

Waste Collector's Licence Application Form



Application to Kaipara District Council to undertake waste collection activities within the Kaipara District.

Enquiries: Ph (0800 727 059)

Details of the applicant

Company name			
Trading name and associated 'brands'			
Phone		Mobile	
Email		Fax	
Postal address			
Application made by (name)			
Daytime phone			
If different, list contact details of key contact personnel during the term of this licence			
<i>Note: New legislative requirements being introduced from 1 July 2024 will be a consideration of this licence application.</i>			

Application period

Length of application being applied for			
From		To	
<i>Note: The new licence will be issued for the period applied for to a maximum of five years</i>			

Details of licenced activities

1. Type of material collected under the licence (tick all the apply)	
☐ Residual waste and kerbside recyclables	☐ Organic waste
☐ Recyclable waste	☐ Hazardous waste
☐ Commercial waste	☐ Construction/demolition waste
☐ Domestic waste	☐ Other (please specify)
2. Facilities where the material will be transported by the collector	
Name	
Address	
Type of facility	
Name	
Address	
Type of facility	
Name	
Address	
Type of facility	
<i>Note: Please identify facilities as – Resource Recovery Facility (RRF), Transfer Station, Landfill, Clean fill, Compost Site, Recycling or Other)</i>	

Details of licenced activities

3. Waste Management Plan

Describe how your operation is contributing to the objectives of Council's Waste Management Minimisation Plan 2024-2030: reduce, reuse, recycle, recover, treatment and disposal in that order).

4. Methodology details

Provide methodology details, e.g. frequency/day, location (areas) to be collected from, means of removal, transportation, and disposal. Also details of scale, customer base, anticipated volume & weight of material collected of proposed service. Along with the detail, attach or insert maps showing areas being serviced.

5. Training & contingency

Indicate levels of training provided for collection staff (including but not limited to) Health & Safety, Traffic Management, Customer Service & Conflict Management, General Procedures (including the identification of non-compliant waste types), Environmental Management (e.g. spill response).

6. Vehicle specifications and receptacle details

Provide details indicating number of vehicles, their registration numbers and types of vehicles, types of approved receptacles collected and volumes.

7. Experience

Provide details of applicant's experience, reputation and track record in the waste industry.

8. Past operational issues

Provide details of past operational issues affecting performance.

9. Certification

Provide detail and a copy of certificates of public liability and vehicle insurances.

A certificate from a broker is sufficient, minimum \$1,000,000 (1 million dollars)

Conditions of Licence (subject to change once approved)

- Where required reporting data on a regular basis to the Kaipara District Council i.e., disposal and diversion of refuse and recycling as per Ministry for the Environment (MfE) requirements.
- Adheres to the Kaipara District Council's Bylaws.
- The Licence is personal to the Licence Holder and is not transferable.

Additional notes for the applicant

The person completing this application must be authorised, in writing, to act as a signatory on behalf of the applicant.
All company specific information received will be treated as confidential and subject to Local Government Official Information and Meetings Act 1987 (LGOIMA) requirements.
The licence fee of \$150.00 (including GST) payable per annum must accompany this form. Refer to Kaipara District Council fees and charges.
Payments can be made by direct credit to: BNZ Dargaville 02 0308 0090743 07 Or follow the link on Council's website: https://www.kaipara.govt.nz/rates/pay-your-rates-online?token=MTcwNjA1ODAxMA
Please return completed form and required attachments to: • Email: council@kaipara.govt.nz • Drop off your application at either of our offices in Mangawhai or Dargaville • Post to Kaipara District Council, Private Bag 1001, Dargaville 0340

Declaration

I/we agree to be bound by and fulfil all terms and conditions of the licence period, including (without limitation) meeting all information and reporting requirements.	
I/we declare that all information provided in this application and its (numbered) attachments and any information subsequently provided under the terms and conditions of the licence are correct and accurate.	
Signature of applicant	
Date	
Title of applicant	