

*Waste Management and Pollution Control Act*  
**A guide to completing the  
APPLICATION FOR A LICENCE  
TO HANDLE LISTED WASTES ON A COMMERCIAL OR  
FEE FOR SERVICE BASIS (Form L2)**  
*Pursuant to Section 31(2)*

The application form should be completed if you require a licence to handle listed wastes under the *Waste Management and Pollution Control Act 1998* (the Act).

- “Handling” means collection, transport, storage, re-cycling, treatment and disposal activities.
- “Listed wastes” are detailed in Schedule 2 of the Waste Management and Pollution Control (Administration) Regulations. A copy is included at Appendix A of this guide.

This guide explains the information required in the application form and gives examples of completed questions.

For further information on licensing and approvals under the Act 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 statutory requirements of other authorities such as licensing of dangerous goods by NT Worksafe within the Department of Employment, Education and Training or the issuing of Development Permits by the Development Consent Authority

Note that incomplete applications may result in delays to the licensing process. If the space provided on the application form is not sufficient, please attach additional pages with the section and question numbers clearly identified.

Once completed and signed, the form and appropriate attachments 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:  
Phone: (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, company or statutory authority with overall management and control of the activity or operations at the premises. 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. (**Note:** 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, the Department of Natural Resources, Environment, The Arts and Sport. 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 – ACTIVITY AND WASTE EMISSION DETAILS

- a) Please tick all activities that you conduct or intend to conduct which require a licence. Activities that have not been selected will not be authorised under the licence.

Recycling means the recovery and reprocessing of waste into new product or base material.

- b) The following details, appropriate to the activities that you undertake, should be provided for each Listed Wastes that you handle:

- Identify the waste type in accordance with the list of Listed Waste in Regulation 2A of the Waste Management and Pollution Control Administration Regulations;
- Nature of Waste (solid/liquid/gas);
- Method of storage, recycling, treatment or disposal;
- If liquid, is the storage area for this waste bunded in accordance with a recognized Australian or international standard? If yes, indicate which wastes and which standards. Does it conform it the Dangerous Goods Code;
- Expected maximum quantity to be stored at any given time (for fixed tanks specify total capacity of tanks that will hold the particular waste);
- Expected annual quantity to be recycled, treated or disposed of (tonnes, kilolitres, cubic metres, etc);
- By-products (wastes which will be produced by the recycling or treatment process within the NT);
- Expected annual quantity of by product (tonnes, kilolitres, cubic metres, etc);
- Methods of disposal for by-products and facilities and locations at which disposal is or will be carried out if within the NT; and
- Destination of treated product or waste for disposal (NT or Interstate who and where).

If approved, the licence will only cover the activities, listed wastes and quantities you have nominated. Any additional substances, or significant variations in quantities from those detailed, will need approval from the Department of Natural Resources, Environment, The Arts and Sport prior to acceptance.

Note that a person who holds a licence for any of the above activities must maintain accurate records of the amount (calculated in tonnes or kilolitres) of listed waste that is collected, transported, stored, recycled, treated or disposed of in each year. These records must be retained for a minimum of two years after the end of the year to which the record relates (or longer if required) and should be made available for inspection by an authorised officer on request.

- c) Do any of the activities produce discharges to air, water or land?

In this table, provide details of any discharges from the specified activities. These discharges could be to:

- Stormwater or fresh water
- Marine or coastal waters
- Groundwater
- Land
- Air

Sources

Please describe the source of any materials that are discharged to air, water or land. You should describe the location and activities that generate any discharges. Examples of such activities could include the storage of chemicals and collected waste material, or the processing of listed wastes. Discharges may be caused, for example, by rainfall run-off, seepage of rainfall or other surface water to groundwater, or wind blown dust from exposed areas.

Types of Material

Describe the nature of the material that may be discharged. Discharges may be solids (such as dust), liquid (such as waste water) or gaseous (such as emissions from a storage area). You should list any contaminants in the discharge that may be of concern.

Control Measures

Control measures should aim to prevent or reduce the environmental impact of the discharges from the activities. They may include:

- measures to treat material prior to discharge;
- general measures to ensure procedures are adequate to prevent discharges occurring (such as an environmental management plan or staff training), or
- specific on-ground measures to prevent material from discharging from the site (such as interception works).

*An example of a completed table:*

		Yes <input type="checkbox"/> ✓ (Please identify expected discharges below)	No <input type="checkbox"/> (Please go to section " C ")	
TICK	DISCHARGED TO	SOURCES	TYPES OF MATERIAL	CONTROL MEASURES
<input checked="" type="checkbox"/>	Stormwater or fresh water	<i>Rainfall runoff from hardstand areas for vehicle maintenance and chemical storage</i>	<i>Liquid- stormwater runoff contaminated with detergents, hydrocarbons and sediment</i>	<i>Potentially contaminated areas are covered and bunded; Holding tanks, separator tanks and water reuse system installed  Waste water discharge licence valid</i>
<input type="checkbox"/>	Marine or coastal waters			
<input type="checkbox"/>	Groundwater			

<input checked="" type="checkbox"/> Land	<i>Spillage from waste transfer (track to storage)</i> <i>Waste water from treatment plant</i>	<i>CaCl<sub>2</sub> precipitate</i>	<i>Bunded, covered concrete transfer station; "Deadman's" switch/automatic cut-off on trucks; spill kit at site</i> <i>Precipitation and disposal in retention pond</i>
<input checked="" type="checkbox"/> Air	<i>Waste material processing activities on site</i>	<i>Fume- hydrochloric acid</i> <i>Dust- rust</i>	<i>Fumes suppressed and residual fumes vented to atmosphere</i> <i>Dust suppressed with water</i>

## SECTION C – LOCATION OF PREMISES

If the waste handling operation is to be conducted at more than one location, provide the information required for each premises. That is, for separate premises being used for the same operation, you will need to prepare and attach the information required under Section C for each site.

The layout of the facility should be described, particularly those aspects relevant to licensing, including:

- the location of infrastructure and facilities for handling listed wastes (such as transfer stations, pipes, storage tanks and processing plants);
- transport and traffic routes on and adjacent to the site;
- the location and description of environmental protection infrastructure;
- features of surrounding areas (such as land use and other nearby industrial facilities);
- identification of each parcel of land (such as the street address, lot or section number and location code; and
- descriptions of any conditions or restrictions placed on the usage of the land by either the owner or other authorities.

The information should be presented as plans of the design and layout of the premises.

## SECTION D – CONSENT OF OWNER FOR CONTINUED CONDUCT OF ACTIVITY UNDER LICENCE.

- 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 E – WASTE COLLECTOR AND/OR TRANSPORT DETAILS

- If you transport listed waste as a subcontractor you will be required to hold a licence.
- If you transport listed waste as an employee, it is not necessary for you to hold a licence but your employer will be required to hold a licence.

In this section, identify the nature of the waste and quantity to be collected or transported. In the first column of the table, please use the generic names of listed wastes shown in Appendix A at the end of this guide. Also identify if the waste is a solid, liquid or gas, or mixture of these.

Listed Waset Type (See appendix A)	Estimated quantity per annum (specify units eg tonnes, kilolitres, cubic metres)
<i>Hydrochloric Acid – liquid</i>	<i>10 000 kilolitres</i>
<i>Asbestos – solid</i>	<i>500m<sup>3</sup></i>

### Do you propose to transport waste into or out of the Northern Territory?

In the third column of the table in this section, indicate if you propose to transport the waste into or out of the Northern Territory.

If **YES**:

- You are required to comply with certain manifest requirements consistent with the *National Environment Protection Measure for the Movement of Controlled Wastes Between States and Territories*. This applies to all shipments transported. If you are not aware of these requirements, contact the Department of Natural Resources, Environment and the Arts on (08) 8924 4216.
- If your ACN/ABN name is already licensed for this purpose by the environmental authorities in any other State or Territory, provide particulars of the licence – licence number, issuing authority, expiry date, any conditions, and any other relevant information. Your interstate licence may then be recognised in the Northern Territory.

## SECTION F – DANGEROUS GOODS

Issuing a licence under the *Waste Management and Pollution Control Act* does not negate your obligations in meeting relevant handling and transportation of dangerous goods requirements under NT Worksafe administered legislation.

## SECTION G – ENVIRONMENTAL MANAGEMENT

In order for the Chief Executive, the Department of Natural Resources, Environment and the Arts to determine whether or not to grant a licence under the *Waste Management and Pollution Control Act*, the following additional supporting information should where available be provided to assist the decision:

- Any documentation under AS 14001 Environmental Management Systems. Including environmental audits, Environmental Management Plan, compliance plans.
- Any documentation adopted under AS 9001 and any requirements under NT Worksafe legislation, as to how emergency situations will be dealt with (eg accidental chemical spillage or fire).
- The adoption of occupational Health and Safety Management Systems or Codes of Practice. i.e. National Code of Practice for the Storage and Handling of Workplace Dangerous Goods [NOHSC:2017(2001)]

## SECTION H – 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 companies)
- 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 waste handling 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.
- A description of any equipment and practices employed to reduce the potential environmental impacts associated with operations at the site.
- The application fee (\$300)
- Any other supporting information

## APPENDIX A

### “Listed wastes” from Schedule 2 of the *Waste Management and Pollution Control (Administration) Regulations*

Acidic solutions or acids in solid form	Fire debris and fire washwaters
Animal effluent and residues (abattoir effluent, poultry and fish processing waste)	Fly ash
Antimony, antimony compounds	Grease trap waste
Arsenic, arsenic compounds	Halogenated organic solvents
Asbestos	Highly odorous organic chemicals (including mercaptans and acrylates)
Barium compounds other than barium sulphate	Inorganic fluorine compounds excluding calcium fluoride
Basic solutions or bases in solid form	Inorganic sulfides
Beryllium, beryllium compounds	Isocyanate compounds
Boron compounds	Lead, lead compounds
Cadmium, cadmium compounds	Mercury, mercury compounds
Ceramic-based fibres with physico-chemical characteristics similar to those of asbestos	Metal carbonyls
Chlorates	Nickel compounds
Chromium compounds that are hexavalent or trivalent	Non-toxic salts
Clinical and related wastes	Organic phosphorus compounds
Cobalt compounds	Organic solvents excluding halogenated solvents
Containers that are contaminated with residues of a listed waste	Organohalogen compounds that are not otherwise specified in this Schedule
Copper compounds	Perchlorates
Cyanides (inorganic)	Phenols, phenol compounds including chlorophenols
Cyanides (organic)	Phosphorus compounds other than mineral phosphates
Encapsulated, chemically fixed, solidified or polymerised wastes	Polychlorinated dibenzo-furan (any congener)
Ethers	Polychlorinated dibenzo-p-dioxin (any congener)
Filter cake	Waste from the production, formulation and use of photographic chemicals and processing materials
Soils contaminated with a listed waste	Waste from the production, formulation and use of resins, latex, plasticisers, glues and adhesives
Surface active agents (surfactants) that contain principally organic constituents and that may contain metals and inorganic materials	Waste from the production and preparation of pharmaceutical products
Tannery wastes (including leather dust, ash, sludges)	Waste mineral oils unfit for their original intended use

and flours)	Waste mixtures, or waste emulsions, of oil and water or hydrocarbon and water
Tellurium, tellurium compounds	Waste pharmaceuticals, waste drugs and waste medicines
Thallium, thallium compounds	Waste resulting from surface treatment of metals and plastics
Triethylamine catalysts for setting foundry sands	Waste tarry residues arising from refining, distillation and any pyrolytic treatment
Tyres	Waste substances and articles containing or contaminated with polychlorinated biphenyls (PCBs), polychlorinated naphthalenes (PCNs), polychlorinated terphenyls (PCTs) and/or polybrominated biphenyls (PBBs)
Vanadium compounds	Waste of an explosive nature not subject to the <i>Dangerous Goods Act</i>
Waste chemical substances arising from research and development or teaching activities, including those substances which are not identified and/or are new and the effects of which on human health and/or the environment are not known	Wool scouring waste
Wastes containing peroxides other than hydrogen peroxide	Zinc compounds".
Waste, containing cyanides, from heat treatment and tempering operations	
Waste from the manufacture, formulation and use of wood-preserving chemicals	
Waste from the production, formulation and use of biocides and phytopharmaceuticals	
Waste from the production, formulation and use of inks, dyes, pigments, paints lacquers and varnish	
Waste from the production, formulation and use of organic solvents	