



**Form: EMA/WDR 2**  
**APPLICATION FOR WASTE DISPOSAL PERMIT**  
(Reg. 46)

**Legal background:**

1. *A commercial or industrial facility must not dispose of any solid waste, discharge liquid waste, dispose or discharge of livestock waste, or make any emission of gas, smoke, steam or dust to the environment from its premises unless it holds a permit under Part 5 of the Environment Management Act 2005 or is exempted under the Environment Management (Waste Disposal and Recycling) Regulations 2007. A person who without lawful authority or reasonable excuse does any of these things commits an offence and is liable on conviction to a maximum fine of \$250,000 and to imprisonment not exceeding 3 years for a first offence. For a second or subsequent offence the maximum penalty is \$750,000 and 10 years imprisonment. Where a body corporate is the offender, the maximum penalty is 5 times the fine.*
2. *A person who fails to comply with a condition of a permit commits an offence and is liable on conviction to a maximum fine of \$10,000 and to imprisonment for 2 years.*
3. *In addition, the WPC Administrator may apply to the court for an order to stop the work or operation.*

**Guidance notes:**

1. *This form sets out the information on an application for a permit that the WPC Administrator needs to make a decision on whether to issue a permit and if so what conditions to attach.*
2. *The applicant should follow the format of this form as far as possible and should provide detailed and accurate descriptions of the facility location and operation and of the existing and anticipated discharges. If details are not available, reasons must be given.*
3. *A fee of \$96.89 is payable to the WPC Administrator on submission of this form and should accompany it. The fee for the permit, if issued, will depend on the nature of the permit issued. Fees are payable by cash or cheque to the Department of Environment.*

**Part A – General information**

**A1 Facility**

Name and address of the facility

*[State if an individual or firm or body corporate]*

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*[A company or firm must apply through an individual in accordance with its Articles of Association or partnership agreement]*

Trading name if a business

Business licence no: *[If applicable]*

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VAT no: \_\_\_\_\_

**A2 Owner or authorised person for purposes of holding a permit**

Name

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Status

*[Owner or authorised person. If latter, state nature of authorisation]*

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Position (in firm or body corporate) \_\_\_\_\_

Address \_\_\_\_\_

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Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

**A3 Premises to which the permit will relate**

*[A separate permit is required for each site but a single application may be made in respect of the facility]*

Existing  New

**A4 Type of permit required** (may be more than one)

- Solid waste
- Liquid waste
- Livestock
- Air pollution

**A5 Category** (For solid or liquid waste only)

- Construction
- Operational

Nature of the construction/operation

State proposed date of commencement of construction/operation

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**A6 Type of disposal** (Solid or liquid waste only)

- Standard
- Significant

*[See Schedule 4 to the Regulations]*

**A7 Previous applications**

- No previous application under the Regulations for a permit for the facility
- Previous decision on a permit (Give details)

**A8 Other applications**

- No other application pending under the Regulations for a permit for the facility
- Other application pending (Give details)

**A9 Occupier**

Full name of occupier of premises, if other than applicant

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Postal Address:

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Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

**A10 Local authority**

Council

Contact person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

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Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

**A11 Landowner**

Full name of landowner/land owning unit, if other than applicant

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Postal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

State whether the landowner (if not the applicant) has consented to –

(a) the proposed activity;

(b) site inspection being carried out for purposes of this application

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If the land is native land, state the view of the NLTB on the application

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**Part B – Nature of the solid waste disposal/liquid waste discharge/emission**

**(For solid or liquid wastes)**

**B1 Processes generating solid waste disposals/liquid waste discharges**

*[Note: A description of the nature of the business including details of solid waste/liquid waste characteristics must be attached as Appendix D]*

**B2 Nature and amount of the waste**

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**B3 Location of existing or proposed waste disposal/discharge points**

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**B4 Methods of disposal of solid waste/liquid waste**

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**B5 Existing and proposed pre-treatment equipment and processes**

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**B6 Existing and proposed recycling processes**

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**(For a livestock facility)**

**B1 Nature of the livestock facility**

- Piggery with 10 sows or more
- Dairy milking shed with 10 cows or more
- Cattle feedlot of 5 head or more
- Commercial meat producing unit
- Commercial poultry farm

**B2 Types and amounts of livestock waste generated (volume and frequency)**

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**B3 Method of disposal of livestock waste**

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(For an air pollution permit)

**B1 Processes generating exhaust gases, smoke, steam or dust**

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**B2 Location of existing or proposed emission points**

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**B3 Nature and amount of the emission of gas, smoke, steam or dust**

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**B4 Existing and proposed pre-treatment equipment and processes**

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**B6 Existing and proposed recycling processes**

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**Part C – Additional information**

1. How many people are (or will be) employed at the premises? \_\_\_\_\_
2. Does the facility have a waste management unit (in the case of a government entity) or a waste management committee? YES/NO  
If yes, give details

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3. Is there a waste management plan/air pollution management plan for the facility?  
YES/NO If Yes, attach a copy

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4. Does the facility have a waste inventory? YES/NO  
If yes, attach a copy

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**(For a solid waste permit)**

5. Are the premises within a waste collection area covered by a Waste Management Authority? YES/NO      If yes, specify

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6. Does the facility currently incinerate solid waste?  
YES/ NO      If yes, give details

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7. Estimate the *maximum* daily volume of solid waste disposal from the premises:  
\_\_\_\_\_ cu. metres

8. Estimate the *average* daily volume of solid waste disposal: \_\_\_\_\_ cu.metres

**(For a liquid waste permit)**

9. Are the premises within a sewerage area covered by the Water and Sewerage Department? YES/NO

10. Does the facility have a Trade Waste licence from the Water and Sewerage Authority?  
YES/NO      If yes, give details

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11. Does the property currently discharge to a sewer? YES/ NO

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12. Is a water meter fitted to the premises? YES/NO  
If Yes – the number of the meter  
If No, a water meter will need to be fitted before a permit can be issued.

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13. If the answer to question 4 was 'Yes', does the meter supply your business only?  
YES/NO  
If Yes, how many meters?  
If No, how many other businesses/residences?

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14. Is/Will water other than from the Water & Sewerage Department supply being/be used on the premises? YES/NO  
If yes, give details

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15. Estimate the *maximum* daily volume of liquid waste discharge from the premises:  
\_\_\_\_\_ Litres

16. Estimate the *average* daily volume of liquid waste discharge: \_\_\_\_\_ litres

*Notes for assistance with questions 14 and 15:*

(a) A fully open tap will supply around 0.3 litres per second (or 1000 litres per hour)  
(b) The *maximum* daily discharge is likely to be 20% more than the *average* daily discharge

17. Are there any liquid waste discharges mixed with rainwater? YES/NO  
If Yes, give details

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**(For an air pollution permit)**

18. Does the facility currently incinerate solid waste?  
YES/ NO

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19. Does the facility burn solid fuel in its boilers/furnaces? (Specify)

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20. Estimate the *maximum* daily volume of gas, smoke, steam or dust emitted from the premises:  
\_\_\_\_\_ Cu. metres

**(For a new development)**

21. Have you lodged a Development Application with your Local Council / Local Authority? YES/NO  
If 'Yes', the Development Application Number: \_\_\_\_\_

**(For solid and liquid wastes only)**

22. Are any hazardous wastes involved in any of the processes at the facility?  
YES/NO If 'Yes', give full details.

*[Note: A hazardous waste endorsement will be required, on payment of an additional fee.]*

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**Part C – Declaration**

As owner/authorised person of the facility described above –

(a) I certify that the particulars set out above are true to the best of my knowledge and belief;

(b) I hereby apply for waste disposals permit/waste disposal permits for the facility in accordance with the Environment Management Act 2005;

(b) *[If required]* I apply for a hazardous waste endorsement on the permit.

(c) I agree to abide by the conditions imposed by the Waste & Pollution Control Administrator in the permit, including -

- to provide access to the facility premises by environmental inspectors for the purpose of determining compliance with the permit conditions;
- not to dispose of solid waste/discharge liquid waste/emit waste and pollutants to the environment except as permitted by the permit;
- to pay applicable fees;

(d) I understand that failure to comply with the permit conditions may result in an immediate Fixed Penalty of \$1,000 and other penalties under the Environment Management Act 2005.

**Signature of applicant**

**Name in print**

**Date**

**Signature of witness**

**Name in print**

**Date**

Send this form in triplicate, with the \$96.89 application fee, to:  
Waste & Pollution Control Administrator  
c/- Department of Environment,  
P.O. Box 2109, Government Buildings,  
Suva

*For further information or advice on solid or liquid waste disposals or discharges, or on emission of waste and pollutants, contact your Local Authority or Municipal Council Environmental Health Officer or:*  
*Administrator, Waste & Pollution Control Unit,*  
*Department of Environment*

**Appendices A, B, C, D & any other relevant information must be attached to this application**

**Appendix A** Site plan of the premises of the facility showing every solid waste disposal/liquid waste discharge/emission point

**Appendix B** Particulars of existing/proposed arrangements for solid waste disposals/liquid waste discharges/emissions

**(for liquid waste)** A plan of existing/proposed drainage (a drainage plan certified by a registered plumber is recommended as it may be required for the issue of a permit)

**Appendix C** Details of existing and/or proposed recycling or pre-treatment equipment. (For liquid wastes include ph correction, oil separator, grease arrestor, settling of solids etc. If grease arrestor or oil separators are used give details of the contractor that picks up sludge)

**Appendix D**

Nature of industrial processes of the business including solid waste/wastewater/air pollution characteristics  
*Description of industrial processes*

*Description of processes/activities that produce solid waste/liquid waste/emissions*

*Characteristics of the solid waste disposal/liquid waste discharge/emissions*

Indicate presence of all substances expected to be present in the solid waste disposal/liquid waste discharge/emissions and average amounts (and concentration in mg/L for liquid wastes) if known.

<u>Substance</u>	<u>Unit</u>	<u>Amount</u>
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**For office use:**

Application ID No: \_\_\_\_\_

Date receive \_\_\_\_\_

