

# Application for Waste Collector Licence (Liquid Waste)

Post, deliver, or email your completed application to Wellington City Council

Post to:  
Public Health Liquid Waste  
PO Box 2199  
Wellington 6140

Deliver to:  
Wellington City Council  
service desks

- Te Awe Library  
29 Brandon Street
- Johnsonville Library  
34 Moorefield Road

Email to:  
tradewaste@wcc.govt.nz

For enquiries phone:  
04 499 4444

## About Waste Collector Licences (Liquid Waste)

Under the Solid Waste Management and Minimisation Bylaw 2020 (the bylaw), any waste collector who handles more than 20 tonnes of waste in any one twelve-month period in, around, or out of the Wellington City district must have a current licence issued by the Council. For more information, refer to section 11 of the bylaw. The bylaw is available **on the Council's website** and at Wellington City Council service desks.

This application form is for waste collectors who collect and transport liquid waste from the following sources (**'scheduled sources'**) in the Wellington City district:

- Grease traps
- Septic tanks
- Trade waste premises that would require a consent under the Wellington City Trade Waste Bylaw 2016 if the trade waste was discharged into the Council's wastewater system
- Pre-treatment works.

We will send you an invoice for the licence fee once we have received this completed application. Information about fees can be found **on the Council's website, or by** contacting the Public Health team on the details below.

Refer to pages 4 and 5 of this application form for further information about licences.

Key contacts	
Trade Waste Officer Wellington Water Limited Phone: 04 912 4400 Email: tradewaste@wellingtonwater.co.nz	Public Health Wellington City Council Phone: 04 499 4444 Email: tradewaste@wcc.govt.nz

**Privacy statement**  
The personal information collected in this form is necessary for the purposes of approving the Waste Collector Licence. Information will be managed and processed in line with the **Council's** Privacy Statement and the Privacy Act 2020. **The Council's full** Privacy Statement is available at [wellington.govt.nz/contact-us/privacy-statement](http://wellington.govt.nz/contact-us/privacy-statement).

Applicant details	
Organisation name:	
Organisation trading name:	
Address:	
Suburb:	
City:	Post code:
Phone:	Email:
Manager:	
Organisation postal address (if different from above)	
Address:	
Suburb:	
City:	Post code:

Applicant details	
Applicant name:	
Applicant signature:	
Date of application:	

Names of employees authorised to operate under the licence Note: Licence holders must advise the Council of any change to employees, contractors or agents authorised to operate under the licence. The Council has the right to vary the licence to allow for changes or to require a new licence to be applied for.

Names of employees authorised to operate under the licence (continued)


Details of vehicles that will be used to collect and/or transport waste  
Note: Licence holders must advise the Council of any change to vehicles authorised to operate under the licence. The Council has the right to vary the licence to allow for changes or to require a new licence to be applied for.

Vehicle type	Vehicle Registration	Capacity (litres)

Destination of waste:

Office use only:  
SR number:

## Further information about Waste Collector Licences (Liquid Waste)

### *Licence applications*

Applications for new or renewed licences may be granted or refused at the discretion of the Council.

If granted, a licence will be on such terms and conditions as the Council considers fit. Licence holders must comply with all terms and conditions.

In considering applications and imposing conditions, the Council may consider matters including, but not limited to, those set out in sections 11.6 and 11.7 of the bylaw and:

- Whether the applicant's methods of collection and transportation of liquid or solid waste are acceptable and meet industry standards.
- Whether the applicant is aware of and utilises the destinations available in and outside the district for the discharge of waste and meets industry standards.
- Whether the applicant's proposed methods of reporting on the collection, transportation and destination of liquid or solid waste meet the requirements of the licence (refer to **the 'information requirements for licence holders' box** on page 5 of this form for further information).
- Whether the applicant has previously collected and transported liquid or solid waste from scheduled sources in a manner authorised by the Council.
- Whether the applicant has previously had a licence cancelled or suspended.
- In the case of renewals, how the licensee has conducted itself under the licence.
- Such other matters that are relevant to giving effect to the bylaw.

### *Licence term and renewals*

Licences continue in force for 1 year, commencing on the date of the issue of the licence. The holder of an existing licence may apply for a licence renewal. If such an application is made and the required fee paid, the existing licence continues in force until the renewal application is determined.

### *Licence cancellations or suspensions*

The Council may suspend or revoke a licence if the licence holder fails to comply with the bylaw or bylaw controls, any terms or conditions of the licence, or acts in a manner which the Council considers, on reasonable grounds and given the purpose of the bylaw, is not suitable for the holder of a licence.

If a licence is cancelled or suspended, the licence shall be surrendered to the Council.

A licence holder may object to the decision to suspend or cancel a licence by lodging a written objection within 14 days of receiving the decision. An objection must set out relevant factors for the Council to take into account when reconsidering the decision.

## Information requirements for licence holders

Each licence holder must keep a complete record of all liquid and solid waste collected and transported;

- a. from scheduled sources located in the district; and
- b. from scheduled sources discharged at destinations within the district.

The records kept shall include, for each vehicle operated under the licence:

- a. The location of each scheduled source within the Wellington district from which liquid or solid waste was collected, denoted by a unique number or system to allow compliance with item c. below.
- b. For each location:
  - i. The time and date of collection.
  - ii. The volume collected.
  - iii. A description of the type of liquid or solid waste collected.
- c. For each discharge:
  - i. The time and date of discharge.
  - ii. The volume discharged.
  - iii. A description of the destination.
  - iv. A list of the unique numbers or other system adopted under item a. above identifying the scheduled sources that made up the volume discharged.
- d. Identification of the operator or operators of the vehicle.

At the request of an authorised officer these records must be provided within 7 days. If the Council seeks additional information this must be provided within 7 days.

The records required shall be completed in a form approved by the Council.

Records must be stored by the licence holder for 3 years.

Records **will be managed and processed in line with the Council's Privacy Statement and the Privacy Act 2020. The Council's Privacy Statement is available at** [wellington.govt.nz/contact-us/privacy-statement](https://wellington.govt.nz/contact-us/privacy-statement).