



National Waste Collection Permit Office

Offaly County Council
Aras an Chontae
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Tullamore
Co. Offaly
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WASTE COLLECTION PERMIT

Waste Management (Collection Permit) Regulations, 2007 as amended

Offaly County Council as the National Waste Collection Permit Office being a nominated authority under Section 34(1)(aa) of the Waste Management Act 1996, has granted a waste collection permit to:

Table with permit details: Applicant Name: The City Bin Co. Unlimited Company, Permit Number: NWCPO-09-03628-08, Trading Address: Oranmore Business Park, Registered Company Address: Oranmore Business Park, Permit Holder Phone Number: 091787800, Valid From: 30/06/23, Valid to and Expires on: November 26, 2024

This permit, issued to the aforementioned permit holder, is subject to the attached schedule of conditions.

Any non-compliance with the conditions of this permit is an offence under the Waste Management (Collection Permit) Regulations, 2007 as amended and Section 34(1) of the Waste Management Act 1996.

Signed: [Signature] Programme Manager

Date: 30/06/23



## REASON FOR THE DECISION

Offaly County Council as the National Waste Collection Permit Office is satisfied on the basis of the information made available by the applicant, that subject to compliance with the conditions of this permit the activity will not cause environmental pollution, and the grant of this permit is consistent with the objectives of the current National Hazardous Waste Management Plan and the objectives of the current Eastern-Midlands Region Waste Management Plan, Southern Region Waste Management Plan and/or Connacht-Ulster Region Waste Management Plan as applicable to the local authority areas where waste is collected.

In reaching this decision Offaly County Council as the National Waste Collection Permit Office, has considered the application and supporting documentation received from the applicant and valid submissions received from the relevant local authorities, the Environmental Protection Agency (EPA) and other parties.

## APPEAL OF DECISION

The permit holder may appeal the decision of the NWCPO to grant this waste collection permit in accordance with section 34(9)(a) of the Waste Management Act 1996 to the judge of Tullamore District Court, it being in the District Court district in which the principal offices of Offaly County Council is situated, within one month of the "valid from" date of this permit.

## INTERPRETATION

Unless otherwise specified, all terms in this permit should be interpreted in accordance with the definitions in the Waste Management Act 1996 (the Act), or Regulations made under the European Communities Act and its associated regulations (as may be amended or replaced from time to time) or as defined in this permit.

References to any enactment, statutory instrument (including any bye-law), each as defined by the Interpretation Act 2005, or a regulation, directive or decision of a European Union institution in this permit shall include amendments and replacements.

References in this permit to the NWCPO means Offaly County Council as the National Waste Collection Permit Office as the nominated authority for all regions under Section 34(1)(aa) of the Waste Management Act 1996 and pursuant to Article 4(2) of the Waste Management (Collection Permit) Regulations, 2007 as amended, or such other authority as may be nominated under this provision.

This permit and any condition imposed therein shall not relieve the permit holder of any statutory obligations.

Any non-compliance with the conditions of this permit is an offence under the Waste Management (Collection Permit) Regulations, 2007 as amended and section 34(1) of the Waste Management Act 1996.

Conditions subject to Fixed Payments Notices (FPN) (section 10B (1) of the Act), and those requiring the review of the permit under section 34A (2)(b) are identified in this permit.

## REVIEW OF PERMIT

An application for the review of this permit shall be made **prior to the expiry date of this permit** to the National Waste Collection Permit Office, Offaly County Council, Áras an Chontae, Charleville Road, Tullamore, Co. Offaly. Where an application is made for the review of this permit prior to the expiry date of this permit, this permit shall remain in force until a decision is made on the review application.

The NWCPO may at any time review this waste collection permit under section 34A of the Waste Management Act 1996 and will give notice in writing of such intention to the permit holder.

The NWCPO is required to initiate a review of this waste collection permit where:

- i. The permit holder has been convicted of an offence prescribed under section 34(5) of the Act
- ii. The local authority believes that the permit holder is contravening or has contravened a condition under section 34(7)(b) (other than 34(7)(b)(v)).
- iii. The local authority believes that the permit holder is contravening or has contravened any three conditions other than those in (ii) during a five year period beginning on the date of the first such contravention.

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# CONDITIONS

## 1. Scope of Permit

1.1 The permit holder shall:

- i. Only collect the waste type(s) specified in Appendix A (List of Waste six-digit codes)  
**Fixed Payment Notice Condition (S34(7)(d)(i))**
- ii. Only transfer waste to the facilities specified in Appendix B  
**Fixed Payment Notice Condition (S34(7)(d)(ii))**
- iii. Only use vehicle(s) specified in Appendix C, and for household kerbside waste collection, only use vehicles listed in Appendix C Table 2  
**Fixed Payment Notice Condition (S34(7)(d)(iii))**
- iv. Only collect waste within the local authority areas specified in Appendix D

1.2 The permit holder shall not collect the waste types specified in Appendix A unless they have a facility specified in Appendix B that will accept that waste type from the permit holder.

1.3 The permit holder shall not collect waste where they have no vehicles specified in Appendix C. The permit holder shall not collect household kerbside waste where they have no vehicles specified in Appendix C Table 2.

1.4 The permit shall be read in conjunction with such bye-laws for the time being in force as referred to in condition 2.8 of this permit.

1.5 The permit holder shall give notice in writing to the NWCPO of any proposed changes in the waste collection activity in advance of any such change coming into effect. The permit holder shall obtain the written agreement of the NWCPO before implementing any such change. Any non-compliance with the conditions of this permit is an offence under the Waste Management (Collection Permit) Regulations, 2007 as amended and section 34(1) of the Waste Management Act 1996.

1.6 The permit holder shall maintain, and provide to the NWCPO; a business address, business phone number, business email address, business contact name, business contact address.

The permit holder shall maintain, and provide to the NWCPO details for a point of contact within the business including, a contact name, business contact address, business contact email and business contact phone number.

The permit holder shall notify the NWCPO in writing, within one week, of any change to these contact details or the permit holder's legal entity or business/trade name(s).

## 2. Management of the Activity

2.1 The permit holder shall not cause environmental pollution during the course of the waste collection activity to which this permit relates, or as the case may be, may relate, or cause or facilitate the abandonment, dumping or unauthorised management or treatment of waste. Prior to

the collection of waste from a waste facility, the permit holder shall ensure that appropriate authorisation is in place, where such authorisation is required in accordance with Section 39 of the Act.

**2.2** The permit holder shall collect, transport, store, dispose of and/or recover waste in a manner so as to prevent pollution, contamination and deterioration of water, including groundwater, in accordance with The Water Framework Directive.

**2.3** The permit holder shall identify all hazards associated with the waste being collected and shall be familiar with best practice regarding its safe movement and handling and shall adopt all necessary, reasonable and practicable safety measures accordingly.

**2.4** The permit holder shall have in place a documented Emergency Response Procedure (ERP), which shall address any environmental emergency that may arise. This procedure shall provide for as a minimum, relevant contact details, an emergency response unit, replacement vehicles and clean-up equipment in order to minimise the effects of any environmental emergency. The permit holder shall maintain a copy of the ERP at the principal place of business of the permit holder and in each vehicle listed in Appendix C of this permit or such later revision of the said appendix that the NWCPO may issue.

**2.5** The permit holder shall ensure that all operatives employed in the waste collection activity are familiar with and comprehend the conditions of this permit and the ERP.

**2.6** The permit holder shall immediately clean up any spillage of waste which occurs in the course of the collection operation in a manner which will not cause environmental pollution. The permit holder shall carry an emergency spill-kit on each vehicle listed in Appendix C of this permit or such later revision of the said appendix as the NWCPO may issue, at all times, to deal with minor spillages.

**2.7** All vehicles used for the collection of waste which has a liquid fraction (and where the waste is not contained within secondary sealed containers on the vehicle), shall have the seals containing the liquid fraction maintained in accordance with condition 3.3. These seals shall be visually inspected at least weekly and a record maintained of same. This record shall be made available to any authorised person(s) on request.

**2.8** Where any local authority for the purposes of the proper management of waste and the prevention and control of environmental pollution has made bye-laws relating, inter alia, to the storage, presentation and/or segregation for the purpose of, and in the course of the collection of waste or for the recovery or disposal of waste in accordance with Part 19 of the Local Government Act, 2001 (in substitution for Part VII of the Local Government, 1994) or in accordance with section 35 of the Waste Management Act 1996 (hereinafter referred to as 'bye-laws'), the permit holder shall not collect waste in the functional area of the said local authority unless it has been stored, presented and/or segregated in accordance with the requirement of the said bye-laws.

**2.9** Where waste has been source segregated prior to collection, the permit holder shall ensure that this fraction is separately collected in its entirety, not mixed with other waste types, and shall be transferred to a suitable authorised facility as listed in Appendix B of this permit and in accordance with the waste hierarchy and section 21A of the Act.

**2.10** Without prejudice to its obligations under this permit, the permit holder shall at all times ensure that they carry on their waste collection activities in a manner that is consistent with the objectives of the current National Hazardous Waste Management Plan and with the objectives of the current Waste Management Plan(s) as applicable to the local authority area(s) where waste is collected.

**2.11** The permit holder shall only transfer waste to the authorised facilities that have been notified in writing to the NWCPO, and where written consent has been issued by the NWCPO. Written consent consists of the inclusion of specified waste facilities in Appendix B of this permit or such later revision of the said appendix as the NWCPO may issue.

**Fixed Payment Notice Condition (S34(7)(d)(ii)).**

**2.12** The permit holder shall ensure that waste collected under this permit is transferred to an authorised facility where there is in force a waste licence, waste facility permit, certificate of registration, Integrated Pollution Prevention Control licence or Industrial Emissions licence in relation to the carrying on of the activity concerned at that facility or other facilities as agreed by the NWCPO.

**2.13** The permit holder shall carry or cause to be carried at all times a full copy of this permit including the latest revision of all appendices on each vehicle listed in Appendix C. If presented in electronic format to authorised persons, the copy of the permit shall be fully accessible and legible to the satisfaction of the authorised person.

**Fixed Payment Notice Condition (S34(7)(d)(iv)).**

**2.14** The permit holder shall ensure that any/all relevant person(s) who is/are likely to be in a position to direct or control the carrying on of the waste collection activity i.e. managers/supervisors, hold a relevant qualification in waste management or equivalent, or have received training specific to the collection of waste. Evidence of completing a short-term training course e.g. one-day course, specific to waste collection permitting will meet the requirement of this condition.

All relevant persons shall complete and provide evidence of completion of a training course to the satisfaction of the NWCPO within 12 months of the date of grant of this permit unless otherwise agreed with the NWCPO.

Persons responsible for records maintenance and reporting in accordance with condition 4.5, 4.6, 4.7 and 4.14 shall complete and provide evidence of completion of a training course to the satisfaction of the NWCPO within 12 months of the date of grant of this permit unless otherwise agreed with the NWCPO.

**2.15** The permit holder shall include their permit number, permit holder name or trading name as identified on the front page of this permit, on all promotional material, website(s), social media, dockets and correspondence issued by the permit holder in accordance with this permit.

**Fixed Payment Notice Condition (S34(7)(d)(v))**

**2.16** The permit holder shall ensure at all times that waste collection activities are carried out in accordance with the provisions of the Waste Directive.

**2.17** The permit holder shall take steps to ensure that all or a specified proportion of waste collected by the permit holder, including any List of Waste type(s) or class or classes of such waste is source segregated, treated, recovered or otherwise disposed of to secure the objectives of all relevant Waste Management Plans and all National and EU waste targets.  
In particular the permit holder shall ensure that waste is:

- i. Where practicable and having regard to the waste hierarchy and section 21A of the Act, delivered to facilities where the preparation for reuse, recycling or recovery of the waste takes place.
- ii. Presented, collected, handled and transported in a form, which enables any facility to which the waste is delivered, to comply with any specific conditions contained in, as the case may be, the waste licence, waste facility permit, certificate of registration, Integrated Pollution Prevention Control licence or Industrial Emissions licence, in relation to any performance targets or other limits or restrictions which have been established for the purpose of ensuring or encouraging the recycling or recovery of waste.

**2.18** The permit holder shall ensure that where biowaste collected under this waste collection permit is transferred to a composting or biogas facility for the purpose of treatment and where



animal by-products form all or part of that biowaste, that the facility has been approved in writing by the NWCPO for use by the permit holder and there is in force an appropriate veterinary authorisation issued by the Department of Agriculture, Food and the Marine in accordance with Article 10 (6) of the European Union (Animal By-Products) Regulations 2014 as amended.

**2.19** Where the permit holder collects waste animal by-products; the collection, transport, storage, handling, processing, disposal and export of waste animal by-products shall be done in accordance with the rules set out in Regulation (EC) No. 1069/2009.

### 3. Vehicles, Skips, Containers, Trailers and Receptacles

**3.1** The permit holder shall only use the vehicles as have been notified in writing to the NWCPO and subsequently agreed, which are listed in Appendix C of this permit or such later revision of the said appendix as the NWCPO may issue, for the purposes of the activity to which this permit relates.

#### **Fixed Payment Notice Condition (S34(7)(d)(iii)).**

**3.2** Vehicles listed in Appendix C shall not be included on any other waste collection permit at any one time other than a waste collection permit issued to the same legal entity for a different region.

**3.3** All vehicles, skips, tankers, trailers, containers and receptacles used by the permit holder for the purposes of the activity to which this permit relates, or as the case may be, may relate, shall be fit for purpose and maintained in a manner as not to cause environmental pollution, and

- i. prior to the collection of waste, all vehicles, skips, tankers, trailers, containers and receptacles shall be inspected by the permit holder for contamination, in particular, where hazardous material would contaminate non-hazardous waste, and
- ii. where contamination is identified or suspected, the vehicle, skip, tanker, trailer, container or receptacle shall not be put into use until washed down and decontaminated in an appropriate manner and at an appropriate facility so not as to cause environmental pollution, and
- iii. records must be maintained by the permit holder of such instances when contamination was identified and decontamination was necessary. Such records shall be made available to the NWCPO or authorised persons on request. These records shall contain at a minimum:
  - a. Date of inspection
  - b. Description and source of contamination
  - c. Date of decontamination and location of decontamination facility
  - d. Signature of person confirming the decontamination

For the purposes of this condition, contamination shall be interpreted as; the presence of material that contains substances or wastes that are not permitted at the waste facility where the waste is intended to be deposited or any material that has the potential to render the waste material being collected unsuitable for processing at the receiving facility.

**3.4** Each vehicle (including leased or hired vehicles) used for the purposes of the activity to which the permit relates, shall be marked on the outside of the vehicle with the following information in clearly visible, legible, indelible lettering at least 70 millimetres high:

- i. Name of the permit holder or trading name as identified on the front page of this permit and,
- ii. Waste collection permit number as identified on the front page of this permit.

The last two digits of the permit number need not be included on the vehicle marking (01, 02, 03 etc). Trade plates or similar will suffice for leased or hired vehicles, provided the criteria above are met.

**Fixed Payment Notice Condition (S34(7)(d)(v)).**

**3.5** Each skip (including skip bags), tanker and trailer used for the purposes to which this permit relates, unless otherwise approved by the NWCPO in writing, shall be marked on at least two sides with the following information in visible, legible, and indelible lettering at least 70 millimeters high:

- i. Name of the permit holder or trading name or waste collection permit number as identified on the front page of this permit.
- ii. A unique identification number for the skip, tanker or trailer. The last two digits of the permit number need not be included on the skip (including skip bags), tanker or trailer marking (01, 02, 03 etc.).

**Fixed Payment Notice Condition (S34(7)(d)(v))**

**3.6** The permit holder when using a skip (including skip bags) or other such receptacle for the purposes of the activity to which this permit relates, shall provide the hirer with a written agreement detailing:

- i. The types of wastes which are permitted to be placed in the skip (including skip bags) or other such receptacle in accordance with Appendix A of this permit.
- ii. That the skip will be removed as soon as is practicable after it has been loaded unless otherwise agreed in writing with the local authority.

**3.7** The permit holder shall ensure that all consignments of waste are appropriately covered and managed during transit (including when parked) to prevent spillage, dust, litter or other nuisance. Any such incident shall be rectified as soon as is practicable to minimise environmental pollution.

**3.8** The permit holder shall ensure that skips and other such receptacles left in a public place (as defined in the Litter Pollution Acts 1997 to 2009) shall carry reflectors or lighting so that they are clearly visible during a period when vehicles are required to be lighted.

**3.9** The permit holder shall, notwithstanding the provisions of any bye-law made under section 72 of the Roads Act 1993, ensure that skips (including skip bags) and other such receptacles left on a public road shall be sited or deposited for no more than three days.

**3.10** No skip, tanker, trailer or container used by the permit holder for the purposes of the activity to which this permit relates and which contains waste shall be left in a public place (as defined in the Litter Pollution Acts 1997 to 2009), other than where it is initially filled, unless it is on or attached to a mechanically propelled vehicle, which is in transit to an authorised facility listed in Appendix B of this permit or such later revision of the said appendix as the NWCPO may issue.

**3.11** The permit holder shall ensure that all wheeled bins used for the collection of municipal waste shall comply with standard IS EN840 parts 1-6, unless otherwise agreed in writing with the NWCPO. Atypical waste solutions must be agreed in writing with the NWCPO and relevant local authority prior to implementation.

**3.12** The permit holder shall, where required by the NWCPO, fit all or specified vehicle(s) listed in Appendix C of this permit, with electronic tracking technology. This technology shall facilitate the surveillance operations of enforcement authorities in monitoring compliance with the waste collection permit conditions. The technology fitted shall include a GPS tracker on each and all vehicles used for the collection and transportation of waste and shall measure the location of the vehicles to an accuracy of not less than 10m. The technology shall include a back-office reporting system detailing all mapped routes, vehicle movements and destination facilities for at least the previous 12 months (records commencing from the date of commissioning of the system). Authorised persons shall be given full access to the back office system in accordance with section 14 of the Act and the back-office system shall have the functionality to export reports on vehicle movements as may be reasonably required by the authorised person. The back-office system shall ensure that the integrity of the data can be maintained and as such the permit holder shall not have access to amend or delete any data within the back-office reporting system which has been recorded by the electronic tracking technology.

#### 4. Notification and Record Keeping

**4.1** The permit holder shall notify the NWCPO in writing in relation to any conviction for an offence prescribed under Article 21 of the Waste Management (Collection Permit) Regulations, 2007 as amended, or any requirement of an order under the Waste Management Act 1996, within 5 working days of such conviction or the imposition of such a requirement.

**4.2** The permit holder shall notify the NWCPO in writing in relation to any matter which may give rise to a permit holder not being considered a fit and proper person under Section 34D of the Act within five working days of such information being available and specifically the permit holder shall notify the NWCPO in relation to:

- i. Where the permit holder or any person employed by him or her to direct or control the carrying on of the activity to which the waste collection permit relates or, as the case may be, may relate, has been convicted summarily of an offence under -
  - a. Subsection (6) of section 32 consisting of a contravention of subsection (1) of that section, or
  - b. Section 55(8) of the Act, or
  - c. On indictment of an offence under this Act, the Environmental Protection Agency Acts 1992 to 2011, the Local Government (Water Pollution) Acts 1977 to 2007, or the Air Pollution Acts 1987 and 2011
  - d. Where the permit holder has employed a person with the requisite technical knowledge or qualifications to satisfy criteria set out in section 34D of the Act and that person has ceased employment with the permit holder
  - e.
- ii. Where the permit holder is not in a position to meet financial commitments or liabilities that will be entered into or incurred by him or her in carrying on the activity to which the waste collection permit relates in accordance with the terms thereof or in consequence of ceasing to carry on that activity
- iii. The permit holder has had an order made against him or her under section 57 or 58 of the Act

**4.3** The permit holder shall notify the relevant local authority (i.e. the local authority in whose area the incident occurs) immediately after the occurrence of any incident connected with the waste collection activity that caused or has the potential to cause environmental pollution or a threat to human health or where otherwise specified in these permit conditions. The permit holder shall include as part of the notification the date, time, location and a full description of the incident. The permit holder shall also send a written record of the incident to the NWCPO and relevant local authority within one week of the incident. This written record of the incident shall include the following information:

- i. The date, time and location of the incident
- ii. A full description of the incident
- iii. Details of any measures taken to prevent or reduce environmental pollution or harm to human health which was caused or may be caused by the incident
- iv. Details of steps taken to avoid recurrence of similar incidents.

**4.4** The permit holder shall in the collection of waste (excluding household kerbside waste collected in accordance with condition 6.6 and hazardous waste collected in accordance with condition 6.4):

- i. Use a docket system (electronic or written) to compile the records as outlined in condition 4.6.
- ii. Ensure that each and every docket is completed with the information required in Condition 4.6 (parts i to x, excluding iii) before removing the waste from the site of origin.
- iii. Ensure that an individual docket (electronic or written) accompanies each waste load on the vehicle, until control of the waste is transferred to an authorised facility specified in Appendix B of this permit or such later version of the appendix that the NWCPO may issue.
- iv. Provide a copy of the completed docket (electronic or written) to the customer which includes all the information required in condition 4.6 (except 4.6 (iii) and (xi) where the docket is being provided at the time of collection).
- v. Upon request by a local authority, present a completed docket (electronic or written) with the details specified under condition 4.6 of this permit (except 4.6 (iii) and (xi) where the load is in transit to the destination facility).

**4.5** The permit holder shall maintain up-to-date summaries by electronic means, of the information in condition 4.6 in respect of waste collected by the permit holder in each calendar month. The dockets/records shall be maintained at the principal place of business for a period not less than seven years. These records shall be available for inspection at the principal place of business during normal working hours by authorised person(s) of any relevant local authority and any other person authorised under section 14 of the Waste Management Act 1996. The permit holder shall comply with the provisions of this condition unless otherwise agreed in writing by the NWCPO.

**4.6** The permit holder shall compile and maintain specified records for the collection of waste, for a period not less than seven years. Records other than household kerbside waste shall include as a minimum the following:

- i. List of Waste (LoW) code for each waste type and indicate whether or not the waste is hazardous
- ii. Description of waste
- iii. Quantity (in units of tonnes or litres) of waste collected
- iv. The local authority area of origin of the waste
- v. The name and address of the point of collection of the waste (including Eircode and NACE code where provided by the customer)
- vi. The name, address and authorisation number of the waste facility to which the consignment of waste will be delivered
- vii. The name and waste collection permit number of the permit holder
- viii. Date and time of the waste collection
- ix. Waste collection vehicle registration number
- x. Signature or electronic record of the vehicle driver
- xi. Signature of a representative of the authorised waste facility or confirmation of the receipt of the waste from the authorised waste facility by electronic means or otherwise in writing.

**4.7** The permit holder shall, not later than the 28th of February in each year, furnish to the NWCPO in such form as may be specified by the NWCPO, an Annual (Waste Data) Return (AR) in respect of waste collection activities carried out by the permit holder in the preceding calendar year

or part thereof, as the case may be. The AR shall be a summary of the records maintained under condition 4.6 of the permit. The AR shall contain the following information in summary form, in respect of waste collected by the permit holder in the preceding calendar year:

- i. Local authority area of origin of waste
- ii. List of Waste (LoW) code for each waste type and indicate whether or not the waste is hazardous
- iii. Description of waste
- iv. Quantity (in tonnes) and units where specified of each waste type collected
- v. Destination of waste (waste facility details)
- vi. Country of destination (if exported abroad)
- vii. The Transfrontier Shipment (TFS) notification number if the waste is exported abroad
- viii. Details of the waste facility where waste was collected if waste is collected from a waste facility

The information specified above may be used for local, regional and national enforcement and reporting, and to produce community statistics on the generation, recovery and disposal of waste.

#### **Fixed Payment Notice Condition (S34(7)(d)(vi))**

**4.8** A copy of all correspondence sent to and received from any local authority and the NWCPO regarding this waste collection permit shall be kept at the address of the principal place of business for at least seven years following the date on which the correspondence is sent or received respectively and shall be made available for inspection by any authorised person.

**4.9** All communications from the permit holder to the NWCPO shall be addressed in writing by the permit holder to the following address: National Waste Collection Permit Office, Offaly County Council, Áras an Chontae, Charleville Road, Tullamore, Co. Offaly, or by email to [contactus@nwcpo.ie](mailto:contactus@nwcpo.ie) unless otherwise specified. This condition does not apply in respect of the Annual Report as described in condition 4.7.

**4.10** If requested by the NWCPO or a local authority, the permit holder shall provide details demonstrating how their waste collection activities are managed in accordance with the waste hierarchy and section 21A of the Act.

The permit holder shall, if requested by the NWCPO and in a format specified by the NWCPO, provide evidence to substantiate and justify that the charging mechanisms that the permit holder has decided to apply in the collection of waste are encouraging waste to be managed in accordance with the waste hierarchy and Section 21A of the Act.

**4.11** If requested by the NWCPO or a local authority, the permit holder shall provide specified details demonstrating that they have valid Tax Clearance and appropriate and adequate policies of insurance in place.

**4.12** The permit holder shall implement and maintain a customer complaint management system to the satisfaction of the NWCPO. If requested by the NWCPO, the permit holder shall provide details in relation to any complaint received by the permit holder and details of the steps taken to address the complaint.

If requested by the NWCPO, the permit holder shall implement and maintain an environmental management system in such format as may be specified by the NWCPO and if requested by the NWCPO, the permit holder shall submit documented procedures to the NWCPO for its approval at intervals as may be specified.

**4.13** Upon request by the NWCPO, the permit holder shall provide details of collection routes, in a format as may be specified.  
The details may include:

- i. A map indicating the geographical area being collected on given days
- ii. The dates and types of waste being collected in geographical areas on given days
- iii. The approximate starting and finishing times of collection routes.

**4.14** The permit holder shall, if requested by the NWCPO, not later than the 28th February, 30th April, 31st July and 31st October of each year, furnish to the NWCPO in such form as may be specified by the NWCPO, a Quarterly (Waste Data) Report (QR) in respect of waste collection activities carried out by the permit holder in the preceding standard calendar quarter or part thereof, as the case may be. The QR shall be a summary of the records maintained under condition 4.6 and 6.6.21 (where applicable) of the permit. The QR shall contain the following information in summary form, in respect of waste collected by the permit holder in the preceding calendar quarter year:

- i. Local authority area of origin of waste
- ii. List of Waste (LoW) code for each waste type
- iii. Description of waste (residual, recyclables, food/bio-waste, glass etc.)
- iv. Quantity (in tonnes) of each waste type collected
- v. The total number of non-household kerbside customers served with commercial kerbside waste collection service. Totals for each segregated fraction of waste (e.g. residual, recyclables, food & bio waste, glass) and the types of receptacles used, for each fraction reported, per each local authority functional area.
- vi. The participation rate of customers for any and all fractions of waste, presented by customers within the previous reporting quarter.

The information specified above may be used for local, regional and national reporting including being used to produce community statistics on the generation, recovery and disposal of waste.

#### **Fixed Payment Notice Condition (S34(7)(d)(vi))**

### **5. Charges and Financial Provisions**

**5.1** The permit holder shall make payments to the local authority or the NWCPO to defray such costs as may reasonably be incurred by the local authority or NWCPO where the costs do not exceed the actual expenditure reasonably incurred by the authority in inspecting, monitoring, auditing, enforcing or otherwise performing any functions in relation to the activity.

**5.2** The permit holder shall effect and maintain appropriate and adequate policies of insurance insuring them in respect of any liability on their part to pay damages or costs on account of injury to person(s) or property arising from the activities concerned.

**5.3** Without prejudice to the foregoing, the minimum level of indemnity to be maintained by the permit holder shall be to a value of not less than €6,500,000 for public liability insurance including cover for sudden and unforeseen pollution and €6,500,000 for third-party property damage motor insurance.

### **6. Conditions by Waste Type**

#### **6.1 Commercial Waste (Door to Door Kerbside Collections)**

**The inclusion of condition 6.1 in this waste collection permit authorises the permit holder to collect commercial kerbside waste and, where applicable, in accordance with the provisions of condition 2.8 hereof.**

#### **Service Provision**

**6.1.1** On and subsequent to July 1, 2023, permit holders shall only collect commercial kerbside waste in approved receptacles which are designed for reuse, with the exception of the collection of such receptacles or bags waste by atypical collection solutions in accordance with Condition 3.11, such as non-reusable in specific areas designated by a local authority as being only suitable for the collection of such waste by atypical collection solutions. A register of local authority designated

areas is available at the principal office of each local authority or by contacting the nominated authority.

**6.1.2** The permit holder shall provide a separate receptacle for each waste fraction namely, residual, recyclables and, as required, food and bio-waste, except where more than one authorised waste collector is engaged by the producer. Where more than one authorised waste collector is engaged by the producer, the permit holder shall not accept waste without having first received a written declaration, signed by the person in charge of the premises from which the waste is to be collected, stating that the producer will source segregate their waste and engage an authorised waste collector for each waste fraction.

The frequency of collection may be specified by the nominated authority following consultation with the local authority in which the collection activities will take place, for the collection of commercial kerbside waste during times, at particular locations, with requirements for particular waste types.

The frequency of collections shall be:

- i. Recyclable Commercial Kerbside Waste: At least once a fortnight, or as frequently as may be specified in writing by the nominated authority,
- ii. Food and Bio-Waste: At least once a fortnight, or as frequently as may be specified in writing by the nominated authority,
- iii. Residual Commercial Kerbside Waste: At a frequency that is less than or equal to recyclable commercial kerbside waste or food and bio-waste collections, or as frequently as may be specified in writing by the nominated authority.

**Contravention of this condition will initiate a review of the permit under section 34A(2)(b).**

**6.1.3** All waste receptacles (including bags), used for the collection of commercial kerbside waste (including separately collected fractions) shall be identified with the following information in visible, legible and indelible lettering:

- i. Name of the permit holder or trading name or waste collection permit number as identified on the front page of this permit. The last two digits of the permit number need not be included on the receptacle (including bags) (01, 02, 03 etc.).
- ii. Where receptacles designed for reuse are used, a unique identification number for the customer or Radio Frequency Identification (RFID) chip identifying the customer presenting the waste.

#### **Fixed Payment Notice Condition (S34(7)(d)(v))**

**6.1.4** The permit holder shall ensure that food and bio-waste from commercial premises is collected and managed in accordance with the Waste Management (Food Waste) Regulations 2009.

**6.1.5** The permit holder shall provide for the collection of at least the recyclable waste materials permitted to be placed in a mixed dry receptacle as specified on the website located at <http://www.mywaste.ie>. The permit holder shall provide a dry recyclable waste receptacle with at least the same capacity as the residual waste receptacle provided.

**6.1.6** The permit holder shall return emptied waste containers to the designated collection point or to the boundary of the premises from which it was collected, insofar as is practicable.

**6.1.7** Only the permit holder that owns a reusable receptacle provided to the commercial premises for use shall empty or remove that receptacle, unless the prior agreement of the said permit holder or the relevant local authority is obtained.

**6.1.8** The permit holder shall interpret waste collected from multi-unit dwellings (e.g. apartments) to be household kerbside waste and the conditions of this permit relevant to household kerbside waste shall be complied with in that regard. Permit holders must have condition 6.6 on their permit to be authorised to collect this waste type.

**6.1.9** The permit holder shall prepare, and publish on its website, a customer charter for commercial kerbside waste in the form set out in the sixth schedule of the Waste Management

(Collection Permit) Regulations, 2007 As Amended, or a form substantially to the like effect, to the satisfaction of the nominated authority. Any amendments or updates to the customer charter shall be submitted to the nominated authority within one week of the amendments or updates in order to facilitate publication of the revised charter on the nominated authorities' website. All customer charters shall be date stamped.

The customer charter shall be made available for inspection during normal business hours to any person and shall be prominently displayed on the permit holder's website where the permit holder has a website. Where the permit holder does not have a website, the customer charter shall be issued to all customers upon signing up for a service and any amendments issued thereafter.

**A contravention of this condition will initiate a review of the permit under section 34A(2)(b).**

**6.1.10** In the case of a customer ceasing service or changing service the permit holder shall collect or arrange the collection of their bins within one month of being notified of the cessation of the service by any party, unless the permit holder can provide evidence that alternative arrangements have been made with the customer regarding the collection of the bins. Where there is waste in the bin at the time of collection, the permit holder shall continue to remove the bins including the bin contents. The charge for this service remains the responsibility of the customer.

**6.1.11** The permit holder shall, in accordance with their customer charter or as may be required by the nominated authority, implement and maintain an ongoing and up-to-date programme of communication and education for their commercial kerbside waste customers to encourage the segregation of waste and optimum use of appropriate receptacles. The program of communication and education shall include, at a minimum, the particulars listed on Appendix E

**6.1.12** The permit holder shall minimise noise and nuisance when collecting commercial kerbside waste.

**6.1.13** Notwithstanding condition 6.1.12, and following consultation with the local authority, the nominated authority, for the collection of commercial kerbside waste, may specify in writing:

- i. collection times,
- ii. particular locations, and
- iii. requirements for particular waste types.

### ***Vehicle Weighing Systems***

**6.1.14** Permit holders shall weigh each and every collection of commercial kerbside waste collected separately in approved receptacles designed for reuse, except for:

- i. glass collected separately from commercial premises
- ii. commercial kerbside waste collected on off-shore islands
- iii. commercial kerbside waste collected in atypical collection solutions in specific areas designated by a local authority under article 20(2)(n)(iv) of the Waste Management (Collection Permit) Regulations 2007 as amended.

**A contravention of this condition will initiate a review of the permit under section 34A(2)(b).**

**6.1.15** Permit holders shall use and maintain an automatic weighing instrument to weigh commercial kerbside waste that complies with the Metrology Act, 1996, (No.27 of 1996) and any ensuing regulations to weigh commercial waste in accordance with condition 6.1.14.

**6.1.16** Permit holders shall only use an automatic weighing instrument of accuracy Class Y (b) or better to collect commercial kerbside waste, in accordance with condition 6.1.15. The weighing instrument shall have a resolution of one kilogramme (kg) or better when weighing approved receptacles designed for reuse with a volume of 360 litres or less and a resolution of five kilogrammes [kg] or better for weighing approved receptacles designed for reuse with a volume of greater than 360 litres, in accordance with the Legal Metrology (General) Regulations 2008.



The permit holder shall ensure that where receptacles of 360 litres or less are being collected, a lift system of a resolution of one kilogramme (kg) or better is used. i.e. the dual lift system shall only be used on receptacles with a volume greater than 360 litres.

**6.1.17** The permit holder shall only use vehicles which are listed in Table 2 of Appendix C and have been fitted with a weighing instrument which is in accordance with Conditions 6.1.15 and 6.1.16, to collect commercial kerbside waste collected separately in receptacles designed for reuse.

**6.1.18** In the event of a weighing system break down or malfunction, permit holders shall complete a written record of the matter and maintain a register of such breakdowns or malfunctions. Each record shall include the following information:

- (i) The date, time and location
- (ii) A full description
- (iii) Details of any measures taken to ensure accurate charging of customers
- (iv) Details of steps taken to avoid recurrence.

**6.1.19** Where a commercial kerbside waste collection vehicle is configured to collect different fractions of commercial kerbside waste simultaneously, the existence of this facility shall be clearly marked on both sides of the main body or rear of the vehicle, in clearly exposed, legible, and indelible lettering at least 70 millimetres high.

### ***Record Keeping and Reporting***

**6.1.20** The permit holder shall (a) report in writing, or (b) make available through electronic means to the customer who presented the waste for collection:

- i. the weight of each and every separate collection of waste (clearly identifying the waste type),
- ii. the registration number of each vehicle used to collect and transport each and every separate collection of waste,
- iii. on request from the customer, the waste facility that the waste was delivered to.
- iv. details of any savings made by the commercial customer by the segregation of waste, and details of any further potential savings that can be made by segregating waste.

These details shall be reported or made available at a frequency of not less than once every month.

For the avoidance of doubt, where a permit holder decides to report in writing rather than make available through electronic means, the report shall be issued to the customer at least monthly, without the customer having to request the information.

**A contravention of parts (i) or (ii) of this condition will initiate a review of the permit under section 34A(2)(b).**

**6.1.21** The permit holder shall, for a period not less than seven years, compile and maintain, up to date, specified records for the collection of commercial kerbside waste. These specified records shall include as a minimum the following:

- i. Date of waste collection
- ii. Waste collection vehicle registration number
- iii. The local authority area of origin of the waste
- iv. The category of commercial premises as may be specified by the nominated authority
- v. Customer name and address, including Eircode (where provided by the customer)
- vi. Type of receptacle used by each customer for each waste fraction
- vii. List of Waste (LoW) and description of waste (residual, recyclable, food/bio-waste, glass etc.)
- viii. Quantity (in units of tonnes) of waste collected
- ix. The name, address and licence, permit or certificate of registration number of the authorised waste facility to which the consignment of waste was delivered
- x. Record of receptacles that were not collected due to contamination of the waste
- xi. Details of customers who choose not to partake in the collection of any of the separate fractions of commercial kerbside waste.

**6.1.22** The permit holder shall use an electronic data management system to compile the records as outlined in condition 6.1.21. The permit holder shall:

- i. Make records available for inspection at the principal place of business during normal working hours by authorised officers of any relevant local authority and any other person authorised under section 14 of the Waste Management Act 1996
- ii. Provide on request and in the format specified (including electronically) by the nominated authority or authorised officers of any relevant local authority and any other person authorised under section 14 of the Waste Management Act 1996.
- iii. When requested to do so, provide to a local authority within the time frame & relating to the time period specified:
  - i. details of the collection service, including details of the collection of separate classes/fractions of commercial waste
  - ii. details of when commercial waste was last collected, and
  - iii. details of persons who choose not to partake in the collection of separate classes/fractions of commercial waste.

**Fixed Payment Notice Condition (S34(7)(d)(vi))**

**6.1.23** The permit holder shall, not later than the 28th February each year, furnish to the nominated authority in such form as may be specified by the nominated authority an Annual Report (AR) in respect of waste collection activities carried out by the permit holder in the preceding calendar year or part thereof, as the case may be. The AR shall be an accurate summary of the records maintained under condition 6.1.21 of the permit. The AR shall contain the following information in summary form, in respect of waste collected by the permit holder in the preceding calendar year:

- i. Local authority area of origin of waste
- ii. Source of waste (categories of commercial premises as may be specified)
- iii. List of Waste (LoW) code for each waste type
- iv. Description of waste (residual, recyclables, food/bio-waste, glass etc)
- v. Quantity (in tonnes) of each waste type collected
- vi. Destination of waste (authorised facility name and address)
- vii. Waste licence, permit or certificate of registration register reference number of facilities to which waste was delivered
- viii. Country of destination (if exported abroad)
- ix. The total number of commercial units served with kerbside collection. Totals for each segregated fraction of waste (e.g. residual, recyclables, food & bio waste, glass) and the types of receptacles used, for each fraction reported, per each local authority functional area.
- x. The participation rate for any or all fractions of waste, presented by commercial kerbside customers within a time period specified by the nominated authority.

The information specified above may be used for local, regional and national reporting including being used to produce community statistics on the generation, recovery and disposal of waste.

**Fixed Payment Notice Condition (S34(7)(d)(vi))**

**6.1.24** The permit holder shall maintain a complaint register and procedure for dealing with customer complaints. This register shall be available for inspection at the principal place of business during normal working hours by authorised officers of any relevant local authority and any other person authorised under Section 14 of the Waste Management Act 1996.

The complaint register shall include a written record of at least the following:

- i. Date and time of the complaint
- ii. The name of the complainant
- iii. Details of the nature of the complaint
- iv. Actions taken on foot of the complaint and the results of such actions, and
- v. The response made to each complainant

The permit holder shall, upon request or inspection, demonstrate to the reasonable satisfaction of the nominated authority or Local Authority, that customer complaints have been addressed in

accordance with the permit holders customer charter and customer complaints management system (condition 4.12).

**6.1.25** Where a permit holder intends to impose any penalty on a commercial kerbside collector for non-compliance with the terms of the contract for collecting commercial kerbside waste, including non-compliance by the commercial kerbside customer with regard to properly segregating waste or overloading receptacles, they shall ensure that any such penalty be clearly communicated to the customer, including through the customer charter.

**6.1.26** The permit holder shall operate an incentivised charging system to ensure that the fees charged to collect commercial kerbside waste, in the reasonable opinion and to the satisfaction of the nominated authority respect the polluter pays principle and incentivise the reduction of residual waste and also incentivise the segregation of recyclables and food waste or as the case may be, bio-waste and discourage such waste from being mixed with residual commercial kerbside waste by the commercial kerbside customer in accordance with the waste hierarchy and section 21A of the Act.

The permit holder shall ensure that the fees charged to collect residual commercial waste are not a "flat-rate fee" i.e. a fixed, periodic, fee which covers the cost of collection over a defined period of time, regardless of the weight of residual waste presented or the number of presentations of residual waste. Pricing structures may contain a service fee or standing charge, but shall contain a weight based and/or per lift fee for the collection of residual waste. Where a service fee is applied as part of an incentivised charging system, the level of the service fee shall not negate the incentive to segregate waste to the satisfaction of the nominated authority. Where a fee is charged for the collection of recyclable, food waste and bio-waste as the case may be, that fee shall not negate the incentive to segregate waste to the satisfaction of the nominated authority and shall be lower than the fees applied for the collection of residual commercial waste.

**6.1.27** The permit holder shall, if requested by the nominated authority, not later than the 28th February, 30th April, 31st July and 31st October of each year, furnish to the nominated authority in such form as may be specified by the nominated authority, a Quarterly (Waste Data) Report (QR) in respect of commercial kerbside waste collection activities carried out by the permit holder in the preceding standard calendar quarter or part thereof, as the case may be. The QR shall be a summary of the records maintained under condition 4.6 and 6.1.21 (where applicable) of the permit. The QR shall contain the following information in summary form, in respect of waste collected by the permit holder in the preceding calendar quarter year:

- i. Local authority area of origin of waste
- ii. Source of waste (categories of commercial premises as may be specified)
- iii. List of Waste (LoW) code for each waste type
- iv. Description of waste (residual, recyclables, food/bio-waste, glass etc.)
- v. Quantity (in tonnes) of each waste type collected
- vi. The total number of commercial premises served with kerbside collection: totals for each segregated fraction of waste (e.g. residual, recyclables, food & bio waste, glass) and the types of receptacles used, for each fraction reported, per each local authority functional area.
- vii. The participation rate for any or all fractions of waste, presented by commercial premises within a time period specified by the nominated authority.

The information specified above may be used for local, regional and national reporting including being used to produce community statistics on the generation, recovery and disposal of waste.

#### **Fixed Payment Notice Condition (S34(7)(d)(vi))**

### **6.2 Construction & Demolition Waste**

**6.2.1** The permit holder shall not mix or remix source-segregated construction and demolition wastes during collection and transport to ensure compliance with national targets for the recovery, recycling and re-use of construction and demolition wastes.

**6.2.2** The permit holder shall, where appropriate, ensure that loads containing dry, fine, materials are properly covered (closed or sheeted) or sprayed prior to transport to prevent nuisance.

**6.2.3** The permit holder shall ensure that no waste is deposited on the public road during the collection and transportation of the waste.

**6.2.4** The permit holder shall not collect soil contaminated with hydrocarbons, hazardous waste or dangerous substances, unless permitted to do so in accordance with condition 1.1 and as listed in Appendix A.

**6.2.5** The permit holder shall ensure that no pollutants or other waste types are allowed to contaminate loads destined for recovery, recycling or reuse. The permit holder shall transfer contaminated loads to authorised facilities where segregation/treatment can be carried out.

**6.2.6** The collection of construction and demolition wastes that are hazardous in nature is additionally subject to the conditions specified for hazardous wastes.

**6.2.7** The permit holder shall only transfer the control of gypsum wastes to an authorised person for recovery or for disposal in accordance with the Council Decision of 19 December 2002 establishing criteria and procedures for the acceptance of waste at landfills pursuant to Article 16 of and Annex II to Directive 1999/31/EC [2003/33/EC].

### **6.3 End of Life Vehicles**

**6.3.1** The permit holder shall ensure that all vehicles used for the collection and transportation of end-of-life vehicles (ELVs) shall be of such design to prevent spillage and leakage of end of life vehicle fluids and in any event carry adequate stocks of spill-kits (including oil absorbent materials, pillows and blankets) to deal with any spillages of end of life vehicle fluids that may occur during transport.

**6.3.2** The permit holder shall ensure that all vehicles used for the collection and transportation of ELVs shall carry an adequate number of fire extinguishers to deal with any fires that may occur during transport. Any fire shall be treated as an incident and reported as per condition 4.2.

**6.3.3** The permit holder shall only use mobile car balers for the collection of ELVs containing neither liquids nor other hazardous components. The collection permit holder shall not crush hazardous ELVs using mobile car balers prior to treatment and de-pollution.

**6.3.4** The permit holder is prohibited from collecting ELVs in a waste collection vehicle with any other waste.

**6.3.5** The permit holder shall only use tow trucks to transport ELVs that are intact and not leaking liquids or hazardous fluids and which have not been crushed or baled.

**6.3.6** The permit holder shall ensure that all ELVs collected are transported to an authorised facility in compliance with the European Union (End of Life Vehicles) regulations 2014 and in accordance with the provisions of Council Directive 2000/53/EC as amended.

**6.3.7** Where applicable, the permit holder shall submit, to the authorised treatment facility, the vehicle's registration certificate/ licensing certificate/ log-book and a letter of authorisation from the registered owner stating they are acting on behalf of the registered owner.

### **6.4 Hazardous Waste**

**6.4.1** The permit holder shall not mix hazardous waste with other hazardous or non-hazardous waste types prior to or during collection and transportation.

**6.4.2** The permit holder shall maintain records of all hazardous waste movements and shall comply with the European Communities (Shipments of Hazardous Waste exclusively within Ireland) Regulations 2011 (S.I. 324 of 2011), Council Directive 91/689/EEC the Waste Management (Shipment of Waste) Regulations, 2007 (S.I. 419 of 2007) and with Regulation (EU) No. 1013/2006 of 14 June 2006 on the shipments of waste. Accordingly, no movement of hazardous waste within the state should take place without a Waste Transfer Form (WTF) being completed in advance of

the transport. Where waste is to be exported, a transfrontier shipment of waste authorisation should be in place. A movement tracking form should be submitted to the National TFS Office three days in advance of individual shipments taking place.

**6.4.3** A European List of Waste (LoW) code and waste description shall be assigned to each hazardous waste consignment collected, in accordance with the requirements of the European Communities (Shipments of Hazardous Waste exclusively within Ireland) Regulations 2011 (S.I. 324 of 2011).

**6.4.4** The permit holder shall ensure that all movements of hazardous waste comply with the requirements of the Carriage of Dangerous Goods by Road Regulations 2007 (S.I. 288 of 2007).

**6.4.5** The permit holder shall ensure that all receptacles used for the collection of hazardous waste are clearly identified as containing hazardous waste. The permit holder shall also be aware of the labelling requirements for transporting hazardous wastes under the Carriage of Dangerous Goods by Road Regulations 2007 (S.I. 288 of 2007).

**6.4.6** The permit holder shall include in their Emergency Response Procedure, a backup plan (called the Rejection Procedure) to deal with an event that a hazardous waste load is rejected at an authorised facility listed in Appendix B. Any load of hazardous waste that is rejected shall be treated as an incident and reported as per condition 4.2. It shall also be reported to Dublin City Council as per S.I. 324 of 2011.

**6.4.7** All vehicles, skips, tankers, trailers, used for the collection and transport of hazardous material shall be clean, dry and residue-free prior to commencement of loading of any new consignment of hazardous waste. If vehicles are to be used for the collection of any other waste types, they shall be decontaminated at an appropriate facility prior to use.

**6.4.8** Where the permit holder collects waste containing asbestos fibres or dust, care must be taken to ensure that the waste is treated and packaged so as to prevent the release of asbestos particles into the environment in accordance with Council Directive 87/217/EEC.

**6.4.9** Where a permit holder collects waste containing ozone depleting substances, care must be taken to ensure that the waste is collected and stored in accordance with Regulations (EC) No. 2037/2000, as amended by Council Regulations (EC) No.'s. 2038/2000, 2039/2000, 1804/2003, Commission Regulation (EC) No. 2077/2004, Commission Regulation (EC) No. 29/2006 and Commission Regulation (EC) No. 1784/2006.

**6.4.10** Where a permit holder collects waste containing fluorinated greenhouse gases care must be taken to ensure that the waste is collected and stored in accordance with Regulation (EC) No. 842/2006.

**6.4.11** Where a permit holder collects waste containing persistent organic pollutants, care must be taken to ensure that the waste is collected and stored in accordance with Regulation (EC) No 850/2004 of the European Parliament and the Council of 29 April 2004 on persistent organic pollutants and amending Directive 79/117/EEC, as amended by Council Regulation (EC) No. 1195/2006 and Council Regulation (EC) No. 172/2007.

## **6.5 Bulky Municipal Waste**

**6.5.1** The permit holder is permitted to collect municipal bulky waste items for recovery, reuse, recycling or disposal, that are generally too large to be accommodated in a 240-litre wheeled bin. The permit holder shall only collect bulky waste items by previous arrangement with the customer. It is the responsibility of the permit holder to inform the customer about the collection arrangements and unless the permit holder has an alternative written agreement with the NWCPO, arrangements must include an instruction for the customer to store the bulky waste items within the curtilage of their premises prior to collection.

**6.5.2** The permit holder is not permitted to collect Household Kerbside Waste or Waste Electronic or Electrical Equipment (WEEE) under the Bulky Waste, List of Waste Code (LoW) 20 03 07. The permit holder or their employee shall visually inspect the load of waste to be collected, in so far as is practicable, prior to its removal to ensure compliance with this condition.

## **6.6 Household Waste (Door to Door Kerbside Collections)**

**The inclusion of condition 6.6 in this waste collection permit authorises the permit holder to collect household kerbside waste.**

### **Service Provision**

**6.6.1** On and subsequent to July 1, 2023, permit holders shall only collect household kerbside waste in approved receptacles which are designed for reuse, with the exception of the collection of such waste by atypical collection solutions in accordance with Condition 3.11, such as non-reusable receptacles or bags in specific areas designated by a local authority. A register of local authority designated areas is available at the principal office of each local authority or by contacting the nominated authority.

**6.6.2** The permit holder shall provide a separate receptacle for each waste fraction namely, residual, recyclables and where required, food and bio-waste. The frequency of collection shall be as follows:

- i. Recyclable Waste – at least once every fortnight (in line with the Waste Management (Collection Permit) Regulations, 2007 as amended).
- ii. Food and Bio-Waste - at least once every fortnight or more frequently as may be determined by the relevant local authority (in accordance with the European Union (Household Food Waste and Bio-waste) Regulations 2015 as amended).
- iii. Residual Waste – in accordance with the European Union (Household Food Waste and Bio-waste) Regulations 2015 as amended.

Contravention of this condition will initiate a review of the permit under section 34A(2)(b).

**6.6.3** All waste receptacles (including bags), used for the collection of household kerbside waste (including separately collected fractions) shall be identified with the following information in visible, legible and indelible lettering:

- i. Name of the permit holder or trading name or waste collection permit number as identified on the front page of this permit.
- ii. Where receptacles designed for reuse are used, a unique identification number for the customer or Radio Frequency Identification (RFID) chip identifying the customer presenting the waste.

The last two digits of the permit number need not be included on the receptacle (including bags) marking (01, 02, 03 etc).

### **Fixed Payment Notice Condition (S34(7)(d)(v))**

**6.6.4** The permit holder shall ensure that food and bio-waste from households is collected and managed in accordance with the European Union (Household Food Waste and Bio-waste) Regulations 2015.

**6.6.5** The permit holder shall provide for the collection of at least the recyclable waste materials permitted to be placed in a mixed dry receptacle as specified on the website located at <http://www.mywaste.ie>. The permit holder shall provide a dry recyclable waste receptacle with at least the same capacity as the residual waste receptacle provided.

**6.6.6** The permit holder shall return emptied waste containers to the designated collection point or to the boundary of the premises from which it was collected, insofar as is practicable.

**6.6.7** Only the permit holder which owns a reusable receptacle provided to the householder for use shall empty or remove that receptacle, unless the prior agreement of the said permit holder or the relevant local authority is obtained.

**6.6.8** The permit holder shall interpret waste collected from multi-unit dwellings (e.g. apartments) to be household kerbside waste and the conditions of this permit relevant to household kerbside waste shall be complied with in that regard. Communal bins at multi-unit dwellings are allowed, provided segregated waste is collected in appropriate receptacles and in accordance with Condition 6.6.2.

**6.6.9** The permit holder shall have a customer charter in place, in the form set out in the sixth schedule of the Waste Management (Collection Permit) (Amendment) Regulations, 2015, or a form substantially to the like effect, to the satisfaction of the nominated authority. Any amendments or updates to the customer charter shall be submitted to the NWCPO within one week of the amendments or updates in order to facilitate publication of the revised charter on the NWCPO website. All customer charters shall be date stamped.

The customer charter shall be made available for inspection during normal business hours to any person and shall be prominently displayed on the permit holder's website where the permit holder has a website. Where the permit holder does not have a website, the customer charter shall be issued to all customers upon signing up for a service and any amendments issued thereafter.

A contravention of this condition will initiate a review of the permit under section 34A(2)(b).

**6.6.10** In the case of a customer ceasing service or changing service the permit holder shall collect or arrange the collection of their bins within one month of being notified of the cessation of the service by any party, unless the permit holder can provide evidence that alternative arrangements have been made with the customer regarding the collection of the bins. Where there is waste in the bin at the time of collection, the permit holder shall continue to remove the bins including the bin contents. The charge for this service remains the responsibility of the customer.

**6.6.11** The permit holder shall, in accordance with their customer charter or as may be required by the nominated authority, implement and maintain an ongoing and up-to-date programme of communication and education for their commercial kerbside waste customers to encourage the segregation of waste and optimum use of appropriate receptacles. The program of communication and education shall include, at a minimum, the particulars listed on Appendix E.

**6.6.12** The permit holder shall, minimise noise and nuisance and only collect:

- i. Between the hours of 6am and 10pm in areas where a 60-kilometre per hour or lower speed limit applies, or an extended timeframe if agreed between the nominated authority and the local authority in which the collection activities will take place, or
  - ii. At any time in areas where an 80-kilometre per hour or higher speed limit applies
- (i) and (ii) are subject to the permit holder making reasonable efforts to reduce noise and nuisance.

**6.6.13** The permit holder shall minimise noise and nuisance where glass is being collected as a separate fraction of household kerbside waste, and shall only collect glass as follows:

- i. Monday to Friday between 7am and 10pm (excluding public holidays)
- ii. Saturdays between 8am and 10pm
- iii. Sundays and public holidays between 10am and 6pm

Unless the permit holder has received written confirmation from the nominated authority or the relevant local authority that noise reduction measures for such collections are sufficient to allow such collections occur within the hours specified in condition 6.6.12.

### **Vehicle Weighing Systems**

**6.6.14** Permit holders shall weigh each and every collection of household kerbside waste collected separately in approved receptacles designed for reuse, except for:

- i. glass collected separately from households
- ii. household kerbside waste collected on off-shore islands

iii. household kerbside waste collected in receptacles which are not designed for reuse in specific areas designated by a local authority under article 20(2)(g)(iv) of the Waste Management (Collection Permit) Regulations 2007 as amended.

**A contravention of this condition will initiate a review of the permit under section 34A(2)(b).**

**6.6.15** Permit holders shall use and maintain an automatic weighing instrument to weigh household kerbside waste that complies with the Metrology Act, 1996, (No.27 of 1996) and any ensuing regulations to weigh household waste in accordance with condition 6.6.14.

**6.6.16** Permit holders shall only use an automatic weighing instrument to collect household kerbside waste in accordance with condition 6.6.15 of accuracy Class Y (b) or better, where such a weighing instrument shall have a resolution of one kilogramme (kg) or better, for weighing approved receptacles designed for reuse with a volume of 360 litres or less and a resolution of five kilogrammes [kg] or better for weighing approved receptacles designed for reuse with a volume of greater than 360 litres, in accordance with the Legal Metrology (General) Regulations 2008.

**6.6.17** The permit holder shall only use vehicles which are listed in Table 2 of Appendix C and have been fitted with a weighing instrument which is in accordance with Conditions 6.6.15 and 6.6.16, to collect household kerbside waste collected separately in receptacles designed for reuse.

**6.6.18** In the event of a weighing system break down or malfunction, permit holders shall complete a written record of the matter and maintain a register of such breakdowns or malfunctions. Each record shall include the following information:

- (i) The date, time and location
- (ii) A full description
- (iii) Details of any measures taken to ensure accurate charging of customers
- (iv) Details of steps taken to avoid recurrence.

**6.6.19** Where a household kerbside waste collection vehicle is configured to collect different fractions of household kerbside waste simultaneously, the existence of this facility shall be clearly marked on both sides of the main body or rear of the vehicle, in clearly exposed, legible, and indelible lettering at least 70 millimetres high.

#### ***Record Keeping and Reporting***

**6.6.20** The permit holder shall report in writing or make available through electronic means to the person who presented the waste for collection (this can include a management company in the case of multi-unit dwellings e.g. apartments):

- i. the weight of each and every separate collection of waste (clearly identifying the waste type),
- ii. the registration number of each vehicle used to collect and transport each and every separate collection of waste,
- iii. on request from the customer, the waste facility that the waste was delivered to.

These details shall be reported or made available by electronic means at a frequency of not less than once every month.

For the avoidance of doubt, where a permit holder decides to report in writing rather than make available through electronic means, the report shall be issued to the customer at least monthly, without the customer having to request the information.

**A contravention of this parts (i) or (ii) of this condition will initiate a review of the permit under section 34A(2)(b).**

**6.6.21** The permit holder shall, for a period not less than seven years, compile and maintain, up to date, specified records for the collection of household kerbside waste. These specified records shall include as a minimum the following:

- i. Date of waste collection
- ii. Waste collection vehicle registration number
- iii. The local authority area of origin of the waste



- iv. The name of the population agglomeration of the origin of the waste (where available), as may be specified by the NWCPO
- v. Customer name and address, including Eircode (where provided by the customer)
- vi. Identification of the customer as a household or apartment unit
- vii. Type of receptacle used by each customer for each waste fraction
- viii. List of Waste (LoW) and description of waste (residual, recyclable, food/bio-waste, glass etc.)
- ix. Quantity (in units of tonnes) of waste collected
- x. The name, address and licence, permit or certificate of registration number of the authorised waste facility to which the consignment of waste was delivered
- xi. Record of receptacles that were not collected due to contamination of the waste
- xii. Details of customers who choose not to partake in the collection of any of the separate fractions of household kerbside waste

**6.6.22** The permit holder shall use an electronic data management system to compile the records as outlined in condition 6.6.21. These records shall be:

- i. Available for inspection at the principal place of business during normal working hours by authorised officers of any relevant local authority and any other person authorised under section 14 of the Waste Management Act 1996
- ii. Provided on request and in the format specified (including electronically) by the NWCPO or authorised officers of any relevant local authority and any other person authorised under section 14 of the Waste Management Act 1996

**6.6.23** The permit holder shall, not later than the 28th February each year, furnish to the NWCPO in such form as may be specified by the NWCPO an Annual Report (AR) in respect of waste collection activities carried out by the permit holder in the preceding calendar year or part thereof, as the case may be. The AR shall be an accurate summary of the records maintained under condition 6.6.21 of the permit. The AR shall contain the following information in summary form, in respect of waste collected by the permit holder in the preceding calendar year:

- i. Local authority area of origin of waste
- ii. Source of waste (household or apartment)
- iii. List of Waste (LoW) code for each waste type
- iv. Description of waste (residual, recyclables, food/bio-waste, glass etc)
- v. Quantity (in tonnes) of each waste type collected
- vi. Destination of waste (authorised facility name and address)
- vii. Waste licence, permit or certificate of registration register reference number of facilities to which waste was delivered
- viii. Country of destination (if exported abroad)
- ix. The total number of households and apartment units served with kerbside collection. Totals for each segregated fraction of waste (e.g. residual, recyclables, food & bio waste, glass) and the types of receptacles used, for each fraction reported, per each local authority functional area and if within an agglomeration of greater than 500 persons.
- x. The participation rate for any or all fractions of waste, presented by households within a time period specified by the NWCPO.

The information specified above may be used for local, regional and national reporting including being used to produce community statistics on the generation, recovery and disposal of waste.

**Fixed Payment Notice Condition (S34(7)(d)(vi))**

**6.6.24** The permit holder shall maintain a complaint register and procedure for dealing with customer complaints. This register shall be available for inspection at the principal place of business during normal working hours by authorised officers of any relevant local authority and any other person authorised under Section 14 of the Waste Management Act 1996.

The complaint register shall include a written record of at least the following:

- i. Date and time of the complaint
- ii. The name of the complainant
- iii. Details of the nature of the complaint
- iv. Actions taken on foot of the complaint and the results of such actions, and
- v. The response made to each complainant

The Permit holder shall, upon request or inspection, demonstrate to the reasonable satisfaction of the NWCPO or Local Authority, that customer complaints have been addressed in accordance with the permit holders customer charter and customer complaints management system (condition 4.12).

**6.6.25** Where a permit holder intends to impose any penalty on a household for non-compliance with the terms of the contract for collecting household kerbside waste, including non-compliance by the householder with regard to properly segregating waste or overloading receptacles, they shall ensure that any such penalty be clearly communicated to the customer, including through the customer charter.

**6.6.26** The permit holder shall operate an incentivised charging system to ensure that the fees charged to collect household kerbside waste, in the reasonable opinion and to the satisfaction of the nominated authority respect the polluter pays principle and incentivise the reduction of residual waste and also incentivise the segregation of recyclables and food waste or as the case may be, bio-waste and discourage such waste from being mixed with residual household kerbside waste by the householder in accordance with the waste hierarchy and section 21A of the Act.

The permit holder shall ensure that the fees charged to collect residual household waste are not a "flat-rate fee" i.e. a fixed, periodic, fee which covers the cost of collection over a defined period of time, regardless of the weight of residual waste presented or the number of presentations of residual waste. Pricing structures may contain a service fee or standing charge, but shall contain a weight based and/or per lift fee for the collection of residual waste. Where a service fee is applied as part of an incentivised charging system, the level of the service fee shall not negate the incentive to segregate waste to the satisfaction of the nominated authority. Where a fee is charged for the collection of recyclable, food waste and bio-waste as the case may be, that fee shall not negate the incentive to segregate waste to the satisfaction of the nominated authority and shall be lower than the fees applied for the collection of residual household waste.

**6.6.27** The permit holder shall, if requested by the NWCPO, not later than the 28th February, 30th April, 31st July and 31st October of each year, furnish to the NWCPO in such form as may be specified by the NWCPO, a Quarterly (Waste Data) Report (QR) in respect of household kerbside waste collection activities carried out by the permit holder in the preceding standard calendar quarter or part thereof, as the case may be. The QR shall be a summary of the records maintained under condition 4.6 and 6.6.21 (where applicable) of the permit. The QR shall contain the following information in summary form, in respect of waste collected by the permit holder in the preceding calendar quarter year:

- i. Local authority area of origin of waste
- ii. Source of waste (household or apartment)
- iii. List of Waste (LoW) code for each waste type
- iv. Description of waste (residual, recyclables, food/bio-waste, glass etc.)
- v. Quantity (in tonnes) of each waste type collected
- vi. The total number of households served with kerbside collection: totals for each segregated fraction of waste (e.g. residual, recyclables, food & bio waste, glass) and the types of receptacles used, for each fraction reported, per each local authority functional area and if within an agglomeration of greater than 500 persons.
- vii. The participation rate for any or all fractions of waste, presented by households within a time period specified by the NWCPO.

The information specified above may be used for local, regional and national reporting including being used to produce community statistics on the generation, recovery and disposal of waste.

#### **Fixed Payment Notice Condition (S34(7)(d)(vi))**

### **6.7 Sludges for Agriculture and Septic Tank Waste**

**6.7.1** Sludges, including septic tank sludge shall be transferred to authorised facilities which are listed in Appendix B of this permit or such later revision of the said appendix as the NWCPO may issue.

**6.7.2** Where sludges are recovered at landbanks it shall be in accordance with a Nutrient Management Plan, approved in writing by the relevant Local Authority under Section 66 of the Waste Management Act 1996 and the European Union (Good Agricultural Practice for Protection of Waters) Regulations, 2017. For the purpose of this condition a landbank covers lands used for spreading or treating waste with a consequential benefit for an agricultural activity or ecological system and shall be listed in Appendix B of this permit. Each Nutrient Management Plan shall specify an expiry date.

**6.7.3** The permit holder shall ensure where wastes collected originate from an Integrated Pollution Prevention and Control (IPPC) licensed facility, that the waste shall be transported to authorised facilities listed in Appendix B, which are either;

- i. Governed in accordance with the conditions of the IPPC licence and where written agreement has been received from the Environmental Protection Agency, or
- ii. Operated in accordance with a Nutrient Management Plan approved in writing by the relevant Local Authority under Section 66 of the Waste Management Act 1996 and the European Communities (Good Agricultural Practice for Protection of Waters) Regulations, 2010 (S.I. 610 of 2010)

**6.7.4** The permit holder shall be familiar with the requirements placed on holders of waste, arising from bye-laws made by any of the local authorities listed in Appendix D under Section 21 of the Local Government (Water Pollution) Acts 1977 as amended and shall keep a copy of all such bye-laws at the address of the principal place of business. The permit holder shall not spread waste on lands unless it is in accordance with the requirements of the bye-laws in force in the Local Authority area concerned.

**6.7.5** Where a permit holder is collecting or transporting or depositing sewage sludge within the Cork County Council area, the permit holder shall, within three months of the date of grant of this permit, register on Cork County Council's Sewage Sludge Register System. The permit holder shall record specific details of each consignment of sewage sludge (as defined under the Waste Management (Use of Sewage Sludge in Agriculture) Regulations 1998 as amended) which he/she/it transports within Co. Cork and shall input these details into Cork County Council's central electronic database via the internet on a monthly basis unless otherwise agreed in writing with Cork County Council.

## **6.8 Waste Electrical and Electronic Equipment**

**6.8.1** The permit holder shall ensure that Waste Electrical and Electronic Equipment (WEEE) is collected, treated and recycled in accordance with the WEEE Directive 2012/19/EU.

**6.8.2** WEEE shall only be collected, handled, transported and stored in a manner so as to avoid damage that would prevent equipment or components from being reused, recycled or recovered. The permit holder shall transport fluorescent tubes in suitable containers to prevent damage in transit.

**6.8.3** WEEE shall only be transported to a designated civic amenity site, collection point or authorised facility in accordance with condition 2.4.

**6.8.4** Where WEEE collected by the permit holder is of a hazardous nature as defined in the European Waste Catalogue (EWC), the permit holder shall adhere to the special conditions relating to collection of hazardous waste.

**6.8.5** The permit holder shall not crush hazardous WEEE or remove hazardous substances and components prior to treatment and de-pollution.

## **6.9 Secondary movements of bulked or treated waste**

**6.9.1** Where a permit holder is transporting bulked or treated waste from a waste facility, where

that waste facility is not the original source of the waste, the permit holder shall ensure that they have a full knowledge of the waste types that they are transporting, abide by their record keeping obligations and fully comply with the conditions of this permit. Permit holders are not relieved of any obligation under this permit even if they are transporting waste on behalf of a third party or other waste operator.

### **6.10 Waste Tyres**

**6.10.1** Prior to the collection of waste tyres, the permit holder shall be registered with an Approved Body in accordance with Part V of the Waste Management (Tyres and Waste Tyres) Regulations 2017.

The permit holder shall not commence the collection of waste tyres until written confirmation / certification has been received by the permit holder from the Approved Body, confirming that they are registered.

**6.10.2** The permit holder may only supply waste tyres to person(s) in accordance with Article 33(2) of the Waste Management (Tyres and Waste Tyre) Regulations 2017 (S.I. 400 of 2017).

The permit holder shall be prohibited from supplying waste tyres to any person or persons other than:

- i. A permit holder who is registered with an approved body established in accordance with Regulation 30,
- ii. A farmer on request from that approved body
- iii. A local authority providing a service for the collection or, as appropriate, environmentally sound management of waste tyres,
- vi. An authorised recovery operator who is registered with an approved body.

### **6.11 Waste Batteries and Accumulators**

**The permit holder is not authorised to collect this waste type**

### **6.12 Wastes from Incineration**

**The permit holder is not authorised to collect this waste type**

### **6.13 Packaging Waste**

**6.13.1** Where the permit holder is permitted to collect packaging waste (as included in Appendix A) such segregated waste shall be collected in accordance with the European Union (Packaging) Regulations, 2014 as amended.

**6.13.1** The permit holder shall not collect packaging waste for disposal from a producer, without first receiving a written declaration as required under Regulation 31(1)(b) of the European Union (Packaging) Regulations, 2014 as amended.

# Appendix A

Permitted Waste Types in accordance with the conditions of this permit.

**Please note:** An asterisk on the code denotes that this is a hazardous waste.

Waste Collection Permit & NWCPO Reference Number: NWCPO-09-03628-08	
<b>02 WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING</b>	
02 01 wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing	
02 01 10 FISHGR	waste metal fishing gear
02 01 10 OTHER	waste metal other than fishing gear
<b>12 WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS</b>	
12 01 wastes from shaping and physical and mechanical surface treatment of metals and plastics	
12 01 17	waste blasting material other than those mentioned in 12 01 16
<b>15 WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED</b>	
15 01 packaging (including separately collected municipal packaging waste)	
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
<b>16 WASTES NOT OTHERWISE SPECIFIED IN THE LIST</b>	



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16 01 end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)

16 01 03 end-of-life tyres

16 01 06 end-of-life vehicles, containing neither liquids nor other hazardous components

16 01 17 ferrous metal

16 01 18 non-ferrous metal

16 01 19 plastic

16 01 20 glass

16 10 aqueous liquid wastes destined for off-site treatment

16 10 02 aqueous liquid wastes other than those mentioned in 16 10 01 WET  
WET

16 10 02 aqueous liquid wastes other than those mentioned in 16 10 01 DRY  
DRY

### 17 CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)

17 01 concrete, bricks, tiles and ceramics

17 01 01 concrete

17 01 02 bricks

17 01 03 tiles and ceramics

17 01 07 mixture of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06

17 02 wood, glass and plastic

17 02 01 wood

17 02 02 glass

17 02 03 plastic

17 03 bituminous mixtures, coal tar and tarred products

17 03 02 bituminous mixtures containing other than those mentioned in 17 03 01

17 04 metals (including their alloys)

17 04 01 copper, bronze, brass

17 04 02 aluminium

17 04 03 lead

17 04 04 zinc



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- 17 04 05 iron and steel
- 17 04 06 tin
- 17 04 07 mixed metals
- 17 04 11 cables other than those mentioned in 17 04 10
- 17 05 soil (including excavated soil from contaminated sites), stones and dredging spoil
- 17 05 06 dredging spoil other than those mentioned 17 05 5 WET  
WET
- 17 05 06 dredging spoil other than those mentioned 17 05 5 DRY  
DRY
- 17 05 04 soil and stones other than those mentioned in 17 05 03
- 17 05 08 track ballast other than those mentioned in 17 05 07
- 17 06 insulation materials and asbestos-containing construction materials
- 17 06 04 insulation materials other than those mentioned in 17 06 01 and 17 06 03
- 17 08 gypsum-based construction material
- 17 08 02 gypsum-based construction materials other than those mentioned in 17 08 01
- 17 09 other construction and demolition waste
- 17 09 04 mixed construction and demolition wastes other than those mentioned in 17 09 01,  
17 09 02 and 17 09 03

**18 WASTES FROM HUMAN OR ANIMAL HEALTH CARE AND/OR RELATED RESEARCH  
(except kitchen and restaurant wastes not arising from immediate health care)**

- 18 01 wastes from natal care, diagnosis, treatment or prevention of disease in humans
- 18 01 04 wastes whose collection and disposal is not subject to special requirements in order  
to prevent infection (for example dressings, plaster casts, linen, disposable clothing,  
diapers)

**19 WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER  
TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN  
CONSUMPTION AND WATER FOR INDUSTRIAL USE**

- 19 02 wastes from physico/chemical treatments of waste (including dechromatation,  
decyanidation, neutralisation)
- 19 02 03 premixed wastes composed only of non-hazardous wastes
- 19 05 wastes from aerobic treatment of solid wastes
- 19 05 01 non-composted fraction of municipal and similar wastes



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19 08 wastes from waste water treatment plants not otherwise specified	
19 08 01	screenings
19 09 wastes from the preparation of water intended for human consumption or water for industrial use	
19 09 02	sludges from water clarification WET
19 09 02	sludges from water clarification DRY
19 10 wastes from shredding of metal-containing wastes	
19 10 01	iron and steel waste
19 10 02	non-ferrous waste
19 10 04	fluff-light fraction and dust other than those mentioned in 19 10 03
19 12 wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified	
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	glass
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
19 13 wastes from soil and groundwater remediation	
19 13 06	sludges from groundwater remediation other than those mentioned in 19 13 05
WET	WET
19 13 06	sludges from groundwater remediation other than those mentioned in 19 13 05
DRY	DRY

**20 MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**

20 01 separately collected fractions (except 15 01)	
20 01 08	Food/Biowaste Bulk loads from waste facilities
BULK	



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20 01 25 edible oil and fat (cooking oil in sealed barrel)  
CKO

20 01 25 edible oil and fat (grease trap waste)  
GTW

20 01 40 Ferrous metals  
A

20 01 40 Non-ferrous metals  
B

20 01 40 Mixed metals  
C

20 01 08 Household biodegradable kitchen & canteen waste  
A DOM

20 01 08 Non-household biodegradable kitchen & canteen waste  
B COM

20 01 02 glass - Bulk loads from waste facilities  
BULK

20 01 02 glass - Commercial/Non-household  
COM

20 01 02 glass - Domestic  
DOM

20 01 01 paper and cardboard

20 01 10 clothes

20 01 11 textiles

20 01 30 detergents other than those mentioned in 20 01 29

20 01 35\* discarded electrical and electronic equipment other than those mentioned in 20 01 21 and

20 01 36 discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35

20 01 38 wood other than that mentioned in 20 01 37

20 01 39 plastics

20 01 41 wastes from chimney sweeping

20 02 garden and park wastes (including cemetery waste)

20 02 01 biodegradable waste

20 02 02 soil and stones

20 02 03 other non-biodegradable wastes

20 03 other municipal wastes

20 03 01 Residual Domestic - mixed municipal waste  
RESDOM



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20 03 01 RESBUL K	Bulk Residual Mixed Municipal Waste from Waste Facilities
20 03 01 MDRDOM	MDR Domestic - Mixed Dry Recyclables
20 03 07 BULK	bulky waste (Bulk Haulage from Waste Facilities)
20 03 01 MDRBUL K	Bulk Mixed Dry Recyclable Munical Waste from Waste Facilities
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 01 RESCOM	Residual Commercial - mixed municipal waste
20 03 01 MDRCOM	MDR Commercial - Mixed Dry Recyclables
20 03 07 A DOM	Domestic bulky waste
20 03 07 B COM	Commercial bulky waste

**Total of LoW Codes: 117**



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## Appendix B

**Inclusion of a facility on this list does not verify that the facility has appropriate planning permission.**

Permitted disposal or recovery sites the permit holder may use in accordance with the conditions of this permit.

Waste Collection Permit & NWCPD Reference Number: NWCPD-09-03628-08		
Facility Name	Facility Address	Authorisation Ref # (Where applicable)
Advanced Environmental Solutions (Ireland) Limited	Solsborough Springfort Cross Nenagh Co Tipperary	W0240-01
Advanced Environmental Solutions (Ireland) Limited	Kyletalesha & Kyleclonhobert Portlaoise Co Laois	W0194-02
Advanced Environmental Solutions (Ireland) Limited	Coldwinters Blakescross Lusk Co Dublin	W0222-01
Advanced Environmental Solutions (Ireland) Limited	Clonmagaddan Proudstown Navan Co Meath	W0131-02
Advanced Environmental Solutions (Ireland) Limited	Cappincur Industrial Estate Cappincur Tullamore Co Offaly	W0104-04
Advanced Environmental Solutions(Ireland) Ltd	Ballygillane Big/Ballyknockan St Helens, Kilrane Rosslare Harbour Co Wexford	W0229-01
Bord na Mona Public Limited Company	Killinagh Upper Naas Co Kildare	W0201-03
Bruscar Bhearna Teoranta	Carrowbrowne Headford Road Galway	W0106-02
Connaught Waste Recycling Co. Ltd	Hanley's Units Claregalway Co Galway H91 KQY4	WFP-G-20-0007-01



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<b>Dublin Waste to Energy Limited</b>	Pigeon House Road Poolbeg Peninsula Dublin 4	W0232-01
<b>Enrich Environmental Ltd</b>	Larch Hill Stud Newtownrathganley Kilcock Co Meath	P1013-01
<b>Galway County Council</b>	East Galway Residual Landfill Killagh More, Ballybaun (E.D. Killaan), Ballintober (E.D. Killaan) Ballinasloe Co Galway	W0178-02
<b>Galway Metal Company Limited</b>	Carrowmoneash Oranmore Co Galway	P1006-03
<b>Galway Traveller Movement CLG</b>	Unit 3 & 4 Ballybrit Upper Industrial Estate Ballybrit Galway	WFP-GC-17-0001-02
<b>Huntstown Bioenergy Limited</b>	Huntstown North Road Finglas Dublin 11	P0993-02
<b>Indaver Ireland Ltd</b>	Carranstown Duleek Co Meath	W0167-03
<b>Irish Packaging Recycling</b>	Ballymount Road Walkinstown Dublin 12	W0263-01
<b>Key Waste Management Limited</b>	Greenview Greenhills Road Walkinstown Dublin 12	W0045-01
<b>Oxigen Environmental Ltd</b>	Robinhood Industrial Estate Robinhood Road Ballymount Dublin 22	W0152-03
<b>Oxigen Environmental Ltd</b>	Coes Road Dundalk Co Louth	W0144-01
<b>Padraig Thornton Waste Disposal Limited</b>	Killeen Road Ballyfermot Dublin 10	W0044-02



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<b>Padraig Thornton Waste Disposal Limited</b>	Dunboyne Industrial Estate Dunboyne Co Meath	W0206-01
<b>Padraig Thornton Waste Disposal Limited</b>	Kilmainhamwood Compost Ballynalurgan, Kilmainhamwood Kells Co Meath	W0195-02
<b>Padraig Thornton Waste Disposal Ltd</b>	Unit 51 Henry Road Park West Business Park Dublin 12 D12 FH68	WFP-DC-10-0021-04
<b>Padraig Thornton Waste Disposal Ltd</b>	Unit S3A Henry Road Park West Business Park Dublin 12	WFP-DC-20-0055-01
<b>Padraig Thornton Waste Disposal Ltd</b>	Unit 1, Cappogue Industrial Park Ballycoolin Road Cappogue Dublin 11	WFP-FG-17-0001-04
<b>Padraig Thornton Waste Disposal Ltd (PTWDL)</b>	Unit 6 S3B Henry Road Park West Business Park D12 KT91	WFP-DC-11-0023-03
<b>Padraig Thornton Waste Disposal Ltd.</b>	Stephenstown Business Park Balbriggan Dublin	P1014-01
<b>Padraig Thornton Waste Disposal Ltd.</b>	Unit 28, John F. Kennedy Road JFK Industrial Estate Naas Road Dublin 12	W0227-01
<b>Rehab Enterprises Limited</b>	77 Broomhill Road Tallaght Dublin 12	WFP-DS-10-0008-06
<b>South Dublin Composting Company Limited</b>	Tay Lane, Rathcoole Co Dublin D24 H954	WFP-DS-19-0004-02
<b>South Dublin County Council</b>	Ballymount Baling Station Ballymount Road Walkinstown Dublin 12	W0003-03
<b>Starrus Eco Holdings Limited</b>	Carrignard Six Cross Roads Waterford City Co Waterford	W0177-03



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<b>Starrus Eco Holdings Limited</b>	Millennium Business Park Grange Ballycoolin Dublin 11	W0183-01
<b>Starrus Eco Holdings Limited</b>	Six Cross Roads Carriganard Butlerstown Co Waterford	W0116-02
<b>Starrus Eco Holdings Limited</b>	Bray Depot La Vallee House Fassaroe Bray, Co Wicklow	W0053-03
<b>Starrus Eco Holdings Limited</b>	14B Phase 3, Road 3A Greenogue Industrial Estate Rathcoole Co. Dublin	W0188-01
<b>Starrus Eco Holdings Limited</b>	Sarsfield Court Industrial Estate Sarsfield Court Glanmire Co Cork	W0136-03
<b>Starrus Eco Holdings Limited</b>	Rathdrinagh Beauparc Navan Co Meath	W0140-05
<b>Starrus Eco Holdings Limited</b>	Ballykeefe Townland Waste Management Section Dock Road Limerick	W0082-03
<b>Starrus Eco Holdings Limited</b>	Cappagh Road Finglas Dublin 11	W0261-02
<b>Starrus Eco Holdings Limited</b>	Ballymount Cross Tallaght Dublin 24	W0039-02
<b>Starrus Eco Holdings Limited</b>	Merrywell Industrial Estate Ballymount Road Lower Ballymount Dublin 12	W0238-01
<b>Starrus Eco Holdings Ltd</b>	Unit 15/16 Hebron Industrial Estate Hebron Road Kilkenny R95 KW50	WFP-KK-19-0003-03
<b>Starrus Eco Holdings Ltd (Wexford)</b>	Ramstown Gorey Co Wexford	W0220-01



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<b>Starrus Eco Holdings Ltd (Sligo)</b>	Deepwater Quay Sligo Co. Sligo	W0058-01
<b>The City Bin Co</b>	City Bin Co Ltd Townlands of Carrowmoneash Oranmore Co Galway	W0148-01
<b>Tuam WWTP</b>	Tuam Co Galway	D0031-01
<b>Walsh Waste Ltd</b>	Deerpark Industrial Estate Oranmore Co Galway H90 RH31	WFP-G-19-0002-01
<b>WERS PLASTICS Ltd.</b>	Weir Road Business Park Weir Road Tuam Co Galway H54 N672	WFP-G-20-0010-01
<b>Windtown Galtrim Limited</b>	Windtown Summerhill Co Meath	WFP/MH/17/0001/01
<b>Total No. Facilities:</b>		<b>51</b>

**NWCPO**  
 Áras an Chontae, Charleville Road,  
 Tullamore, Co. Offaly  
 057 9373710 [contactus@nwcpo.ie](mailto:contactus@nwcpo.ie)



# Appendix C Waste Collection Vehicles

Permitted Collection Vehicles to be used in accordance with the conditions of this permit.

Permit and NWCPD Reference Number: NWCPD-09-03628-08

## Appendix C Table 1 - Vehicles approved for the collection of waste. Not approved for collecting household or commercial kerbside waste.

Vehicle Registration	Vehicle Make & Model	Leased/Owned	Expiry Date	Owner Driver/Sub Contract	Vehicle Registered To
04G3562	Volvo	Owned		False	Permit Holder
05G10706	Volvo	Owned		False	Permit Holder
09D129340	Mercedes Benz	Owned		False	Permit Holder
10D132837	DAF DAF	Owned		False	Permit Holder
12D56123	DAF FalF	Owned		False	Permit Holder
12D56124	DAF FalF	Owned		False	Permit Holder
12D62550	Dennis Elite	Owned		False	Permit Holder
131G4868	Ford Transit Van	Owned		False	Permit Holder
132D20777	Scania 2DR	Owned		False	Permit Holder
132D21455	Mercedes Benz Benz	Owned		False	Permit Holder
141D29116	Ford Transit	Owned		False	Permit Holder
141D35446	Ford Transit Van	Owned		False	Permit Holder
141G6491	New Holland T7.270 T7.270	Leased		False	
142D26784	Dennis Elite	Owned		False	Permit Holder
142D26894	Dennis Elite	Owned		False	Permit Holder
142D27737	DAF LF250FA	Owned		False	Permit Holder
142D27738	DAF	Owned		False	Permit Holder

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151D43281	Citroen Berlingo	Owned		False	Permit Holder
151D44481	Ford Ford Transit	Owned		False	Permit Holder
161D4540	MAN TGS	Leased		False	
161D46400	Opel L3 2 2.3 CDTI 110PS 5DR	Leased		True	John O'Shaughnessy
161D54901	Mercedes Benz Van	Owned		False	Permit Holder
171D50401	Ford Transit Van	Owned		False	Permit Holder
171G3849	Mazda CX-5	Owned		False	Permit Holder
172D24837	Citroen Berlingo	Owned		False	Permit Holder
182D25614	Ford Ford Transit	Owned		False	Permit Holder
182D26866	Volvo FM FM 2DR Auto Euro 6	Owned		False	Permit Holder
191D37533	Volkswagen Golf Van	Owned		False	Permit Holder
191D37591	Volkswagen Golf Van	Owned		False	Permit Holder
191D37593	Volkswagen Golf Van	Owned		False	Permit Holder
192G1149	Volvo FM	Owned		False	Permit Holder
202D6593	Opel Movano	Leased		False	
211D14193	Van Van	Leased		False	
211D21003	Van Van	Leased		False	
211D33019	Opel Movano	Leased		False	
211G2350	Dennis Eagle	Owned		False	Permit Holder
222D2387	Dennis Eagle	Owned		False	Permit Holder
222D2710	Dennis Eagle	Owned		False	Permit Holder
<b>Total: 38</b>					

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**Appendix C Table 2 - Vehicles approved for the collection of waste including approval to collect household and/or commercial kerbside waste, as applicable.**

Vehicle Reg	Vehicle Make & Model	Leased/ Owned	Expiry Date	Owner Driver/ Sub Contractor	Vehicle Registered to	Type Approved Weighing System	No Of Cmpts for waste
08D50416	Mercedes Eonic	Owned		False	Permit Holder	AMCS SUT	1
10D132292	Dennis Elite	Owned		False	Permit Holder	No Approved Type	1
10D132293	Dennis Eliote	Owned		False	Permit Holder	AMCS SUT	1
10D132294	Dennis Elite	Owned		False	Permit Holder	AMCS SUT	1
10D132295	Dennis Elite	Owned		False	Permit Holder	AMCS SUT	1
10D133292	Dennis Eliote	Owned		False	Permit Holder	AMCS SUT	1
10D135981	Dennis Eliote 2	Owned		False	Permit Holder	AMCS VDH	1
10TN6841	Dennis Eliote	Owned		False	Permit Holder	AMCS VDH	2
11D60471	Mercedes Benz Eonic	Owned		False	Permit Holder	AMCS VDH	1
12D61182	Dennis Elite	Owned		False	Permit Holder	AMCS VDH	2
131D36336	Dennis Eliote	Owned		False	Permit Holder	AMCS VDH	2
131LK2640	Dennis Elite Elite 2 Twinpack 2DR AUT	Leased		False		AMCS VDH	2
132D11816	Dennis Elite	Owned		False	Permit Holder	AMCS VDH	2
132D12946	Dennis Elite	Owned		False	Permit Holder	AMCS VDH	1
132D12994	Dennis Elite	Owned		False	Permit Holder	AMCS VDH	1
132D13059	Dennis Elite	Owned		False	Permit Holder	AMCS VDH	1
142G1013	Dennis Elite	Owned		False	Permit Holder	AMCS SUT	1
142G1124	Dennis Elite	Owned		False	Permit Holder	AMCS VDH	1
151D57836	Dennis Elite Elite 6	Owned		False	Permit Holder	AMCS VDH	2

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161D27073	Dennis Eliote	Owned		False	Permit Holder	AMCS SUT	1
161D27075	Dennis Eliote	Owned		False	Permit Holder	AMCS SUT	1
161D27076	Dennis Eliote	Owned		False	Permit Holder	AMCS SUT	1
162G721	Dennis Eliote	Owned		False	Permit Holder	AMCS SUT	2
162G722	Dennis Eliote	Owned		False	Permit Holder	AMCS SUT	2
171D16516	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
171D16518	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
171D4841	Man TGM	Owned		False	Permit Holder	AMCS VDH	1
172G1758	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
201D23422	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
201D23423	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
201G2362	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
201G2363	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
212D14960	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
212D14962	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
221D29656	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
221D31710	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
221D31714	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
222G268	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
222G270	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
232D39	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
232D41	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
232D43	Dennis Eagle	Owned		False	Permit Holder	AMCS VDH	1
<b>Total: 42</b>							

**NWCPD**  
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# Appendix D

Local Authority Areas the Permit Holder is permitted to collect in, in accordance with the conditions of this permit.

Permit & NWCPO Reference Number: NWCPO-09-03628-08

## Local Authority Area

Carlow County  
Cavan County  
Clare County  
Cork City  
Cork County  
Donegal County  
Dublin City  
Dun Laoghaire-Rathdown  
Fingal  
Galway City  
Galway County  
Kerry County  
Kildare County  
Kilkenny County  
Laois County  
Leitrim County  
Limerick City and County  
Longford County  
Louth County  
Mayo County  
Meath County  
Monaghan County  
Offaly County  
Roscommon County  
Sligo County  
South Dublin



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Tipperary County

Waterford City and County

Westmeath County

Wexford County

Wicklow County

Number of LA Areas on this permit:

31



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## Appendix E

Permit and NWCPO Reference Number: NWCPO-09-03628-08

### Communication and Education Programme Requirements

A programme of communication and education, at a minimum, shall include:

1. The use of a common suite of materials consistent with the materials in the form set out in [www.mywaste.ie](http://www.mywaste.ie) or a form substantially to the like effect. This shall include at a minimum: leaflets, social media, posters (digital & print);
2. An ongoing campaign which shall consist of:
  - Information included in any postal communication such as a billing;
  - A quarterly newsletter, or an email campaign consisting of at least 3 emails to household and commercial customers;
  - A text campaign consisting of at least 4 texts including direction on how to access additional information;
  - Regular website updates to reflect the ongoing nature of a campaign;

Participation in agreed annual communication and awareness events to implement national waste policy.



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**the city bin c<sup>o</sup>**



**EMERGENCY RESPONSE PROCEDURE  
(WASTE COLLECTION PERMIT CONDITION 2.4)**

**RESPONSIBILITY: OPERATIONS  
EFFECTIVE: MARCH 2023**



## 1. Purpose

This procedure describes the availability and response procedures for potential accidents and emergency situations that give rise to a risk to the environment.

## 2. Scope

This procedure applies to any activity carried out by The City Bin Co. for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

- Fire
- Refuse Spillage or Leakage
- Vehicle Break-Downs
- Road Accident

## 3. Responsibilities

### 3.1. Operations Manager

The Operations Manager will ensure that:

- All necessary steps are put in place to minimise the likelihood of accidents and emergency situations;
- All relevant employees who work out on the road in refuse collection vehicles are aware of and familiar with the requirements of the relevant emergency procedures;
- Appropriate drills are arranged and ensure that the requirements of the emergency procedures are communicated to relevant staff and are implemented;
- In the event of any emergency, the Operations Manager will be informed and the necessary steps will be taken to remedy the situation and prevent a recurrence.

### 3.2. Employees

- Drivers and helpers will be provided with the relevant training about what to do in any emergency and which steps should be taken to minimize the risk;
- To minimize the risk of injury during the collection process, employees will not collect any of the **Prohibited Items**. The list of Prohibited Items is saved in the EF7022.01 Emergency Responses Procedure Appendices in **appendix 4**;
- Additionally, drivers and helpers will only undertake extra responsibilities as assigned by the Operations Manager.

## 4. Procedures

- In case of an emergency, employees will immediately notify the office about the incident, using the emergency contact details listed below;
- Employees should always notify the Operations Manager and specify the source of the problem;

- Employees will always take the necessary step to minimise the risk to the lowest level possible (depending on the risk presented);
- Once the situation has been contained employees must complete the relevant documentation for the type of incident, i.e. Incident Report Form;
- The Operations Manager will ensure that a thorough investigation is carried out to prevent a recurrence as well as ensure that the necessary clean-up procedures are put in place.

## 5. Records\*

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Accident Report Form	Flex / Operations Manager	3 years
Damage Report Form	Flex / Operations Manager	3 years
Incident Report Form	Flex / Operations Manager	3 years

\*All the above forms can be found in the EF7022.01 Emergency Response Procedure Appendices controlled document.

## 6. Emergency Contact Details

NAME	NUMBER
The City Bin Co. Office, Oranmore	091 787 800
The City Bin Co. Office, Dublin	01 4291 222
Operations Manager Galway– <b>Dawn Claffey</b>	086 171 7488
Service Delivery Supervisor– <b>Ciara D'Arcy</b>	086 467 1710
Transport Manager – <b>Donagh Killilea</b>	086 607 9563
The City Bin Co. Galway mechanic – <b>Sean Deveney</b>	087 988 5972
The City Bin Co. Dublin mechanic – <b>Tony Hopkins</b>	086 024 4303
Emergency Services	999 / 112
Gardaí	999 / 112

## 7. Fire Emergency Plan:

All employees will be made aware of the exact procedures to adopt in the event of an emergency involving fire, be it in the vicinity of one of the vehicles or actually in one of the vehicles out on the road. Regular training will take place to ensure that all employees are aware of what to do in the event of an emergency involving fire.

Depending on the situation:

- The individual may choose to extinguish the fire, if it is safe to do so **or**

- Call the emergency services and ensure that they and all employees/members of the public are at a safe distance from the relevant vehicle.

In case of fire:

- For small fires, there are fire extinguishers in the trucks that can be used by the driver.
- For large fires, the driver must ring the fire brigade first and then ring the office with details of the fire.

The driver may also decide whether or not it would be advisable to eject the contents of the vehicle, which have ignited, onto a 'safe area' before attempting to extinguish the fire. A number of individuals will be trained in the relevant Emergency Response Procedures for each type of emergency involving fire.

If the individual decides to put out the fire using the fire extinguisher (which should be stored in the vehicle) they must ensure that members of the public are not affected by their actions or that their actions do not have a negative effect on the environment.

Individuals will only attempt to tackle a fire if they have been trained in the use of fire extinguishers and if they are not risking their own safety or the safety of anyone in the vicinity by doing so.

The company will ensure that the location, in which the fire took place, will be cleared appropriately after the event.

## **8. Refuse Spillage**

In the event of a risk being presented to the environment resulting from the handling or transporting of refuse, all steps will be taken by The City Bin Co. to reduce this risk to an acceptable level.

- Vehicles transporting refuse will be maintained in such a way as to reduce, as far as possible, the likelihood of refuse falling/leaking from any vehicle used by The City Bin Co.;
- Vehicles are maintained on a regular basis by qualified, competent mechanics so as to ensure that they are fit for purpose and do not present a risk of contaminating the environment;
- In the unlikely event of a significant amount of refuse being dislodged from a vehicle used by The City Bin Co., all steps will be taken to carry out effective clean-up procedures to restore the location to its original state. Drivers and crew must clean up any spillages using the brushes and shovels that are being provided in trucks.

## **9. Vehicle Break-Downs**

In the event of a vehicle breaking down on the road:

- The City Bin Co. area mechanic will be called immediately by the driver of the defective vehicle to make an assessment of the breakdown. If the issue seems to be related to a hydraulic hose, the driver will contact the area mechanic for instructions;
- If there is no response after 5 minutes, then the Transport Manager should be called for assistance;

- The City Bin Co. will endeavour to always have a spare vehicle in the yard for breakdowns; Details of the spare vehicles can be checked in the Drivers Schedule or can be confirmed by calling the area mechanic;
- After the mechanic, has been contacted the driver will inform the operations team that the route is behind schedule and which truck is being replaced;
- All steps will be taken to ensure that the truck is visible to on-coming traffic, e.g. hazard lights will be activated, high-viz vests will be worn, equipment such as 'Triangles' will be put in place;
- The mechanic will investigate the cause of the break-down and complete the necessary documentation;
- In the situation that the driver may cause any damage accidentally they will fill out the damage report form and report it to the Operations Manager. The **Damage Report Form** is saved in the Flex Manager App or EF7022.01 Emergency Responses Procedure Appendices as **appendix 2**.

## 10. Road Accident

The City Bin Co. drivers are experienced, competent and will endeavour to drive in a safe manner at all time.

- In the unlikely event of a minor road traffic accident, the driver will contact the office immediately and the Operations Manager;
- In case of a serious accident, the driver must ring 999 first and then contact the office;
- Drivers will NOT accept liability before consulting with the Operations Manager first;
- Drivers will take photos of the accident as evidence of the damage caused;
- Drivers will collect all the relevant details from the other drivers and injured parties like: names, address, contact details, registration and insurance details, address of incident;
- After the incident, an Accident Report form will be completed, witness statements taken and any remedial actions will be identified to prevent a recurrence. The **Accident Report Form** is saved in the Flex Manager App or EF7022.01 Emergency Response Procedure Appendices as **appendix 1**.
- A full investigation will take place to establish the cause of the accident;
- In a situation where either the driver or helper hurt themselves during working hours, they must fill out the **Incident Report Form** which is saved in the Flex Manager App or EF7022.01 Emergency Responses Procedure Appendices as **appendix 3**.



**EMERGENCY RESPONSE PROCEDURE - APPENDIXES PACK  
(WASTE COLLECTION PERMIT CONDITION 2.4)**

**RESPONSIBILITY: OPERATIONS  
EFFECTIVE: MARCH 2023**

**APPENDIX 1**

***ACCIDENT REPORT FORM***



**Policy holder details**

<b>Name</b>	The City Bin Co.	<b>Policy number:</b>	Y111311FLT0722A(QBE Insurance)
<b>Address</b>	Oranmore Business Park, Galway	<b>Phone number:</b>	091 787800

**The City Bin Co. details**

<b>Driver's name</b>	
<b>Registration no.</b>	
<b>Make &amp; model</b>	
<b>Route</b>	
<b>Driver's mobile no.</b>	
<b>Witness name</b>	
<b>Witness mobile no.</b>	
<b>Who did you report accident to &amp; date?</b>	
<b>Did you take min. 5 pictures at the scene?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Photos taken by</b>	
<b>Manager sent to</b>	

**3rd Party details**

<b>Name</b>	
<b>Registration no.</b>	
<b>Make &amp; model</b>	
<b>3rd party mobile no.</b>	
<b>Was 3rd party injured?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Was 3rd party in the vehicle?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>No. of people in the vehicle</b>	
<b>3rd party insurance policy no.</b>	
<b>3rd party insurance co.</b>	

**Description of accident**

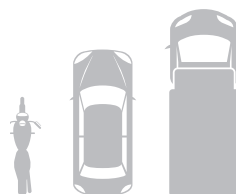
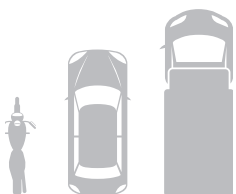
**Drawing/sketch of accident**

Please show **1.** the layout of the road **2.** by arrows the direction of the vehicles **A & B** **3.** their position at the time of impact **4.** the road signs **5.** names of the streets or roads

**Impact indication**

Please show point of impact on **your vehicle** with an X

Please show point of impact on **3rd party vehicle** with an X





**Accident details**

Collision date & time (am/pm)		Weather conditions	
Collision location		Speed of your vehicle (kms)	
GPS coordinates			
Was anyone injured?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Was the injured person admitted to hospital/ ambulance?
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Was a seatbelt worn	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Were the Gardai / Police called to the scene?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Did you call them?
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Garda(i) / Police Details	Name	Station	Pulse No.
Were the Emergency services called to the scene?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Did you call them?
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Is CCTV footage available (ie truck camera system, dash camera, street camera)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Requested <input type="checkbox"/>

**Who was at fault & why?**

**Declaration**

	Signature	Date
Driver		
Witness		
Accident Investigator		

**Instructions**

**DO:**

Take photos of all obvious damage.  
 Report incident as soon as is reasonably possible.  
 Complete the accident report form as soon as possible.  
 Hand in the accident report form when you get back to the office.

**DO NOT:**

Never accept liability at the scene.  
 Do not respond to third parties in writing before discussing the matter with us.  
 Do not leave the scene of an accident until matters are resolved.  
 Do not drive vehicle after an accident unless it is safe to do so.



## **APPENDIX 2**

### ***DAMAGE REPORT FORM***

**Title: Damage Report Form**



Details of the Damaged Vehicle			
Registration:		Route:	
Driver:		Permanent or Temporary	
Helper:		Permanent or Temporary	

Details of the Accident			
Time:		Date:	
Location:			
If on Customers Premises, Customer Name			

Details of Damage to Vehicle:

Details of External Damage: (Not to the Vehicle)

Details of how damage occurred:

Where was Driver at time of Damage Occurring?

Where was Helper at time of Damage Occurring?

Details of Persons Notified in Office:			
Name:		Date:	
		Time:	

	Signature	Date
Driver:		
Helper:		

## **APPENDIX 3**

### ***INCIDENT REPORT FORMS***

**the city bin cº****Details of person completing this form**

<b>Name</b>		<b>Job title</b>	
<b>Date</b>		<b>Mobile number</b>	

**Incident details**

<b>Incident date &amp; time</b> (am/pm)			<b>GPS coordinates</b>	
<b>Location</b>				
<b>Vehicle Reg</b>			<b>Route</b>	
<b>Speed</b> (km)			<b>Weather conditions</b>	
<b>Names(s) of person(s) involved in the incident</b>				
<b>Name</b>			<b>Name</b>	

**Description of incident and what injuries were sustained**

**the city bin cº**



**Injuries**

Was anyone injured? Yes <input type="checkbox"/> No <input type="checkbox"/> →		Was the injured person admitted to hospital/ ambulance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Were the Gardaí /Police called to the scene? Yes <input type="checkbox"/> No <input type="checkbox"/> →		Did you call them? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Garda(i) / Police Details	Name	Station	Pulse No.
Were the Emergency services called to the scene? Yes <input type="checkbox"/> No <input type="checkbox"/> →		Did you call them? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Were photos taken at the scene? Yes <input type="checkbox"/> No <input type="checkbox"/> →		Number of photos taken	
Photos taken by		Manager sent to	
Is CCTV footage available (ie truck camera system, dash camera, street camera)?		Yes <input type="checkbox"/>	No <input type="checkbox"/> Requested <input type="checkbox"/>

**Type of incident**

<input type="checkbox"/> Caught in/under	<input type="checkbox"/> Lifting	<input type="checkbox"/> Slips/Trips/Falls	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Exposure to substances/ environments	<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Struck by/Contact with	
<input type="checkbox"/> Injury/damage by a person	<input type="checkbox"/> Sharps	<input type="checkbox"/> Twist	

**Details of injury (if applicable)**

<input type="checkbox"/> Abrasion/Graze	<input type="checkbox"/> Burns/Scalds	<input type="checkbox"/> Infection	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Ankle twisted	<input type="checkbox"/> Concussion	<input type="checkbox"/> Open wound	
<input type="checkbox"/> Back Strain	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Sprain, torn ligament	
<input type="checkbox"/> Bruising	<input type="checkbox"/> Fracture	<input type="checkbox"/> Suffocation/asphyxiation	

**Indicate part of body most seriously injured**

<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Lower leg	<input type="checkbox"/> Upper arm
<input type="checkbox"/> Chest abdomen	<input type="checkbox"/> Hand	<input type="checkbox"/> Multiple injuries	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Elbow	<input type="checkbox"/> Head (except eyes)	<input type="checkbox"/> Neck, back, spine	
<input type="checkbox"/> Eyes	<input type="checkbox"/> Hip joint thigh, kneecap	<input type="checkbox"/> Shoulder	
<input type="checkbox"/> Face	<input type="checkbox"/> Knee joint	<input type="checkbox"/> Toe (one or more)	
<input type="checkbox"/> Finger (one or more)	<input type="checkbox"/> Lower arm, wrist	<input type="checkbox"/> Trauma, shock	





**Was any medical treatment required**

--

**Details of Personal Protective Equipment (PPE) during injury**

Was the staff member wearing full PPE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of any PPE <u>not</u> worn (i.e., safety boots, gloves, hi-vis jacket)		

**Details of property damage (If applicable)**

<input type="checkbox"/> Door	<input type="checkbox"/> Gate	<input type="checkbox"/> Roof	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Fence	<input type="checkbox"/> Lamp	<input type="checkbox"/> Wall	

**Incident witnesses and contact details (if applicable)**

Name	Mobile number
Statement	
Name	Mobile number
Statement	

**Reporting of the incident**

Incident reported to	
Date reported	
How the incident was reported (This form, in person, email, phone)	

**Declaration**

	Signature	Date
Incident Reporter		
Incident Witness		
Incident Investigator		



**THIS SECTION TO BE COMPLETED  
BY INCIDENT INVESTIGATOR**



Result	Anticipated days off	
<input type="checkbox"/> Sick leave	<input type="checkbox"/> 1-5 days	<input type="checkbox"/> More than 15 days
<input type="checkbox"/> Return to Lighter Duties	<input type="checkbox"/> 6-9 days	<input type="checkbox"/> None i.e. no anticipated absence.
<input type="checkbox"/> Return to Normal Duty	<input type="checkbox"/> 10-15 days	
Date of resumption of work if back		

**Who was at fault and why**

<b>Have you informed your insurance Broker?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Has the incident been reported to the Health &amp; Safety Authority?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Applicable Risk Assessment on File	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Declaration**

<b>Signature of incident Investigator</b>	
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**Instructions**

<p><b>DO:</b></p> <p>Take photos of all obvious damage. Report incident as soon as is reasonably possible. Complete the accident report form as soon as possible. Hand in the accident report form when you get back to the office.</p>	<p><b>DO NOT:</b></p> <p>Never accept liability at the scene. Do not respond to third parties in writing before discussing the matter with us. Do not leave the scene of an accident until matters are resolved. Do not drive vehicle after an accident unless it is safe to do so.</p>
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**Title: Incident Report Form**



Details of person completing this form			
Name:		Job Title:	
Date:			

Details of the incident			
Date:		Time:	
Name(s) of person(s) involved in the incident:		Location:	

Description of incident and what injuries were sustained

Witnesses and contact details (if applicable):

Was any medical treatment required:

Did the injured person miss any days due to injury? If yes, please specify:

Reporting of the incident	
Incident reported to:	
Date:	
How the incident was reported (this form, in person, email, phone):	

Signature of person completing this form:	
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**APPENDIX 4**  
***PROHIBITED ITEMS***



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**We cannot collect  
the following items...**

**X Gas Cylinders**

**X Asbestos**

**X Contaminated Soils**

**X Tyres**

**X Medical Drugs**

**X Septic Tank Waste**

