

Frequently Asked Questions – The Waste Permit/Certification of Registration Application Process

Who needs a Waste Permit, Waste Licence or Certificate of Registration?

The Waste Management Act 1996 as amended requires that any facility which is involved in the recovery or disposal of waste shall hold a Licence, Permit or Certificate of Registration (called a waste authorisation) depending on the nature of the activity. Examples of activities which will require a waste authorisation include land reclamation, car dismantling, landfills, composting centres, recycling of Construction & Demolition waste and recycling of vegetable and cooking oils.

What is waste?

Waste is defined in law as something (any substance or object) which a holder discards, intends to discard or is required to discard.

How do I know if I need a Waste Permit, Waste Licence or Certificate of Registration?

Click [here](#) for a decision tree that will assist you. If you are still unsure as to whether or not you need a waste authorisation, you can request clarification from the EPA. Click [here](#) for form.

Who grants Waste Permits, Waste Licence and Certificate of Registration?

Waste Licences are issued by the Environmental Protection Agency (EPA). Waste Facility Permits and Certificate of Registrations are granted by the Local Authority in which the activity is located.

How do I apply for a Waste Licence?

Please contact the EPA at 053 9160600 for information.

How do I apply for a Waste Permit or Certificate of Registration?

If you require a Waste Permit or Certificate of Registration you must satisfy legislative requirements that are set out in the Waste Management Act 1996 as amended and the Waste Management (Facility Permit and Registration) Regulations 2007 and the Waste Management (Facility Permit and Registration) (Amendment) Regulations 2008. Click [here](#) for relevant legislation.

You must make your application on the specified application form, click [here](#) for the form. Please also have regard to the relevant (Best Available Technologies) BAT Guidance Note(s) [here](#). A copy of the European Waste Catalogue (EWC) and Hazardous Waste List is [here](#). Pre-consultation prior to the submission of an application is recommended.

Stage 1: Pre-application

Before making an application you must:

- Publish a notice in a newspaper circulating in the area. Click [here](#) for newspaper notice template

- Erect a notice on the site indicating that you propose to apply for a waste facility permit. Click [here](#) for site notice template.

Although not compulsory, we would strongly recommend that you contact the waste enforcement section to complete a pre-application meeting in advance of submitting any form (Tel. 8905983).

Stage 2: Making an application

This stage includes Fingal County Council's assessment of the information received (validation). In making an application, make sure that you:

- answer all questions
- attach all necessary supporting documentation (including fee)

Please be aware that incomplete applications will be deemed invalid and returned. The validation stage will be completed within ten days of receipt of an application.

Once an application has been validated, Fingal County Council will assess the application and make the application available for public inspection. If necessary, the Council will request additional information. Where such a request is not fully complied with, we will proceed with the determination.

If no additional information is requested by Fingal County Council, a decision will be made on the application within 25 and 40 working days of receipt of a valid application. Fingal County Council must consider all submissions made during this period in the determination of the application. Submission received outside of the written submission period will not be considered.

If Fingal County Council request additional information, this information will be requested within 25 and 40 working days of receipt of a valid application. The applicant must return the additional requested information within 25 working days of this request. Fingal County Council will then proceed to make a determination on the application within 25 and 40 working days of receipt of the additional information request. Fingal County Council must consider all submissions made during this period in the determination of the application.

It is in the applicants' interest to submit all information correctly in the first instance to prevent either the return of the application and/or the request for additional information which can significantly delay the application process

Stage 3: Any written submissions (including submissions on objections)

Anyone can make a submission regarding an application within 25 working days of that application being deemed valid. The submission will be forwarded to the applicant who is invited to respond to the said submission. Fingal County Council must consider all submissions made during this period in the determination of the application. Submissions received after 25 working days of validation of an application will not be considered. If anybody would like to arrange to view the file, please contact the waste enforcement team on 8905983.

Stage 4: Our final determination/decision

In making our decision, we will consider the application, any additional information submitted as requested and any submissions received. On making a final decision, we notify

- The applicant
- Anyone who made a written submission or a valid objection
- Any public body specified in the regulations.

In the case of a refusal of a waste facility permit or certificate of registration, the applicant can appeal that decision to a Court of Competent Jurisdiction.

How much does it cost to make an application for a waste facility permit or certificate of registration?

The fees are outlined in the Fifth Schedule of the Management (Facility Permit and Registration) Regulations 2007 and the Waste Management (Facility Permit and Registration) (Amendment) Regulations 2008. Click [here](#) for details.

Should I be granted a permit or a certificate of registration, may I incur any financial costs?

Yes. Fingal County Council will apply an annual monitoring fee which will be based on what may reasonably be spent by the local authority on inspection, monitoring, auditing and enforcing the permit or certification of registration in any given year.

In addition, Fingal County Council will request a financial bond. The purpose of the bond is to cover all environmental liabilities associated with the waste facility permit or the certification of registration.

Should I be granted a waste facility permit or a certification of registration, what is Fingal County Council's future role regarding that waste authorisation?

Fingal County Council will enforce all conditions of the waste facility permit or a certification of registration by way of inspections, audits and monitoring.

What happens if something changes with my activities or processes at the permitted site?

You can initiate a review of your waste facility permit or a certification of registration. Application form is [here](#).

What happens if I want to cease operations at the permitted site?

You can make application for the surrender of your waste facility permit or certification or registration. Application form is [here](#).

Is it possible to transfer a waste permit?

Yes. A fee applies. Click [here](#) for details. Application form is [here](#).

If I have any other questions, who can I contact?

You can contact the waste enforcement team at 01-8905983.