This form is an application for a licence to operate mobile plant under the *Protection of the Environment Operations Act 1997* (‘POEO Act’). Alternatively, apply online through [eConnect EPA](http://www.epa.nsw.gov.au/epabusinessportal/poeo-login)

If you require a licence for a premises-based activity or to transport waste, then the forms titled *Licence application – premises* or *Licence application – waste transport* must be used, respectively.

To complete this form you may need the *Guide to licensing* prepared by the Environment Protection Authority (EPA) and available at [www.epa.nsw.gov.au/licensing/licenceguide.htm](http://www.epa.nsw.gov.au/licensing/licenceguide.htm) and/or the *Waste Classification Guidelines* which areavailable at [www.epa.nsw.gov.au/wasteregulation/classify-waste.htm](http://www.epa.nsw.gov.au/wasteregulation/classify-waste.htm).

If you need help completing the form, please contact your nearest EPA office from the list at the end of this form.

Once completed and signed, the form, together with the applicable fee, should be sent to your nearest EPA office (as indicated at the end of this form).

### Do I need a licence?

To determine if you need a licence, you need to refer to the [*Guide to licensing*](http://www.epa.nsw.gov.au/licensing/licenceguide.htm) , for details of the activities that require a licence under Schedule 1 of *POEO Act* (‘scheduled activities’). Please also refer to the [Protection of the Environment (Waste) Regulation 2014](http://www.epa.nsw.gov.au/wasteregulation/poeo-reg-2014.htm).

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| Will you be undertaking the following: | | | |
| * + 1. **Mobile waste processing** – meaning an activity that involves the processing of hazardous waste, liquid waste or restricted solid waste (or any combination of them) that is carried out, for business or commercial purposes, by means of mobile plant. |  |  |  |

If you answered ‘**Yes**’ to question 1.1, please complete the rest of this application form.

# **Licence applicant**

* 1. **Name of the proposed licence holder(s)**

The licence holder must be an individual(s), a company, body corporate or public authority, but ***not*** a partnership, trust or joint-venture name.

|  |  |
| --- | --- |
| Full name(s) of proposed licence holder(s) |  |
|  |
| Trading as  (if applicable) |  |
| ACN /ABN  (if applicable) | ACN: ABN: |
| Corporate  web address |  |

* 1. **Postal address of the proposed licence holder(s)**

|  |  |
| --- | --- |
| Postal address and fax number for **all** correspondence | PO Box: |
| No: Street name: |
| Suburb: |
| State: Postcode: |
| Fax: |
| Corporate email address |

**Fit and proper person**

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| **Has the applicant (whether a natural person or a corporation) ever:** |  |  |  |
| * + - 1. been convicted or paid a penalty under a penalty notice for an offence under a provision of any environment protection legislation1 or other relevant legislation?2 |  |  |  |
|  | | | |
| * + - 1. had a licence or other authority suspended or revoked under environment protection legislation[[1]](#footnote-1) or other relevant legislation?[[2]](#footnote-2) |  |  |  |
|  |  |  |  |
| **If the applicant is a *corporation*, has any director3 of the corporation ever:** |  |  |  |
| * + - 1. been convicted, or paid a penalty under a penalty notice for an offence under a provision of any environment protection legislation1 or other relevant legislation?2 |  |  |  |
|  | | | |
| * + - 1. had a licence or other authority suspended or revoked under environment protection legislation1 or other relevant legislation?2 |  |  |  |
|  | | | |
| * + - 1. been a director3 of another corporation convicted or paid a penalty infringement notice under a provision of any environment protection legislation1 or other relevant legislation?2 |  |  |  |
|  | | | |
| * + - 1. been a director3 of another corporation which had a licence or other authority suspended or revoked under environment protection legislation1 or other relevant legislation?2 |  |  |  |

If you answered ‘**Yes**’ to any of the above questions, please attach a statement setting out the specific circumstances and why you think those circumstances should not prevent you from holding a licence.

Please note that in determining whether a person is a fit and proper person, the EPA may take into consideration any or all of the factors listed in section 83(2) of the *POEO Act*.

* 1. **Existing mobile plant operators**

Please tick (🗸) ‘Yes’ or ‘No’.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| * + - 1. Are you applying for an EPA licence for mobile plant for the first time? |  |  |  |

If you answered ‘**No**’to this question, please attach details of other mobile plant licence(s).

* 1. **Contact person for proposed new licence holder(s) for EPA inquiries**

|  |  |
| --- | --- |
| Name | Mr / Mrs / Ms Given name: |
| Surname: |
| Organisation (if different from licence holder) |  |
| Position |  |
| Address (if different from postal address in section 2.2) | No: Street name: |
| Suburb: |
| State: Postcode: |
| Phone numbers | Business: Mobile: |
| After hours: Pager: |
| Fax |  |
| Email |  |

# **Details of mobile plant**

Please provide details of all mobile plant to be included on the licence.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Plant 1 | Plant 2 | Plant 3 | Plant 4 |
| Type of mobile plant |  |  |  |  |
| Registration or chassis number |  |  |  |  |
| Date of manufacture |  |  |  |  |
| Manufacturer |  |  |  |  |
| Owner of plant if owner isn’t the licence applicant |  |  |  |  |
| Processing capacity, in tonnes, over 24-hour operation |  |  |  |  |

Please attach extra page(s) if more space is needed.

# **Mobile waste processing – waste codes**

If you propose to process hazardous waste, liquid waste or restricted waste (or any combination of them), please list the codes for the waste processed.

A list of hazardous waste, liquid waste and restricted solid waste descriptions and waste codes can be found in *Waste that must be tracked* which is available at www.epa.nsw.gov.au/owt/wastetrackfs.htm.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Waste code(s) |  |  |  |  |  |  |

Please attach extra page(s) if more space is needed.

# **Determining the licence fee**

Payment for the licence administrative fee must be submitted with this form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Fee-based activity classification | Activity scale | Number of fee units |  | Fee unit amount |  | Calculated fee |
| Mobile waste processing | Any capacity | 32 | x | $139 | = | **$556** |

This is the administrative fee for your licence.

Where making payment by cheque or money order, make cheque payable to the **Environment Protection Authority**.

Payment by Electronic Funds Transfer (EFT) should be deposited to:

Bank: **Westpac Banking Corporation**

Account Name: **EPA Operating Account**

BSB: **032 001**

Account No: **170 737**

Remittance for EFT payments should be e-mailed to [**poeo.licensing@epa.nsw.gov.au**](mailto:poeo.licensing@epa.nsw.gov.au)

***Fees are exempt from GST by the Commonwealth Treasurer’s Division 81 determination under* A New Tax System (Goods and Services Tax) Act 1999.**

**6. Signature of proposed licence holder**

This application may only be signed by a person(s) with the legal authority to sign it. The various ways in which the application may be signed, and the people who may sign the application, are set out in the categories below.

Please tick (✓) the box next to the category that describes how this application is being signed.

|  |  |  |
| --- | --- | --- |
| **If the proposed licence holder is:** |  | The application must be signed and certified by one of the following: |
| an individual |  | the individual. |
| a company |  | the common seal being affixed in accordance with the *Corporations Act 2001, or*  two directors, or  a director and a company secretary, or  if a proprietary company that has a sole director who is also the sole company secretary – by that director. |
| a public authority other than a council |  | the chief executive officer of the public authority, or  by a person delegated to sign on the public authority’s behalf in accordance with its legislation (Please note: a copy of the relevant instrument of delegation must be attached to this application). |
| a local council |  | the general manager in accordance with s.377 of the *Local Government Act 1993* (‘LG Act’), or  the seal of the council being affixed in a manner authorised under the LG Act. |

***I/We (the proposed licence holder):***

* ***apply for an environment protection licence***
* ***declare that the information in this licence application form (including any attachment) is not false or misleading in any material particular***
* ***am/are aware of the requirements under Part 5.7A of the POEO Act to prepare a pollution incident response management plan before commencing operations – Note that section 153C of the POEO Act and Part 3A (clauses 98a – 98f) of the Protection of the Environment Operations (General) Regulation 2009 set out what must be included in the plan, including specific requirements for the transport of trackable waste and other obligations related to these plans;* Environmental Guidelines: Preparation of pollution incident response management plans *is available at*** [***www.epa.nsw.gov.au/legislation/20120227egpreppirmp.htm***](http://www.epa.nsw.gov.au/legislation/20120227egpreppirmp.htm)

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Signature |  |
| Name (printed) |  | Name (printed) |  |
| Position |  | Position |  |
| Date |  | Date |  |

Seal (if signing under seal):

## Additional information

1. It is an offence to supply any information in this form that is false or misleading in a material particular. There is a maximum penalty of $22,000 for a corporation or $11,000 for an individual.
2. Details of the licence application and licence will appear on the EPA’s Public Register. The EPA can be asked by any person to provide reasons for refusing or granting a licence application.

***Send this form and payment of the licence fee to your nearest EPA office:***

|  |  |
| --- | --- |
| Metropolitan Parramatta  Environment Protection Authority NSW  PO Box 668  Parramatta NSW 2124  Phone: 9995 5000  Fax: 9995 6900 | Wollongong Environment Protection Authority NSW  PO Box 513  Wollongong East NSW 2520  Phone: 4224 4100  Fax: 4224 4110 |
| NorthNewcastle Environment Protection Authority NSW  PO Box 488G  Newcastle NSW 2300  Phone: 4908 6800 Fax: 4908 6810 | Grafton Environment Protection Authority NSW  PO Box 498  Grafton NSW 2460  Phone: 6640 2500 Fax: 6642 7743 |
| **Armidale**  Environment Protection Authority NSW  PO Box 494  Armidale NSW 2350  Phone: 6773 7000  Fax: 6772 2336 | Dubbo  Environment Protection Authority NSW  PO Box 2111  Dubbo NSW 2830  Phone: 6883 5330  Fax: 6884 8675 |
| **South**  **Albury**  Environment Protection Authority NSW  PO Box 544  Albury NSW 2640  Phone: 6022 0600  Fax: 6022 0610  Griffith  Environment Protection Authority NSW  PO Box 397  Griffith NSW 2795  Phone: 6969 0700  Fax: 6969 0710 | Bathurst  Environment Protection Authority NSW  PO Box 1388  Bathurst NSW 2795  Phone: 6332 7600  Fax: 6332 7630  Queanbeyan  Environment Protection Authority NSW  PO Box 622  Queanbeyan NSW 2620  Phone: 6122 3100  Fax: 6299 3525 |
| **Waste Operations**  Environment Protection Authority NSW  PO Box A290  Sydney South NSW 1232  Phone: 9995 5000 Fax: 9995 5930 |  |

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1. ‘Environment protection legislation’is defined in Part 1 of the *Protection of the Environment Administration Act 1991*. [↑](#footnote-ref-1)
2. ‘Other relevant legislation’ is defined in clause 52 of the Protection of the Environment Operations (General) Regulation 2009.

   3 ‘Director’ also includes a person involved in the management of the affairs of the corporation. [↑](#footnote-ref-2)