant.

Full name	
Position	
Business address	
Phone	
Fax	
Email	

2. The Applicant

2.1 Is the applicant an individual, a group of individuals (or partnership) or a company/corporate body?

- Individual (sole trader) *go to question 2.2*
- Group of individuals or partnership *go to questions 2.3 and 2.4*
- Company or corporate body *go to questions 2.5, 2.6, 2.7 and 2.8*

Individuals

2.2 Please give us the following details.

Full name	
Date of birth	/ /
Trading/business name (if any)	
Business address	
Phone	
Fax	
Email	

Now go to question 2.9

Partnerships or groups of individuals

2.3 Who is applying for the licence?

We will only issue a licence to named individuals. We need details of each person applying to be a licence holder.

Person 1

Full name	
Date of birth	/ /
Business address	
Phone	
Fax	
Email	

Person 2

Full name	
Date of birth	/ /
Business address	
Phone	
Fax	
Email	

2.4 Please give us the following details about the group of individuals or partnership.

For applications from partnerships please provide written evidence, such as a deed of partnership.

Name of Partnership	
Written evidence of partnership provided	
Business address	

Contact name	
Phone	
Fax	
Email	

Now go to question 2.9

Companies or other corporate applicants

2.5 Please give us the following details.

For applications from companies please provide written evidence of registration.

- Registered company
 Other *please give details*

Full name of Company or Corporate Body	
Trading / Business Name (if different)	
Company registration number	
Date of registration of company	/ /
Country of registration	
Registered Office address	
Main Office address (if different)	
Contact name	
Phone	
Fax	
Email	

2.6 Who are the 'relevant people' in the company?

Please give us details of each director, manager, company secretary and any other similar officer. *For more information about who is a 'relevant person' please read the background notes at the end of this form.*

Relevant person

Full name	
Date of birth	/ /
Position	

Relevant person

Full name	
Date of birth	/ /
Position	

Relevant person

Full name	
Date of birth	/ /
Position	

2.7 Does the applicant have a parent company ?

- No *go to question 2.8*
 Yes *please give details below*

Name of parent company	
Company registration number	
Date of registration of company	/ /
Country of registration	
Registered Office address	
Main Office address (if different)	
Contact name	
Phone	
Fax	
Email	

2.8 Does the applicant have any subsidiaries involved in waste management or similar fields of operation?

- No *go to question 2.9*
 Yes *please give details below*

Name of subsidiary company	
Business address	

Name of subsidiary company	
Business address	

Site operator

2.9 Who will be operating the site (if known) ?

- The applicant *go to question 2.10*
 Someone else or another company *please give details below*

2.10 Is the operator an individual, a group of individuals (or partnership) or a company/corporate body?

- Individual (sole trader)
 Group of individuals or partnership
 Company or corporate body

Operators Full Name (if known)	
Operators trading / Business Name (if any)	
Registered Office address	

Phone	
Fax	
Email	

Previous applications

2.11 Has the applicant, their parent company, or any 'relevant person'

- had an application for a waste disposal/management licence rejected ?
- had a waste management licence suspended or revoked?
- been refused as the transferee of a waste management licence?
- been refused registration as a waste carrier/broker?
- had a registration as a waste carrier/broker revoked?

A 'relevant person' includes each partner, director, manager, company secretary or any similar officer. For more information please read the background notes at the end of this form.

If you have ticked any of the above, please give details below such as who applied, any licence or registration number (where appropriate), and when it was rejected, refused or revoked.

Applicant:

Licence / registration Number:

Date rejected / refused / revoked:
/ /

3. Convictions for Relevant Offences

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'.

Please read SEPA's 'Guide to Waste Management Licensing' before completing this section.

Conviction of a relevant offence does not necessarily disqualify the applicant from holding a licence.

3.1 Has the applicant or any 'relevant person' been convicted of any relevant offence ?

A 'relevant person' includes each partner, director, manager, company secretary or any similar officer. For more information and a list of relevant offences please read the background notes at the end of this form.

- No go to '5 The site' below
- Yes please give full information on separate sheets of paper and give reference of document below.

Details to be supplied are as follows

- Full name of company or individual convicted
- If an individual has been convicted please state their position at time of offence
- Name of court
- Date of conviction
- Offence and penalty imposed
- Date of any outstanding appeal lodged against conviction
- Any additional information which the applicant would like us to take into account in determining whether they are a 'fit and proper person'. For example, why it happened, and what has been done to prevent a similar event occurring.

Reference of attached document:

4. The Site

4.1 Please give us details about the location of the site.

Please read the background notes about working plans at the end of this form, then enclose a site plan showing the area of land this application relates to (outlined in red). The site plan should also include any existing facilities within 250 metres of the site.

Site Name										
Full site address										
Ordnance Survey National Grid reference <i>See attached guidance</i>										

Occupancy of the site

4.2 Does the applicant occupy the land that this application relates to ?

We can only issue a site licence to a person who occupies the land. *For example, if they are owner-occupier, tenant, or lessee.*

- No *go to question 4.3*
 Yes *please provide evidence that the applicant occupies the site*

Type of Evidence attached

Now go to question 4.4

4.3 What is the applicant's interest in the land ?

You must show that the applicant is entitled to use it.

Type of Evidence attached

Future Site Use

4.4 Please state the proposed final use of the site and likely commencement date for such use. (where no decision has been taken on final use, this should be stated).

Planning status of the site

Please send us a copy of any existing relevant planning permissions or certificates, including associated plans of the permitted area and other relevant associated documents (such as Section 106 agreements).

If the applicant is waiting for the decision of a planning authority, please say so.

4.4 Which of the following applies to the site ?

We cannot issue a licence unless one of the following applies.

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- Planning permission
- Certificate of lawful existing use or development
- Established use certificate
- Town & Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended) *please give details below*
- Planning permission is not required *Please say why and enclose written confirmation from the planning authority.*
- No planning permission applied for *Please say why and give details below*

Date applied for	/ /
Authority applied to	
Date granted on	/ /

Further details

Environmental Issues

4.5 Have any of the following works or investigations been carried out?

- Environmental Statement (for planning permission purposes) Yes No
- Geological Assessment Yes No
- Hydrological Assessment Yes No
- Gas Assessment Yes No

If yes, please enclose a copy of the appropriate documents with this application

Documents attached

4.6 Is the proposed site located on, adjacent or near to a Special Protection Area (SPA), Special Area of Conservation (SAC or a Site of Special Scientific Interest (SSSI)land notified under the 'Wildlife and Countryside Act 1981' Section 28(1)?

SEPA has statutory duties under the Conservation (Natural Habitats &c.) Regulations 1994 (as amended) and the Nature Conservation (Scotland) Act 2004 (as amended) for the protection of Special Protection Areas (SPAs), Special Areas of Conservation (SACs), and Sites of Special Scientific Interest (SSSIs)

- No
- Yes *please provide details of site location(s) and designation(s) below.*

Site Location(s)		
Designation(s) and reason for designation(s)		

If the proposed site is, or contains, a Special Protection Area (SPA), Special Area of Conservation (SAC or a Site of Special Scientific Interest (SSSI), we have to consult Scottish Natural Heritage (SNH) before determining this application.

5. Use of the Site

5.1 What will be the main waste management activity on this site ?

Please tick one box only.

- Vehicle dismantling
- Vehicle Storage

- Recovery of ferrous metals (other than vehicle dismantling)
- Recovery of non-ferrous metals (other than vehicle dismantling)
- Other *please give details below*

Brief activity description

List of document(s) providing detailed description attached

5.2 Please summarise any other waste management activities to be carried out on the site, including exempt activities.

For example, baling, sorting, screening, mixing.

5.3 Are any of the activities referred to in your answers to questions 5.1 and 5.2 subject to any other regulatory controls ?

For example, exemption from waste management licensing, PPC Permit or CAR authorisation

- No
- Yes *please give details below and enclose a copy of relevant authorising documents or reference to these documents where issued by SEPA.*

5.4 What are the types and maximum quantities of waste the site will handle ?

Please give details (use separate sheets if necessary)

Waste Type	Waste Category	European Waste Catalogue Code*	Quantity per day (tonnes / number)	Quantity per year (tonnes / number)
Ferrous metal <i>other than swarf</i>	non-inert			
Non-ferrous metal <i>other than swarf</i>	non-inert			
Ferrous swarf	non-inert			
Non-ferrous swarf	non-inert			
Depolluted Vehicles	non-inert			
Non-depolluted Vehicles	special			
Lead acid batteries <i>other than as part of vehicles</i>	special			
Tyres <i>other than as part of vehicles</i>	non-inert			
Mineral oil <i>other than as part of vehicles</i>	special			
Transformers and large capacitors <i>other than as part of equipment</i>	special			

Asbestos other than as part of vehicles. <i>If yes, please give full details in the working plan if asbestos is to be stored at the site, please include details of storage methods.</i>	special			
Drums contaminated with residues	select			
Spent catalysts	select			
CFCs	special			
Other <i>please specify</i>	select			
	select			
	select			
	select			
TOTAL				

* See Guidance Note at the end of this form for further explanation of European Waste Catalogue Codes.

5.4 Is the applicant registered under the Scrap Metals Dealers Act 1964?

No

Yes *please give details below*

Date applied for	/ /
Authority applied to	
Date granted on	/ /

6. Site Operation

Capacity of the site

6.1 Do you intend to carry out depollution of end-of-life vehicles at the site?

No *go to question 6.3*

Yes *please give full details in the working plan including:*

- *equipment that is intended to be used,*
- *the process to be followed, and*
- *how depolluted vehicles and removed fluids and parts will be stored.*

6.2 What is the throughput of the proposed treatment plant?

Maximum theoretical throughput (based on maximum design capacity of plant)	vehicles per hour
Proposed actual throughput (<i>if different</i>)	vehicles per hour

6.3 What is the storage capacity of the site?

Please provide this information in your working plan and complete the table below

Waste Type	Maximum storage capacity at any one time (tonnes / number)
Ferrous metal <i>other than swarf</i>	
Non-ferrous metal <i>other than swarf</i>	
Ferrous swarf	
Non-ferrous swarf	

Depolluted Vehicles	
Non-depolluted Vehicles	
Lead acid batteries <i>other than as part of vehicles</i>	
Tyres <i>other than as part of vehicles</i>	
Mineral oil <i>other than as part of vehicles</i>	
Transformers and large capacitors <i>other than as part of equipment</i>	
Asbestos <i>other than as part of vehicles. If yes, please give full details in the working plan if asbestos is to be stored at the site, please include details of storage methods.</i>	
Drums contaminated with residues	
Spent catalysts	
Other <i>please specify</i>	
TOTAL	

6.4 When does the applicant intend to start work on the site?

Please give the proposed start date for preparatory work or for operations where no preparatory work is required. *It might be a condition of the licence (if issued) to undertake site investigation works or an appropriate level of background monitoring if this has not already been done.*

Proposed start date: / /

Operating hours

Please give the proposed operating hours for the site. *Use the 24 hour clock.*

6.4 Hours permitted under planning law

	From	To
Monday-Friday		
Saturday		
Sunday		
Bank and Public holidays		

6.5 Hours open for receipt/removal of waste *if different from permitted hours*

	From	To
Monday-Friday		
Saturday		
Sunday		
Bank and Public holidays		

6.6 Hours open for processing/handling of waste *if different from permitted hours*

	From	To
Monday-Friday		
Saturday		
Sunday		
Bank and Public holidays		

7. Technical Competence

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'. Please read SEPA's 'Guide to Waste Management Licensing' before completing this section.

For more details about technical competence please read the background notes at the end of this form.

7.1 How do you intend to demonstrate that the site will have technically competent management?

- Qualification issued by an Approved Scheme *go to question 7.2*
 Statement of Relevant Experience *go to question 7.3*

Approved Scheme

7.2 Please give details about the people who will provide the technically competent management of the proposed activities below.

Copies of certificates must be provided for the relevant person(s) named

Responsible person

Full Name	
Position	
Normal office base	
Name of the certification scheme	
Level of qualification obtained	
Date certificate granted	/ /
Tick if copy of certificate attached	<input type="checkbox"/>

Responsible person

Full Name	
Position	
Normal office base	
Name of the certification scheme	
Level of qualification obtained	
Date certificate granted	/ /
Tick if copy of certificate attached	<input type="checkbox"/>

Now go to question 7.4

Statement of Relevant Experience

7.3 Please give details about the people who will provide the technically competent management of the proposed activities below and how you will show relevant experience.

For each person named below, we

- need to see a statement of qualifying experience
- will carry out our own assessment.

For more details about statements of qualifying experience and SEPA's assessment process please read the background notes at the end of this form.

Responsible person

Full Name	
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Position	
Normal office base	
Name of referee on statement of qualifying experience	1. 2.
Tick if statement of qualifying experience is attached	<input type="checkbox"/>

Responsible person

Full Name	
Position	
Normal office base	
Name of referee on statement of qualifying experience	1. 2.
Tick if statement of qualifying experience is attached	<input type="checkbox"/>

Now go to question 7.4

Management of other sites

7.4 Are any of these 'Responsible people' already providing the technically competent management at another licensed site ?

- No
 Yes *Please give the following details for each person*

Responsible Person	
Site Name	
Site Address	
Licence number	WML/ /

Responsible Person	
Site Name	
Site Address	
Licence number	WML/ /

Responsible Person	
Site Name	
Site Address	
Licence number	WML/ /

8. Financial Provision

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'. Please read SEPA's 'Guide to Waste Management Licensing' and SEPA's guidance on financial provision before completing this section.

8.1 How does the proposed new Licence Holder intend to make financial provision?

We will consider any proposal put forward. We strongly advise you to discuss this with us.

9. Checklist

9.1 Please tick to confirm inclusion of the following documents.

Please enclose the number of copies indicated.

- | | | |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | Completed application form | 5 copies |
| <input type="checkbox"/> | Continuation sheets - numbered and cross-referenced to the question they apply to, dated and signed by the applicant | 5 copies of each sheet |
| <input type="checkbox"/> | Company registration or partnership documents (where relevant) | 1 copy |
| <input type="checkbox"/> | Site location plan | 5 copies |
| <input type="checkbox"/> | Evidence of land occupancy | 1 copy |
| <input type="checkbox"/> | Planning permissions (or equivalent) and associated area plan | 1 copy |
| <input type="checkbox"/> | Environmental statement (where relevant) | 1 copy |
| <input type="checkbox"/> | Copy of other relevant authorising documents | 1 copy |
| <input type="checkbox"/> | Certificate of Technical Competence or statements of qualifying experience and supporting documents | 1 copy |
| <input type="checkbox"/> | Audited accounts of parent company (where relevant) | 1 copy |
| <input type="checkbox"/> | Working plan. | 5 copies |

Include:

- a written statement
- plans
- detail drawings with a full contents list of plan titles, dates and unique plan/drawing reference numbers

For details about working plans, please read the background notes at the end of this form and discuss the proposals with us.

- Please tick this box if you have enclosed a letter asking that some of the information on this form be excluded from the public register.
- Application fee payable to the "Scottish Environment Protection Agency".
For details about fees please read the notes at the end of this form

9.2 Please list below any other relevant documents included with this application

Please include the document title, date and reference number of document(s)

10. Declaration

Anyone who, for the purposes of obtaining a waste management licence for themselves or another person

- makes a statement they know to be false or misleading in a material particular, or
 - recklessly makes a statement which is false or misleading in a material particular
- commits an offence under the 'Environmental Protection Act 1990' *Section 44*, and is liable to a fine or imprisonment, or both.

I/we certify that the information in this application is correct.

I/we hereby apply for a waste management licence in respect of the particulars described in this application (including working plan and supporting documentation).

The application fee of £ is enclosed.

Cheques should be made payable to the "Scottish Environment Protection Agency".

Signature(s)

Please note that applicants must sign the declaration themselves, even if an agent is acting on their behalf.

For applications from

- more than one person - all applicants should sign below
- a company or other corporate body - an authorised person should sign below.

Signature	
Full name	
Position	
Date	

Signature	
Full name	
Position	
Date	

Signature	
Full name	
Position	
Date	

Please send the completed application to the nearest SEPA office to the proposed facility, listed on the front cover of this application form.

GUIDANCE NOTES

These guidance notes should help you fill in the application form. The notes describe in more detail the information you should enter in each section of the form. For further guidance, please contact your local SEPA office.

General

An application form should be completed for each separate site or facility which an applicant wishes to operate. The best indication that two or more facilities at the same site, or within the same complex, have a separate identity is if the applicant finds he is having to provide differing answers to questions on the form. If in doubt, contact your local or regional SEPA office.

Plans and drawings will need to be referenced and submitted as part of the application. The plans must be drawn up by a competent person and should be to a relevant scale. **An inadequate set of accompanying documentation and plans may delay an applications consideration or lead to its rejection.**

All questions must be fully answered before the form is submitted to SEPA. However, applicants may find it helpful to complete the form as fully as possible and then informally discuss any outstanding points with SEPA in advance of a formal submission of an application.

If the application is submitted by an agent, the declaration must be signed by both parties, ie the applicant and the agent. Similarly, if the application is made on behalf of a partnership **ALL** partners should sign the application.

SEPA will aim to determine the Licence application within the 4 month statutory period specified in section 36(9) of the Environmental Protection Act 1990 ("EPA90"), provided sufficient information has been submitted. If circumstances arise where SEPA cannot determine the application in such a period, it may seek the agreement (in writing) of the applicant for a longer period. Without such an agreement SEPA will be deemed to have refused the application if the Licence has not been determined within 4 months.

It is essential that applicants refer to these guidance notes, before submitting an application. It is strongly advised that applicants keep a copy of everything submitted for their own reference.

Authorised Contact

If the application is submitted by an agent, the declaration must be signed by both parties, ie the applicant and the agent.

The Applicant

To allow SEPA to progress your application as swiftly as possible, please provide all details requested about the applicant(s) and operator(s) of the site including details of any previous applications made.

Under the Environmental Protection Act 1990, SEPA must decide whether an applicant is a fit and proper person to hold a Waste Management Licence.

The meaning of a fit and proper person is given in section 74 of the Environmental Protection Act 1990 and described in more detail in SEPA's [Guide to Waste Management Licensing](#). There are three tests to fit and proper status:

- (a) conviction for a relevant offence
- (b) technical competence, and
- (c) financial provision

The meaning of 'relevant person' and 'relevant offences' is discussed in detail in SEPA's 'Guide to Waste Management Licensing'. Applicants are strongly advised to consult this document prior to completing the application form. All questions in this Part must be answered as fully as possible so that SEPA may make a reasoned decision on the status of the applicant. Failure to provide adequate details may delay your application or lead to its refusal.

Conviction for Relevant Offences

Section 74(3)(a) of EPA90 provides that a person shall be treated as not being a fit and proper person if it appears to SEPA that he, or another relevant person, has been convicted of a relevant offence. An offence is relevant for the purposes of section 74(3)(a) if it is an offence under any of the enactments set out in regulation 3 of the Waste Management Licensing (Scotland) Regulations 2011. For convenience, this list of offences is reproduced below:

- (a) section 3, 5(6), 18(2), 92(6) or 93(3) of the Control of Pollution Act 1974;
- (b) section 2 of the Refuse Disposal (Amenity) Act 1978;
- (c) section 9(1) of the Food and Environment Protection Act 1985;
- (d) section 1, 5, 6(9) or 7(3) of the Control of Pollution (Amendment) Act 1989;
- (e) section 23(1), 33, 34(6), 44, 47(6), 57(5), 59(5), 63(2), 71(3) or 80(4);
- (f) section 33 of the Clean Air Act 1993;
- (g) the Special Waste Regulations 1996;
- (h) regulation 30(1) of the 2000 Regulations;
- (i) regulation 19(1) of the 2003 Regulations;
- (j) regulation 40(1) of the 2005 Regulations;
- (k) regulation 73 of the Waste Electrical and Electronic Equipment Regulations 2006;
- (l) the Transfrontier Shipment of Waste Regulations 2007;
- (m) regulation 42 of the Merchant Shipping (Prevention of Pollution by Sewage and Garbage from Ships) Regulations 2008;
- (n) regulation 89 of the Waste Batteries and Accumulators Regulations 2009;
- (o) regulation 10(6), 11(7), 12(5) or 18(4) of the Environmental Liability (Scotland) Regulations 2009;
- (p) section 39(1) of the Marine (Scotland) Act 2010; and
- (q) regulation 44(1) of the 2011 Regulations.

Section 74(4) of EPA90 provides that SEPA may, if it considers it proper to do so in any particular case, treat as fit and proper, a person in whose case section 74(3)(a) applies. SEPA may exercise this discretion subject to the guidance given in SEPA's ['Guide to Waste Management Licensing'](#)

Technical Competence

Prior to the introduction of the Waste Management Licensing (Scotland) Regulations 2011 ("the 2011 Regulations"), most managers could only demonstrate technical competence by obtaining the relevant certificate from WAMITAB (the Waste Management Training and Advisory Board). This is no longer the case.

However, SEPA will continue to recognise WAMITAB certificates as evidence of technical competence.

Other vocational assessment schemes to provide evidence of technical competence may be accepted by SEPA in the future. Further information on any such schemes, when available, will be contained in the SEPA document, "Provision & Assessment of Technical competent Management at Licensed Waste Management Facilities".

Where the applicant or licensee does not hold WAMITAB or another approved scheme certification SEPA must make its own assessment of technical competence. This assessment will consider both the knowledge and experience of the applicant in respect of general waste management law and practice, and the specific type of facility they wish to operate.

The assessment will be based on evidence provided by the applicant or licensee in support of his claim that the management of the activities will be in the hands of technically competent person.

Knowledge may be demonstrated through evidence of appropriate formal qualifications, or through evidence of practical application of the legislation applying to waste management sites, in particular the licensing requirements and the Duty of Care.

Further information on how to provide SEPA with the relevant information to substantiate a claim for technical competence can be found in the SEPA document, "Provision & Assessment of Technical competent Management at Licensed Waste Management Facilities".

Financial Provision

This is the final test in determining whether the applicant will be a "fit and proper person". Financial Provision is usually met through a financial health check or credit check carried out by SEPA's Finance Department. Please discuss this with your local SEPA office.

Use of the Site

Please detail the activities that will be carried out at the site including any other waste activities covered by a separate licence or exemption from waste management licensing.

Please detail the types of waste that will be accepted on site including estimated quantities per month and year as well as the maximum quantity of that waste that will be stored at any one time. This allows SEPA to set licence conditions permitting the types and quantities of waste to be accepted.

Site Operation

Please detail the storage capacities of the site (this may be different to the maximum quantities of waste that you intend storing at any one time) and the hours of operation.

Checklist

The checklist has been provided to allow you to ensure that all the documents SEPA requires to determine the application have been enclosed with the application form. Please provide the documents listed in the checklist.

Plans

Plans and drawings will need to be referenced and submitted as part of the application. The plans must be drawn up by a competent person and should be to a relevant scale. **An inadequate set of accompanying documentation and plans may delay an applications consideration or lead to its rejection.**

Planning Permission

Section 36(2) of EPA90 requires that planning permission must be in force (if required) before a Waste Management Licence can be issued. Full details of the planning status must be supplied with the application. Applicants should contact the Planning Authority to seek advice on whether the proposed use of the facility requires planning permission. If the facility does not require planning permission, documentation from the Planning Authority proving this must be submitted with the Licence application.

Where planning permission is required, a Licence cannot be issued unless:

- (a) such planning permission is in force in relation to the use of the land to which the Waste Management Licence application refers, or
- (b) an established use certificate is in force under section 90 of the Town and Country Planning (Scotland) Act 1972 in relation to that use of the land, or
- (c) a certificate of lawful use or development is in force under section 10 of the Planning and Compensation Act 1991, authorising that use of the land for the Licence application area.

Working Plan

A working plan is required for all waste management applications. It is submitted with an application for a Waste Management Licence and is the Licence Holder's document. It provides information to SEPA to

enable Licence conditions to be set and helps the Licence Holder to specify how the facility will be managed.

The working plan is referred to in the Waste Management Licence conditions and the Licence Holder may vary it at any time, but some aspects that are considered environmentally critical will require SEPA's prior consent before being put into place.

The working plan is a site specific document detailing the practical procedures for operating the waste facility including when abnormal conditions or events occur. It will evolve as the facility develops and at many sites the Licence Holder will revise it frequently. It is therefore helpful for the working plan to be written in sections with numbered paragraphs and pages, submitted in loose leaf form, so that subsequent approved changes are easier to incorporate.

Further guidance on Working Plans can be found in SEPA's ['Guide to Waste Management Licensing'](#)

Application Fee

Section 36(1) of the Act requires that a Waste Management Licence application is accompanied by a fee as prescribed in the current Waste Management Licensing (Fees and Charges) Scheme. The applicant should determine the appropriate fee using the Scheme in consultation with SEPA and submit the fee with the application. Failure to submit the correct fee will invalidate the Licence application. Enquiries about the fee may be addressed to SEPA finance or to your local office.

Declaration

The final part of the application is a declaration as to the accuracy of the information supplied. To knowingly supply false information is an offence and may result in prosecution.

European Waste Catalogue (EWC)

When recording details of waste to be handled at the site, please refer to the European Waste Catalogue Codes (EWC Codes). The EWC Codes were developed by the European Union in order to provide a standard framework for comparison of waste statistics across all member states. The EWC codes are a harmonized, non-exhaustive list of waste types, established by Commission Decision 2000/532/EC, and will be periodically reviewed. It categorises wastes based in a combination of what they are and the process or activity that produces them.

The European Waste Catalogue (EWC) is divided into twenty chapters, most of which are industry-based, although some are based on materials and processes. Each chapter is represented by a two-digit code between 01 and 20 and comprises one or more subchapters. Each subchapter is represented by a four-digit code, the first two digits relate to the Chapter, whilst the final two digits relate to the subchapter. Individual waste types are detailed in the subchapters and are assigned a six-digit code that comprises two digits for the Chapter, two for the subchapter and two specific to the waste type.

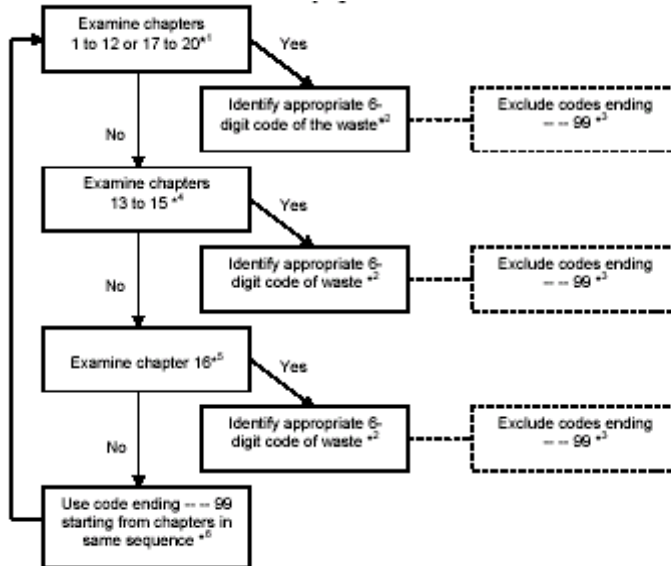
Hazardous wastes are signified by entries where the EWC code is marked by an asterisk (*). Hazardous waste entries can also have a non-hazardous 'mirror entry', which will appear consecutively but one will be marked with an asterisk (*), normally with reference to 'containing dangerous substances'.

17 05 03*	Soil and stones containing dangerous substances
17 05 04	Soil and stones other than those mentioned in 17 05 03

It will be necessary to determine whether the waste contains hazardous waste according to the Special Waste Regulations.

A copy of the EWC Code list is available from your local SEPA Office or on the SEPA website at:
[Consolidated European Waste Catalogue](#)

Classifying Waste under EWC codes



Notes

- ^{*1} Start identifying the source generating the waste by examining chapters 1 to 12 and 17 to 20. *Is there a relevant code?*
- ^{*2} Identify suitable sub-chapter next two digits then final two digits.
- ^{*3} Exclude codes ending -- 99 "not otherwise specified" of these chapters.
- ^{*4} If no appropriate code applies in 1 to 12 and 17 to 20, examine chapters 13 to 15. *Is there a relevant code?*
- ^{*5} If no appropriate code applies in 1 to 12, 17 to 20 and 13 to 20, examine chapter 16. *Is there a relevant code?*
- ^{*6} When waste cannot be classified in the above chapters – only then can you consider using the code ending -- 99 by returning to chapters 1 to 12 and 17 to 20 sequence and use section of the list corresponding to the activity in order to seek code.

N.B. If you are paying by BACS or direct transfer you MUST submit a Remittance Advice/Proof of Payment with your application form. If this is not received the application will be returned to you as invalid and a request will be made for the Remittance Advice. SEPA cannot process your application until proof of payment and the application form is received.