

For Office Use Only:

Application Reference Number:

Return Number (If Applicable):



Waste Facility Permit or Certificate of Registration Transfer Application Form

Guidance Notes
&
Application Form

Cork County Council

Introduction:

This form is for the purpose of transferring an existing Waste Facility Permit or a Certificate of Registration issued under the Waste Management (Facility Permit and Registration) Regulations S.I No. 821 of 2007 as amended (hereafter referred to as the Regulations);

- (a) The making of an application for a transfer of a Waste Facility Permit;
- (b) The making of an application for a transfer of a Certificate of Registration.

The Guidance Manual and application form are available to download from the (Cork County Council www.corkcoco.ie) or from www.epa.ie/wastepermit

Guidance on the Application Form:

- This application form is for the transfer of a waste facility permit, or the transfer of a certificate of registration from one operator to another.
- The form is to be completed by the current holder of the permit and the transferee.
- The transfer of a waste facility permit is made under Article 27 of the Regulations
- The transfer of a certificate of registration is made under Article 38(6) of the Regulations
- Upon transfer to the new operator, the permit /certificate will remain the same as previously, unless a review application is also made.
- The new operator must be able to comply with the requirements of an application as provided in the Regulations.
- All questions in Section A must be answered.
- Only the relevant questions in Section B require answering.
- The form must be signed in Section C by both the current permit holder and the proposed new operator.
- Attachments should be clearly numbered, titled and paginated and must contain the required information as set out in the application form.

Additional Documents to be Included:

- The following documents must be supplied with the application. Any application which does not contain all of the relevant documents will be contacted by the local authority to supply the missing documents within a set timescale. Any application which still has missing information at the end of the set timescale will be deemed invalid by the local authority and rejected.
- 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.
- Where applicable, a copy of the company registration document must be supplied.
- The correct application fee as specified in the fifth schedule of the Regulations.
- In the case C & D Recovery sites a current Topographical Survey of the site must be submitted showing existing fill imported onto the site and remaining quantity of fill to be imported onto the site.
- Site Location Map.
- Five copies of the aforementioned documents

About these Guidance Notes:

These guidance notes have been developed to assist applicants in the preparation of a transfer of a waste facility permit, or the transfer of a certificate of registration from one operator to another. This document does not purport to be and should not be considered a

WASTE FACILITY PERMIT TRANSFER APPLICATION FORM

legal interpretation of the provisions and requirements of the Waste Management (Facility Permit and Registration) Regulations S.I No. 821 of 2007 as amended.

While every effort has been made to ensure the accuracy of the material contained in this document, the competent authority assumes no responsibility and gives no guarantees; undertakings and warranties concerning the accuracy, completeness or up-to-date nature of the information provided herein and does not accept any liability whatsoever arising from any errors or omissions.

If you need to contact Cork County Council Environment Department concerning your application, please use the number provided in the table below.

Cork County Council Environment Department, Inniscarra, Co. Cork
Tel No. 021-4532700

For more detailed guidance on the waste facility permit system please refer to the Waste Facility Permit manual at www.epa.ie/wastepermit

Section A: About the facility being transferred to another operator

A.1 Waste facility permit or certificate of registration number to be transferred.

Permit Number:	
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A.2 Facility name and address.

Facility Name	
Address:	
Tel:	
Fax:	

A.3 Detail the class or classes of activity being carried out at the facility as per the Third Schedule, Part 1 or Part 11 of the Waste Management (Facility Permit and Registration) Regulation 2007 as amended.

Class of Activity:	
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A.4 Who is the current operator of this facility?

Facility Operator:	
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A.5 Contact details for person or persons in relation to the application for transfer.

Contact Details of current facility operator:	
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A.6 When does the transferee require the transfer to take effect?

Date of proposed transfer:	
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Section B: About the Applicant

This section relates to the applicant or transferee who will be operating the facility following the transfer of the waste facility permit or a certificate of registration.

B.1 Full name of applicant(s).

Name(s):	
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B.2 Name, address and contact details of proposed applicant.

Contact Details of Applicant for Transfer :	
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B.3 Any Trade Name(s) the facility will be operated under.

Trade Name:	
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If the applicant is a sole trader, the next two sections do not need to be completed.

To be Completed by Applicants who are a Body Corporate

B.4 Is the applicant a body corporate?

Yes
 No

If yes, provide the following as appropriate:

- (a) Certified Copy of Certificate of Incorporation
- (b) Company's Number in Company's Registration Office and
- (c) Particulars of Registered Office of the Company

Company Number:	
Document Reference:	

The address of the principal place of business, or in the case of a body corporate the registered office, of the applicant(s) and, where applicable, the telephone number, telefax number and e-mail address of the applicant(s), and, if different, any address to which correspondence relating to the application should be sent:

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

If the applicant is a body corporate please give the names of any person who is a director, manager, company secretary or similar officer of the body corporate:

Name and position:	

To be Completed by Partnerships

B.5 Is the applicant a partnership?

Yes
 No

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

Name:	
Address:	

Financial Commitment Discharge

B.8 In the event of the application being granted, the applicant must provide particulars to demonstrate how the financial commitments or liabilities entered into by operating the site may be discharged. This includes details of how the site will be cleared should operations at the facility cease:

Document(s) Reference:	
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Section C: Signatures

This section must be signed by an authorised representative of **both** the current **Waste Facility Permit** and the proposed new operator or the current **Certificate of Registration** holder and the proposed new operator. If one signature is missing, the application cannot be progressed until such time as proof that the current holder agree to the transfer is supplied. If the current holder is a body corporate, the signatory of the transfer must be an authorised officer of the body for such transfers.

Current Holder:

Name of Operator Representative:

Name:	
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Position within Organisation (if body corporate or partnership):

Position:	
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Signature:

Signature:	
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Date:

Date:	
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Applicant (Transferee):

Name of applicant:

Name:	
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Position within Organisation (if body corporate or partnership):

Position:	
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Signature:

Signature:	
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Date:

Date:	
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