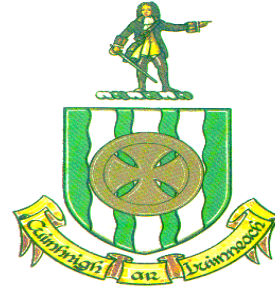


**Environment Section
Limerick County Council
County Hall
Dooradoyle
Limerick**



GUIDANCE NOTES

**APPLICATION FORM FOR RENEWAL OF
REGISTRATION**

Waste Management (Packaging) Regulations 2007

Page 1 of application form:

Year renewal applied for:

Please specify the year that you are applying for renewal of registration.

Company information:

Complete contact details for your company

Items to be enclosed with application:

1. Appropriate Fee

The fee enclosed should be €15 per tonne of packaging supplied in the previous year. The minimum fee is €500 and the maximum is €15,000.

2. Copy of Article 15 Plan

This three-year plan should specify the steps taken by your company to meet the requirements of the Packaging regulations and should detail the steps your company intends to take to prevent or minimise packaging waste. The plan required to accompany the application for renewal should take into account your company's experience in the previous registration period.

Appropriate items to include in your plan:

- Plans to reduce the quantity of waste created onsite and measures to be introduced to increase recycling
- Plans to reduce the quantity of packaging associated with products supplied and deliveries. Plans to use more recyclable packaging or reusable containers
- Steps to be taken to ensure that your company meets its 55% take back obligation
- Steps to be taken to increase take back from customers

The plans should detail specific targets and progress towards these targets should be measurable.

3. Copy of Notices prepared and displayed as per article 10(1), 10(2) and 15(2)

Copies of the notices displayed at your premises should be included with your application. The notices are as follows:

Notice 10 (1):

WASTE MANAGEMENT ACTS 1996 TO 2009

We are required to accept on these premises, free of charge, for the purpose of recovery, packaging waste arising from products, packaging or packaging material of a type or brand sold or otherwise supplied on these premises. The products or packaging in question need not necessarily have been purchased from [name of your company].

Notice 10 (2):

There is no specified wording for this notice however the requirements are as follows: *The purpose, location and availability of facilities to be provided for the purpose of sub-articles (1)(b) and (1)(c) shall be notified or advertised in a conspicuous position, and in*

such manner as to be clearly visible to members of the public, at or near each entrance to each premises.

This notice relates to the provision of facilities (i.e. bins/containers) for the take-back of waste packaging from customers or members of the public. This notice is necessary so that members of the public/customers are aware of what materials you accept and how and where they can be deposited. This notice should include:

- a) Purpose: e.g. “Bins for the recycling of cardboard and plastic packaging are provided at this premises for the purpose of meeting [name of your company’s name] requirements under the Packaging Regulations”
- b) Location e.g. ”Bins for the recycling of the packaging waste are located at the rear of the store”
- c) Availability e.g. “and are available between the hours of 9am to 5pm, Monday to Friday, please contact reception for access to these recycling facilities”

Notice 15 (2):

WASTE MANAGEMENT ACTS 1996 TO 2009

The following documentation is available at these premises –

- (i) *An annual report specifying the steps taken by [name of producer] for the purpose of recovering packaging waste in the preceding calendar year, and*
- (ii) *A three-year implementation plan specifying the steps which [name of producer] proposes to take to recover, prevent and minimise packaging waste,*

and if so requested, will be sent by post, fax or electronic mail.

4. Copy of report as per Article 15(2)(a)

Article 15 (2) (a) specifies that:

A major producer shall, not later than the date on which application for renewal of registration is made under article 13 –

- prepare a report specifying the steps taken by the said major producer in order to comply with the requirements of these Regulations in the preceding registration period, and the results of those steps

This report should be compiled by referring to the obligations placed on your company as a major producer by the Packaging Regulations i.e. Articles 5 to 16. The report should specify the steps your company took to comply with these requirements and what the results of those steps were. This report should address the following requirements as a minimum:

Article 5:

Did you ensure that all of the specified packaging wastes (i.e. cardboard, glass, plastic sheeting, aluminium, steel, timber and paper) are source separated onsite and transferred to a suitably permitted/licensed contractor? Explain and list all wastes arising onsite and how they are treated and who collects them. Did you ensure that packaging waste is

maintained in a clean condition for recycling and that it is not unnecessarily contaminated?

Article 6:

Have you maintained records for each trip or rotation of any packaging destined for reuse to include the following information:

- a description of the packaging destined for reuse
- the material type of the packaging destined for reuse
- the aggregate weight of the packaging destined for reuse
- the number of units of the packaging destined for reuse
- the date on which the packaging destined for reuse, or products in the packaging destined for reuse, was sold or otherwise supplied to the customer
- the date on which the packaging destined for reuse was returned by the customer to the producer for the purpose of it being refilled or used for the same purpose for which it was conceived
- the date on which the packaging destined for reuse was refilled or used for the same purpose for which it was conceived by the producer, and
- all supporting information used for, or in conjunction with, the preparation, compilation and maintenance of such records.

Article 7:

Have you had any requests from your customers for information regarding the weight or nature of packaging supplied to them? Have you complied with their requests? Explain.

Article 8:

Have you ensured that all waste contractors used by your company are suitably permitted/licenced? Give details.

Article 10:

10(1)(a): Did you affix the relevant signage?

10(1)(b): Did you provide adequate facilities for the acceptance, segregation and storage of packaging waste? Explain and provide details.

10(1)(c): Did you provide facilities for customers to remove and deposit packaging from products purchased? Explain.

10(1)(d): Have you accepted relevant packaging waste free of charge and at all reasonable times? Explain.

10(1)(e): Have you arranged for collection of relevant packaging waste from your customers within one week of being requested to? Provide details.

10(2): Have you erected required signage regarding purpose, location and availability of facilities?

10(5)(a): Have you published a notice complying with Part 5 of the Second Schedule in one or more newspapers?

10(5)(b): Have you provided copies of all notices published to the local authority within 10 days of the date of publication?

Article 11:

11(1) & (2): Have you ensured that on a quarterly basis, your company accepted or collected at least 60% of that packaging supplied in the previous quarter? Provide details.

11(3)(a) & (b) & (c): Have you taken any steps to encourage take-back? Provide details.

Article 12:

Have you purchased packaging waste in accordance with this article? Explain.

Article 15 (5):

Are copies of the plan and report made available free of charge to anyone who might request them?

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2. Weight of packaging received and supplied in the preceding registration period:

The weight of packaging **received** refers to the weight of packaging material that your company received in the previous year e.g. that which your company purchased to apply to products for sale and transfer. Weight of packaging received also includes the weight of packaging associated with packaged goods bought in by your company. This should be reported in the packaging type categories specified in the application form.

The weight of packaging supplied is the total weight of all packaging placed on the market by your company, this includes packaging that you applied to products for sale and transfer and packaging associated with any packaged goods you purchased and then resold. This should be reported in the packaging type categories specified in the application form.

3. The names and addresses of producers from whom packaging and packaging products were received in the preceding registration period.

In this section you should include the names and addresses of all the companies from whom you purchased packaging materials or packaged goods for resale. This is essentially a list of your suppliers.

Page 3 of application form:

4. The weight of packaging waste accepted and/or collected in the preceding registration period, in respect of each type of packaging material.

The weight of packaging waste accepted includes all waste brought to your premises by customers or members of the public in the preceding year. The weight of packaging waste collected refers to the quantity of waste collected from your customers in the preceding year. If you employed a waste contractor to collect packaging waste on your behalf in order to meet your take-back requirements the weight of such waste should be reported in the "By waste broker" column. All quantities of packaging waste accepted and/or collected should be broken down into the types of packaging specified in the application form.

5. Estimated weight of packaging

(i) goods or products imported and supplied by the producer

This part of the application form requires details of the weights of packaging material that was imported i.e. directly purchased for outside of Ireland by your company and was then supplied by your company to customers.

(ii) on goods or products pack-filled by the producer

This part of the application form requires details of the weights of the packaging supplied that your company applied to goods/packaged. This figure should not include packaging associated with those goods that your company bought in pre-packed and then sold on without adding any additional or new packaging.

6. Producers who accepted the transfer of packaging waste from your company

This section requests a list of all producers who accepted waste packaging from your company i.e. other companies who accepted waste from your company as part of their take-back requirements under these regulations. The weights of such packaging should be provided broken down into the various types.

Page 4 of application form:

7. Details of Recovery Operators

In this section you should provide details of all waste contractors used by your company, both for the waste you generate onsite (back-door waste) and waste packaging that you accept from members of the public and customers and collect from customers. The details should include the name and address of the contractor, the reference numbers for their waste collection permit/waste licence and the type of waste that they collect from your company.

8. The weight of packaging waste –

(a) recovered by or on behalf of your company and

This part of the application form requires details of any packaging waste that your company recovered onsite i.e. details of reuse of packaging waste onsite to manufacture new products or as an energy source.

(b) accepted by recovery operators

This part of the application form requires details of the total quantity of packaging waste from your premises that was accepted in the previous year for recovery by waste contractors. This total figure should account for all packaging wastes arising onsite for recovery both as back-door waste and from take-back.

Page 5 of application form:

9. Purchase of packaging waste

This part of the application form requires details of the names and addresses of the companies from whom your company purchased packaging waste either directly or indirectly in the previous year for the purpose of meeting your take-back requirement 60% of packaging. The quantities and types of such packaging waste should be provided. This information should be supported by relevant documentation e.g. copies of dockets/invoices stating the quantities and type of wastes, the names of the companies that waste was collected from and the name of collector. It is not sufficient in this case to only reference the waste contractor involved. Full details of the businesses where the waste arose are required to satisfy the requirements of the application.

10. Packaging waste for disposal

This part of the application form requires details of the total quantity of packaging waste from your premises that was accepted in the previous year for disposal by waste contractors. This total figure should account for all wastes arising onsite for disposal both as back-door waste and from take-back. You should specify what type of disposal was used e.g. landfill.

Page 6 of application form:

Declaration

This declaration should be completed and signed appropriately. In the case of a partnership, all partners should sign the declaration. If the application is signed by an agent/consultant, the proposed registered party must also sign and date the declaration.