**MEATH COUNTY COUNCIL**



SEwaGe SLUDGE facility

certificate of registration

**APPLICATION FORM**

**For Office Use Only:**

**Application Reference Number:**

**Return Number (If Applicable):**

**Section A: General**

* 1. **Please tick the relevant box to which this application applies (Only one box may be ticked).**

|  |  |
| --- | --- |
| **Application for a SSF Certificate of Registration [Art. 5]** |  |
| **Application for a Renewal of a SSF Certificate of Registration [Art. 9 (2)]** |  |
| **Application for a Review of a SSF Certificate of Registration [Art. 10 (4)]** |  |
| **Application for a Transfer of a SSF Certificate of Registration [Art. 10 (6) (a)]** |  |

* 1. **Is the application being completed by a Consultant/Agent?**

Yes

No

**If yes** give the Consultant’s/Agent’s name, address and contact details below.

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
|  |  |
|  |  |
|  |  |
| **Tel:** |  |
| **e-mail:** |  |
| **Contact Name:** |  |



**In recognition of the EU Plastics Strategy, please do not attach plastic dividers, binders, clips, plastic wrappers etc to Application Form and accompanying documents. Meath County Council is endeavouring to promote the reduction and elimination of all unnecessary waste.**

## Section B: About the Applicant

This section relates to the applicant(s) who will be operating the sewage sludge facility.

* 1. **Full name of applicant(s) [Article 6 (1) (a)]**

Applicant(s) must be a legal entity (individual, sole trader, partnership or body corporate).

|  |  |
| --- | --- |
| **Name(s):** |  |
| **Name(s):** |  |
| **Name(s):** |  |

* 1. **All business names used or proposed to be used by the applicant(s) in the course of any business, trade or occupation carried out by the said applicant** [**Article 6 (1) (b)]**

|  |  |
| --- | --- |
| **Business Name:** |  |

If the applicant(s) is a sole trader, Sections B.4 and B.5 do not need to be completed.

* 1. **Full address of applicant’s principal place of business [Article 6 (1) (c)]**

The address and contact details of the applicant’s principal place of business.

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |
|  |  |
| **Tel:** |  |
| **Fax:** |  |
| **e-mail:** |  |
| **Contact Name:** |  |

* 1. **Is the applicant(s) a partnership? [Article 6 (1) (d)]**

Yes

No

If the applicant is a partnership, give the names and addresses of **all** partners:

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Name:** |  |
| **Address:** |  |
| **Name:** |  |
| **Address:** |  |

Please continue on additional sheets, where necessary, and submit with application

* 1. **Is the applicant(s) a body corporate? [Article 6 (1) (e)]**

Yes

No

1. **If yes** please provide the address of its registered principal office along with the following:

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Number\*:** |  |
| **Registered Address:** |  |
|  |  |
|  |  |
| **Tel:** |  |
| **Fax:** |  |
| **e-mail:** |  |

**AND**

1. **If yes** please provide the name and address of any person who is a director, manager, company secretary or other similar officer of the body corporate:

|  |  |
| --- | --- |
| **Director name and address:** |  |
| **Company Secretary name and address:** |  |
| **Director name and address:** |  |
| **Director name and address:** |  |
| **Manager name, address and position:** |  |
| **Other Similar Officer name, address and position:** |  |

Please continue on additional sheets, where necessary, and submit with application

* 1. **Is the applicant(s) carrying on business under a name other than that of the applicant? [Article 6 (3) (c)]**

|  |  |
| --- | --- |
| **Business Name:** |  |
| **Business Number:** |  |
| **Registered Address:** |  |
|  |  |
|  |  |
| **Tel:** |  |
| **Fax:** |  |
| **e-mail:** |  |

* 1. **Technical Competence (Fit and Proper Person) [Article 7 (2) (b)]**

Please detail the applicant(s) technical knowledge and qualifications relevant to the management of a sewage sludge facility. Please use a separate sheet if required.

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| **Document(s) Reference:** |

* 1. **Transfer of SSF Certificate of Registration [Local Authority prescribed]**

Particulars in respect of items B.1 to B.7 above are required to be provided for both the holder of the SSF certificate of registration and the transferee.

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

## Section C: About the Facility

* 1. **The location or postal address of the facility to which the application relates [Article 6 (1) (h)]**

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |
| **Townland:** |  |
| **Grid**  **Co-Ordinates to ITM to centre of site**  **(12 digits 6E,6N)** |  |

* 1. **Site Location Map and Layout Plans [Article 6 (1) (i)]**

**Two copies ie 1 original hard copy & 1 electronic copy (USB/Disk)** of the appropriate plans and maps relating to the facility shall be submitted of the following:

(i) A site location map, to a scale of not less than 1:2,500

* a clear delineation of the site boundaries, and particulars of:
  + - Ordnance Survey Sheet Reference Number(s) (1:50,000 – discovery series)
    - Elevation Levels (metres) and Ordnance Datum used
    - Dimensions (metres)
    - Orientation of North Point
    - Plan, elevation and section (1:100) of all storage tanks and storage bays

1. A site layout plan (1:500) must also be supplied showing how the site will be laid out and including details of (where applicable)
   * Facility entrance and exit
   * Dedicated area for sludge reception, including location of all storage tanks and storage bays
   * Drainage provisions of the facility
   * Vehicle washing point with drainage, including silt interceptor (if installed)
   * Site office
   * Weighbridge (if present)
   * Traffic flow
   * Nature of surfacing within the facility
   * Location of any environmental monitoring points
   * Emission points
2. Plan elevation and sections (1:20) of all storage tanks and storage bays
   1. **Legal Interest in the land [Local Authority prescribed under Article 6(3)]**

State and provide a copy of the proof of the legal interest and permission held by the applicant(s) in the land on which the proposed facility is located (e.g. leaseholder, owner, tenant, prospective purchaser):

|  |  |
| --- | --- |
| **Legal Interest:** |  |
| **Document(s) Reference:** |  |

* 1. **Planning Permission and Planning Authority [Local Authority prescribed under Article 6(3)]**

State the planning permission number and submit a copy of same for the facility, or if a certificate/declaration of exemption applies, please state this and supply a copy of the certificate/declaration of exemption:

|  |  |
| --- | --- |
| **Planning Permission Number :** |  |
| **Document(s) Reference:** |  |

* 1. **Description of the sewage sludge activity [Local Authority prescribed under Article 6(3)]**

Describe the nature of the sewage sludge activity which is proposed to be carried on within the sewage sludge facility. (Continue on a separate sheet if necessary)

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| **Document(s) Reference:** |

* 1. **Confirmation that the sewage sludge has been stablised.**

Submit details of the type of stablisation that sewage sludge has received prior to importation onto the proposed storage facility. (Continue on a separate sheet if necessary)

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| **Document(s) Reference:** |

* 1. **Sludge Types and Quantities [Local Authority prescribed under Article 6(3)]**

Using the current European Waste Catalogue Code(s), state the sludge types and quantities to be stored / handled at the sewage sludge facility:

| **EWC Code (6 digits)** | **EWC Code Description** | **Sludge Quantity and units** |
| --- | --- | --- |
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Include the anticipated annual throughput of each of the sludge types to be stored / handled at the sewage sludge facility

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| --- | --- |
| **Site Throughput (with Units):** |  |

Where sludge is accepted by volume, or estimations are used, the volumes to weight conversion factors shall be detailed on a separate sheet.

* 1. **Recording waste types and quantities [Local Authority prescribed under Article 6(3)]**

Detail how accurate records shall be maintained including sludge imports and exports, origin and destination locations, waste collection contractors.

|  |  |
| --- | --- |
| **Record of Sludge Imports:** |  |
| **Record of Sludge Exports:** |  |
| **Record of Sludge Origin(s):** |  |
| **Record of Sludge Destination(s):** |  |
| **Record of Waste Collection Contractor(s):** |  |
| **Document(s) Reference:** |  |

* 1. **Arrangements for the off-site recovery or disposal of wastes [Local Authority prescribed under Article 6(3)]**

Provide a description of any proposed arrangements for the off-site recovery or disposal of wastes. If this waste is destined for another waste facility, include the site name and permit / licence number of the site(s) which it is proposed to use:

If waste is destined for export relevant details (for example, waste broker, proposed TFS arrangements, etc.) should be provided.

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

* 1. **Emissions from the Facility [Local Authority prescribed under Article 6(3)]**

Will the facility create any emissions to air (including dust and odour), water, land, sewer or noise?

Yes

No

If yes, please detail the source, location, nature, composition, quantity, level and rate of these emissions. State whether the emissions will be continuous or periodic and if periodic please give details.

If necessary, continue onto additional sheets, ensuring that all sheets are numbered and labelled.

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| **Document(s) Reference:** |

* 1. **Description of the odour control measures [Local Authority prescribed under Article 6(3)]**

Describe the measures to be undertaken to control odour at and arising from the sewage sludge activity which is proposed to be carried on within the sewage sludge facility. (Continue on a separate sheet if necessary)

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| **Document(s) Reference:** |

* 1. **Description of the vehicle washing measures [Local Authority prescribed under Article 6(3)]**

Describe the measures to be undertaken to control vehicle washings arising from the sewage sludge activity which is proposed to be carried on within the sewage sludge facility. (Continue on a separate sheet if necessary)

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| **Document(s) Reference:** |

* 1. **Facility Use [Local Authority prescribed under Article 6(3)]**

Please provide details of the following:

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| --- | --- |
| **Current use of the facility:** |  |
|  |  |
|  |  |
| **Historic Use of the facility:** |  |
|  |  |
|  |  |
| **Adjacent land use:** | North: |
|  |  |
|  | South: |
|  |  |
|  | East: |
|  |  |
|  | West: |
|  |  |

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

* 1. **Details of the integrity testing, maintenance and checking of all storage tanks or storage bays [Local Authority prescribed under Article 6(3)]**

Supply details the integrity testing, maintenance and checking of all storage tanks or storage bays to be used at the sewage sludge facility, including a copy of a structural engineers report supporting the suitability and integrity of the storage facility. (Continue on a separate sheet if necessary).

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| **Document(s) Reference:** |

* 1. **Other Procedures [Local Authority prescribed under Article 6(3)]**

Provide details of any other operational or housekeeping procedures on site, not already covered (for example accident and emergency, EMS/EMAS, environmental reporting).

If necessary, continue onto additional sheets, ensuring that all sheets are numbered and labelled.

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| **Document(s) Reference:** |

* 1. **Animal By-Products [Article 10 (11)]**

Does the facility biologically treat animal by-products within the meaning of Regulation (EC) 1774/2002 (as amended)?

Yes

No

If yes, please supply details of any application made to the Minister for Agriculture and Food for veterinary authorisation for the sewage sludge facility.

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

## Section D: Offences / Court Orders

* 1. **Relevant Convictions/Court Order [Article 6 (1) (f)]**

Has the applicant, including in the case of a body corporate any officer of that body corporate and including where the applicant is a natural person or partnership any natural person or partner, been convicted contrary to those enactments listed in Appendix 1 of this application form within the previous 10 years prior to the date of this application?

**Yes**

**No**

**IF YES**

1. in the case of **the applicant** please include a supplementary sheet detailing the court hearing the case, details of the offence and all penalties and sanctions incurred. Where there is more than one offence to be considered, please use a separate sheet for each offence, and

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

1. in the case where the applicant is a **body corporate** please include a supplementary sheet detailing the court hearing the case, details of the offence and all penalties and sanctions incurred [Article 6 (2) (a)], **including conviction details in relation to each director, manager, company secretary or other similar officer of the applicant** [Article 6 (2) (a) (i)].Where there is more than one offence to be considered, please use a separate sheet for each offence. and

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

furthermore in the case where the applicant is a **body corporate** please include a supplementary sheet detailing the court hearing the case, details of the offence and all penalties and sanctions incurred by **each** **body corporate** **in which any director, manager, company secretary or other similar officer of the applicant is or has been a director, manager, company secretary or other similar officer** [Article 6 (2) (a) (ii)].Where there is more than one offence to be considered, please use a separate sheet for each offence, and

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

1. in the case where the applicant is a **natural person or partnership** please include a supplementary sheet detailing the court hearing the case, details of the offence and all penalties and sanctions incurred, including conviction detailsin relation to both the applicant and any body corporate, if applicable, **in which the applicant or any partner of the applicant, is, or has been, a director, manager, company secretary or other similar officer**. [Article 6 (2) (b)].Where there is more than one offence to be considered, please use a separate sheet for each offence.

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

* 1. **Court Orders under Section 57 or 58 of the Waste Management Act, 1996, as amended. [Article 6 (1) (g)]**

Has the applicant, including in the case of a body corporate any officer of that body corporate and including where the applicant is a natural person or partnership any natural person or partner, had any requirement imposed by order of a court pursuant to Sections 57 or 58 of the Waste Management Act 1996 (No. 10 of 1996), as amended?

Yes

No

**IF YES**

1. in the case of **the applicant** please include a supplementary sheet detailing the court hearing the case and details of the requirements imposed by order of a court. Where there is more than one offence to be considered, please use a separate sheet for each offence, and

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

1. in the case where the applicant is a **body corporate** please include a supplementary sheet detailing the court hearing the case and details of the requirements imposed by order of a court [Article 6 (2) (a)], **including details in relation to each director, manager, company secretary or other similar officer of the applicant** [Article 6 (2) (a) (i)].Where there is more than one offence to be considered, please use a separate sheet for each offence, and

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

furthermore in the case where the applicant is a **body corporate** please include a supplementary sheet detailing the court hearing the case and details of the requirements imposed by order of a court on **each** **body corporate** **in which any director, manager, company secretary or other similar officer of the applicant is or has been a director, manager, company secretary or other similar officer** [Article 6 (2) (a) (ii)].Where there is more than one offence to be considered, please use a separate sheet for each offence, and

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

1. in the case where the applicant is a **natural person or partnership** please include a supplementary sheet detailing the court hearing the case and details of the requirements imposed by order of a court, including conviction detailsin relation to both the applicant and any body corporate, if applicable, **in which the applicant or any partner of the applicant, is, or has been, a director, manager, company secretary or other similar officer**. [Article 6 (2) (b)].Where there is more than one offence to be considered, please use a separate sheet for each offence.

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

* 1. **Transfer of SSF Certificate of Registration [Local Authority prescribed]**

Particulars in respect of items D.1 and D.2 above are required to be provided for both the holder of the SSF certificate of registration and the transferee.

|  |  |
| --- | --- |
| **Document(s) Reference:** |  |

## Section E: Additional Information.

**E.1 Additional Information**

If there is additional information which the applicant feels may be required by the authority in making its decision and any information identified as part of pre-application consultation, should be included here.

Supporting documents may be provided.

|  |
| --- |
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| **Document(s) Reference:** |

**E.2 Fee payable [Local Authority prescribed under Article 6(3)]**

Please tick the appropriate box below and include the appropriate fee for the authorisation being sought:

|  |  |  |  |
| --- | --- | --- | --- |
| Category of  Application | Type of Application | Fee Payable | Tick Box |
| 1. | Application for a Certificate of Registration and Renewal application | €300 |  |
| 2. | Application for the review of a Certificate of Registration | 50% of the fees applicable to an application for a certificate of registration, or €100 for minor changes not requiring a full review. |  |
| 3. | Application for the renewal or transfer of a Certificate of Registration | 25% of the fees applicable to an application for a certificate of registration |  |

## Section F: Statutory Declaration [Article 6 (3) (a)]

I declare that the information given in the application by (Legal Entity)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the purpose of obtaining a SEWAGE SLUDGE FACILITY **CERTIFICATE OF REGISTRATION** is correct, and that no information, which is required to be included in the said application, has been omitted.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

I authorise **Meath County Council** to make any enquiries from official sources as it may consider necessary for the purpose of determining this application and, pursuant to section 8 of the Data Protection Act 1988, I consent to the disclosure of details of convictions for relevant offences specified under article 10 of the Waste Management (Facility) Permit Regulations 2007.

Signature(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (block capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Declared before me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_. #

# To be completed by a Solicitor/Commissioner of Oaths/Notary Public/Peace Commissioner/Garda Síochána.

Signature of Witness

Occupation

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Where the applicant is a partnership, each partner, or where the applicant is a body corporate, a director, manager, company secretary or other similar officer of the applicant shall sign this statutory declaration.

**WARNING:** Any person who gives false or misleading information for the purpose of obtaining a SEWAGE SLUDGE FACILITY **CERTIFICATE OF REGISTRATION** renders themselves liable to severe penalties.

1. Checklist of information to be supplied WITH APPLICATION 1 Original Hard Copy & 1 Electronic Copy (USB/Disk)

|  |  |  |
| --- | --- | --- |
| **Information required** | **Regulation** | **Included** |
| A statutory declaration, in the form as set out in Schedule 1, signed by the applicant or, where the applicant is a partnership, each partner, or where the applicant is a body corporate, a director, manager, company secretary or other similar officer of the applicant. | 6 (3) (a) |  |
| Where the applicant is a body corporate, a copy of the applicant’s certificate of incorporation, certified by the Registrar of Companies under section 370(1)(*b*) of the Companies Act, 1963 (No. 33 of 1963) or where the applicant is incorporated outside the State, the equivalent certificate from the appropriate authority of that State. | 6 (3) (b) |  |
| Where the applicant carries on business under a name other than that of the applicant, a copy of a certificate of registration under the Registration of Business Names Act, 1963 (No. 30 of 1963) certified in accordance with section 16(1)(*b*) of that Act. | 6 (3) (c) |  |
| A copy of the current tax clearance / C2 certificate issued to the applicant(s) by the Revenue Commissioners, or appropriate certificate from the relevant tax authority for non-domiciled applicants. | 6 (3)] |  |
| Site location maps and drawings showing drainage provisions for the facility | 6(1)(i) |  |
| Evidence of legal interest in the land, i.e. folio number and map, and were the applicant is not the registered owner of the land a letter of consent to use the lands for the purposes of storing sewage sludge by way of a legal agreement between the interested parties, or a lease agreement for the lands in question | 6 (3)] |  |
| An Engineers Report certifying the structural suitability and integrity of the storage facility (including engineers professional indemnity cover) | 6 (3)] |  |
| The appropriate fee as prescribed by the local authority. | 6 (3) (d) |  |
| **Please adhere to EU Plastics Strategy outlined on bottom of Page 2 of Application Form.** |  |  |

**APPENDIX 1**

**Offences listed in Schedule 2 of the Waste Management (Registration of Sewage Sludge Facility) Regulations 2010, S.I. No. 32 of 2010:**

The following offences shall be disclosed in the application by an owner or operator of a sewage sludge facility for a certificate of registration:

1. a contravention of the Waste Management (Movement of Hazardous Waste) Regulations, 1998 (S.I. No. 147 of 1998), subject to any amendment that may be made to those Regulations from time to time, but if those Regulations should be revoked, shall be subject to such Regulations corresponding to those Regulations as may be for the time being in force,
2. an offence under sections 14(6), 18(2), 18(8), 32(6), 34(1), 36(3), 39(9), 53C(4), 53F, 53H(4), 53I(6), 53J(6), 53K(5), 53L(5) or 53M(5) of the Act, or as appropriate, any appropriate section or Part, concerning producer responsibility obligations, that may be inserted into the Act from time to time,
3. an offence under articles 18 and 26 of the Waste Management (End of Life Vehicles) Regulations 2006 (S.I. No. 282 of 2006), subject to any amendment that may be made to those Regulations from time to time, but if those Regulations should be revoked, shall be subject to such Regulations corresponding to those Regulations as may be for the time being in force, or as appropriate,
4. an offence under article 9 of the European Communities (Batteries and Accumulators) Regulations, 1994 (S.I. No. 262 of 1994) those Regulations, from time to time, but if those Regulations should be revoked, shall be subject to such Regulations corresponding to those Regulations as may be for the time being in force,
5. an offence under Regulation 9 of the Waste Management (Shipments of Waste) Regulations 2007 (S.I. No. 419 of 2007),
6. an offence under the Waste Management Act 1996, as amended, the Environmental Protection Agency Acts 1992 and 2003, the Local Government (Water Pollution) Acts 1977 and 1990, the Air Pollution Act, 1987.