

Waste Management and Pollution Control Act
A guide to completing the
APPLICATION FOR A LICENCE TO OPERATE A
PREMISES FOR THE DISPOSAL OF WASTE BY
BURIAL (OPERATE A LANDFILL) (Form L1)
Pursuant to Section 31(2)

The application form should be completed if you require a licence for your landfill operations under the *Waste Management and Pollution Control Act 1998* (the Act).

This guide includes explanation of the information required in the application form and examples of completed questions.

For further information on licensing and approvals under the Act you should also refer to the "Guide to Licences and Approvals under the *Waste Management and Pollution Control Act 1998*" available from the Department of Natural Resources, Environment The Arts and Sport or on the website <http://www.nt.gov.au/nretas/environment/licences/guides.html>

Licences issued under the Act are in addition to, and do not replace or override, any licensing requirements of other authorities, such as licensing of dangerous goods by the Department of Employment, Education and Training or the issuing of Development Permits by the Department of Planning and Infrastructure.

For separate sites that relate to one operation, you will need to fill in a separate copy of section B and if appropriate, section C, for each site. Photocopies of the section/s should be made and attached.

Once completed and signed: the form, appropriate attachments and the application fee should be sent to:

**Environment Heritage and the Arts Division
Department of Natural Resources, Environment, The Arts and Sport
GPO Box 496
PALMERSTON NT 0831**

**General enquiries:
Telephone: (08) 8924 4216
Facsimile: (08) 8924 4053**

SECTION A – DETAILS OF APPLICANT / APPLICATION

- This question asks for information about who will hold the licence. The applicant must be the person, body corporate, statutory authority, Council or incorporated association with overall management and control of operations at the premises. A contractor may hold the licence but only where the contractual arrangements are such that the contractor has overall management and control. Licences can not be issued to a partnership, a joint venture name or a trading name. If several individuals operate a partnership the licence can be issued to one or more of the persons involved. Where a company is the operator, it is essential that the company holds the licence not an individual manager. The name of the company licensed must be the full registered name of the company. (NB – although licences cannot be issued to business or trading names, this does not mean that you cannot continue business activities using a trading name or registered business name)
- The period for which the licence will remain in force will be determined by the Chief Executive. However, you are asked to specify the period you wish the licence to remain in force. Your preference will be taken into account when finalising the licence.

SECTION B – LOCATION OF PREMISES TO BE LICENCED

The location of the premises must be clearly and uniquely identified. The coordinates for the points of interchange for the boundaries of the site must be included. For example, if the site is close to rectangular, four sets of coordinates taken at the corners of the rectangle would be sufficient, however, if the site is a different shape please include as many readings as necessary to clearly identify the land included.

It is important to record the datum used for these coordinates, as this is necessary to define the coordinate system. If possible record the coordinates using the Datum GDA94 which is the most current datum. The coordinates may be recorded in longitude and latitude using the format degrees, minutes and seconds or eastings and northings. If a map is used to determine the location it is necessary to include the map details.

Example of completed form:

Indicate the Datum used		<input checked="" type="checkbox"/> GDA94	<input type="checkbox"/> WGS84	<input type="checkbox"/> AGD66	<input type="checkbox"/> Other:
Indicate the format of coordinates used		<input type="checkbox"/> Longitude/Latitude		<input checked="" type="checkbox"/> Eastings /Northings	
Point number	Longitude (Degrees, Minutes & Seconds) or Easting	Latitude (Degrees, Minutes & Seconds) or Northing			
1	E (X) 707395	N (Y) 8602058			
2	E (X) 707822	N (Y) 8602058			
3	E (X) 707822	N (Y) 8601737			
4	E (X) 707395	N (Y) 8601737			

Are you using a map to determine the location	Yes <input checked="" type="checkbox"/> (if ticked yes, please answer a and b below)	No <input type="checkbox"/>
a) Please record the map name	Smith Creek	
b) Map number and scale	56	
<ul style="list-style-type: none"> ➤ If available please provide the parcel of land identification eg Lot, Section or Portion Number and location code - Hundred of...: NT Portion: 1234 ➤ Please provide map(s) of the design and layout of the premises. 		

If the landfill operation is to be conducted at more than one location, provide the information required for questions in section B for each premises.

An activity is considered to be at a different location if there is more than 500m between locations.

SECTION C – CONSENT OF OWNER / OCCUPIER

- If the applicant owns the site it is not necessary to complete this section.
- If the applicant is not the owner, it is necessary to provide evidence of consent for the land use, by the owner, before a licence will be issued. A copy of a letter from the owner to the applicant expressing consent would be sufficient.

SECTION D – ACTIVITY AND WASTE EMISSION DETAILS

- You are asked to specify the population that the facility services. This will be used to assist in the determination of the annual fee associated with the licence. In normal circumstances the starting point for determining the population serviced will be based on the latest population figures provided to NT Grants Commission.

An example of a completed table:

Tick	Category of waste	Brief description and sources (Only required for unshaded boxes)	Expected quantities per annum (tonne or m ³)
<input checked="" type="checkbox"/>	Domestic		120m ³
<input checked="" type="checkbox"/>	Green Waste		40m ³

<input checked="" type="checkbox"/>	Non-hazardous-Commercial and Industrial		50m ³
<input checked="" type="checkbox"/>	Quarantine / Medical	Cattle fodder (imported) Cytotoxic material Low level radioactive material	20m ³
<input checked="" type="checkbox"/>	Hazardous-Commercial and Industrial	Asbestos Acids Alkalis	30m ³

Do you burn waste?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, how frequently?		

How frequently do you cover wet waste (ie household rubbish, food scraps, sludges etc)?	Daily
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SECTION E – ENVIRONMENTAL MANAGEMENT

In order for the Chief Executive Officer to determine whether or not to grant a licence under the *Waste Management and Pollution Control Act*, the following additional supporting information should be provided to assist the decision:

- An Environmental Management Plan (EMP) or an equivalent document for your facility.
- If not included in the EMP, a description of how emergency situations will be dealt with (eg accidental chemical spillage or fire).

SECTION F - DECLARATION

This declaration must be completed by the applicant or by a person(s) who is/are authorised to act for the applicant.

FINAL CHECKLIST

Before sending this application – please ensure you have provided the following details. Your application cannot be processed until the following attachments are provided.

- Australian Securities Commission Registered Company Extract (for bodies corporate)
- Copy of Certificate of Title/s for the site (photocopies will be accepted), other proof of ownership or proof of consent of owner
- Map (s) of the location of the site in relation to the surrounding area and land uses
- Map (s) of the site indicating the design and layout of the premises.
- Details of additional locations of landfill operations
- Details of any conditions or restrictions placed on the usage of the land.
- Environmental Management Plan (if available)
- A description of how emergency situations will be dealt with.
- The application fee (\$300)
- Any other supporting information