



## Waste Collectors Licence Application Form

Application to Waitakere City Council and/or North Shore City Council and/or Rodney District Council to undertake waste collection activities within the Council area.

*Completed licence form and annual licence fee to be returned to either:*

- *Waitakere City Council, Waste Bylaw Officer, 6 Waipareira Avenue, Henderson (Private Bag 93 109, Henderson, Waitakere City 1231) or*
- *North Shore City Council, Waste Bylaw Enforcement Team Coordinator, Environmental Services, 521 Lake Road, Takapuna (Private Bag 93 500, Takapuna, Auckland 1332) or*
- *Rodney District Council, Waste Licensing Officer, 50 Centreway Road, Orewa (Private Bag 500, Orewa, Auckland 1461)*

### Details of Applicant

Company Name: \_\_\_\_\_

Registered Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax number: \_\_\_\_\_

Applicants daytime contact name and telephone number: \_\_\_\_\_

Postal address for service of documents: \_\_\_\_\_

Name of Manager responsible: \_\_\_\_\_

Trading name and associated 'brands': \_\_\_\_\_

### Details of Licensed Activities

Type of licensed activities e.g. – brief description of operations to which licence will apply:

\_\_\_\_\_

\_\_\_\_\_

Application period: From: Aug 1 \_\_\_\_\_ To: July 31 \_\_\_\_\_

Council where licensed activities will be undertaken (✓ appropriate box(es)):

Waitakere City Council        North Shore City Council        Rodney District Council

Type of material collected under the licence ( appropriate box(es)):

Household     Recyclables     Green Waste     Paper Waste   
Inorganic     Prohibited     Hazardous     Commercial

Facilities to which materials will be transported:

Name, address and type of facility / facilities:

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Facilities identified as – Landfill, Cleanfill, Transfer Station, Compost Site, recycling or other (please specify)

### Declaration

I / we agree to fulfil the reporting requirements on waste data, and that the information provided is correct and accurate.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Title of Applicant: \_\_\_\_\_

**The person completing this application must be authorised, in writing, to act as a signatory on behalf of the applicant.**

Note: All company specific information received will be treated as confidential and subject to Local Government Official Information and Meetings Act (1987) (LGOIMA) requirements.

Licence fee payment enclosed: (@\$300 (including GST p.a.)      Total Fee \$

One Year  Two Years  Three Years  Four Years  Five Years

All cheques are to be made payable to Waitakere City Council. A receipt will be issued on payment that will detail the GST number, and which constitutes a tax invoice.

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### For Office Use Only

Receipt Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
Date: \_\_\_\_\_ Officer: \_\_\_\_\_  
Licence Number: \_\_\_\_\_ Bond Amount Required: \_\_\_\_\_

## CHECKLIST FOR APPLICANTS AS OUTLINED IN PART 9 OF THE WASTE BYLAW

1.	<input type="checkbox"/> Do you have a Health & Safety Plan?
2.	<input type="checkbox"/> Do you have a Quality Management Plan? (Submit a copy of the “Table of Contents”).
3.	<input type="checkbox"/> Description of how your operation is contributing to the objectives of Council’s Waste Management Plan (Attach a paragraph).
4.	<input type="checkbox"/> What is the treatment (if any) for the waste that is intended to be collected? (Attach details of treatment for each type of waste to be collected).
5.	<input type="checkbox"/> Methodology details: e.g. frequency, location (areas) to be collected from, means of removal, transportation and disposal. Indicate whether waste from different council areas will be commingled in collection vehicles and how the operator will determine tonnages collected in those areas. Indicate levels of training provided for individual operators and outline what responsibility the operator has to deal with containment and spillage issues.
6.	<input type="checkbox"/> Vehicle specifications and receptacle details (Attach details indicating number of vehicles and their registration numbers, types of vehicles, types of receptacles, receptacle and truck covers).
7.	<input type="checkbox"/> Provide details of applicants experience, reputation and track record in the waste industry (Attach a paragraph).
8.	<input type="checkbox"/> Provide details of past operational issues affecting performance (Attach as appropriate).
9.	<input type="checkbox"/> Provide details of financial position e.g. letter from bank or other financial institution indicating solvency (This is to confirm the ability of the applicant to satisfy the conditions of the licence).
10.	<input type="checkbox"/> Provide certificates of public liability and vehicle insurances (A certificate from a broker is sufficient).
11.	<input type="checkbox"/> Details of key contact person during term of licence - physical address, phone, fax and mobile numbers.

## CHECKLIST FOR RECEIVING OFFICER

- Health & Safety Plan.
- Quality Management Plan “Table of Contents”.
- Objectives of Council’s Waste Management Plan.
- Waste treatment details.
- Methodology details.
- Vehicle specifications and receptacle details.
- Applicants experience, reputation and track record.
- Any past operational issues affecting performance.
- Financial position.
- Certificates of public liability and vehicle insurances.
- Bond assessed.
- Licence labels/stickers issued.