



agriculture, rural development,
land & environmental affairs

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REPUBLIC OF SOUTH AFRICA

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Landelike Ontwikkeling,
Grond en Ongewing Sake

umNyangoweZelimo
UkuThuthukiswakweeNdawozemaKhaya,
iNarhaneeNdabazeBhoduluko

Waste Licence Application Process for Waste Management Activities in terms of the National Environmental Management :Waste Act 2008 (no. 59 of 2008) and the Environmental Impact Assessment Regulations, 2014

(For official use only)

File Reference Number:

Date Received:

Classification:

PROJECT TITLE:

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TABLE OF CONTENTS

PART 1: WASTE ACTIVITIES LICENSING APPLICATION PROCESS EXPLAINED:.....	4
1.1 Licensing process:	4
1.2 Where to submit applications.....	4
1.3 Making an Application.....	4
2. DEFINITIONS:	7
3. THE WASTE LICENSING APPLICATION STAGES:.....	7
3.1 Stage 1: Pre-application	7
3.2 Criteria for determining whether basic assessment or scoping is to be applied to applications	7
PART 2: APPLICATION FORM FOR NEW LICENCE.....	9
SECTION 1 – TYPE OF APPLICATION AND FACILITY:.....	9
SECTION 2: SITE IDENTIFICATION, LOCATION AND LANDUSE.....	11
Size of Site and Classification.....	12
Current land-use where the site is situated:	12
Geographical coordinates of all external corner points of the site:	12
Site Address:.....	13
SECTION 3: CONTACT INFORMATION	13
Operational times.....	14
SECTION 4: PROCESS/ACTIVITY DESCRIPTION:	14
Project Title	14
Project Description:	15
SECTION 5: WASTE QUANTITIES	16
Recovery, Reuse, Recycling, treatment and disposal quantities:	16
SECTION 6: GENERAL	16
Prevailing wind direction (e.g. NWW).....	16
The size of population to be served by the facility.....	17
The geological formations underlying the site:	17
SECTION 7: COMPETENCE TO OPERATE SITE	17
Legal compliance	17
Technical competence	18
Financial Provisions	18
SECTION 8: LANDFILL PARAMETERS	19
The method of disposal of waste:	19
The dimensions of the disposal site in metres	19

The total volume available for the disposal of waste on the site	19
The total volume already used for waste disposal:	19
The Salvage method.....	20
Fatal Flaws for the site:	20
Wettest six months of the year	20
Location and depth of ground water monitoring boreholes:	21
Location and depth of landfill gas monitoring test pit:	22
SECTION 9: DECLARATIONS.....	23
The independent Environmental Assessment Practitioner	23
The Applicant.....	24
PART 3: APPLICATION FORM FOR AMENDMENT TO AN EXISTING AUTHORISATION.....	25
Details of Current Licence:	25
The Proposed Modification:.....	25
Change of Information	26
PART 4: APPLICATION FORM FOR CLOSURE	27
Details of Current Licence:	27
Section of this form to fill:	27
Documentation Requirements:	27
APPENDIX: A1	29
APPENDIX B1	30
APPENDIX B2	31

THE WASTE LICENSING APPLICATION PROCESS IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT 2008 (No. 59 of 2008) “NEMWA”.

PART 1: WASTE ACTIVITIES LICENSING APPLICATION PROCESS EXPLAINED:

1. Licensing process:

- 1.1.1 This application form is in effect as of 08 December 2014. It is the responsibility of the Applicant/Environmental Assessment Practitioner “EAP” to ascertain whether subsequent versions of the form have been published or produced by the licensing authority.
- 1.1.2 This application form is the official form in terms the EIA Regulations, 2014 and must accompany every licence application pertaining to waste management activities in terms of NEMWA.

1.2 Where to submit applications

- 1.2.1 The Member of the Executive Council of a province who is responsible for waste management in the province “MEC” is the licensing authority in respect of all activities listed in both categories of Schedule 1 of NEMWA pertaining to general waste. The application for a waste licence in terms of section 45 of the National Environment Management Waste Act 2008 (No. 59 of 2008) for general waste activities must be submitted by lodging an application with the relevant provincial department and applications must be marked for the attention of the Head of Department in the relevant province at the following addresses:

Physical Address:

Riverside Office Park
Aqua Street (Opposite Audi)
Building 4, East Tower
Nelspruit
1200

Postal Address:

Private Bag X11219;
Nelspruit;
1200
Tel: 013 759 4000

Attention: Ms Pamela Ntuli

1.3 Making an Application

- 1.3.1 The applicant must fill in all relevant sections of this form. Incomplete applications will not be processed. The applicant will be notified of the missing information in the acknowledgement letter. Sections in the form that do not apply to the applicant must be marked “not applicable”

1.3.2 Applicable Fee

1.3.2.1 The applicant for an application must pay the applicable fees, as indicated below before or on the date of the submission of the application to the licensing authority with effect from 01 April 2014.

Application	Fee
Application for a waste management licence for which basic assessment is required in terms of the Act.	R2 000
Application for a waste management licence for which scoping and environmental impact report is required in terms of the Act.	R10 000
Application for a transfer of a waste management licence in terms of section 52(2) or for the renewal of a waste management licence in terms of section 55(2) of the Act.	R2 000

1.3.2.2 The applicant must attach proof of payment to the application form submitted to the licensing authority.

1.3.2.3 Where an applicant is not required to pay a fee as contemplated in regulation 2, the applicant must inform the licensing authority in writing and attach proof thereof or a motivation to the application form.

1.3.2.4 In the licence where an application-

- (a) is rejected, but the correct prescribed fee was paid;
- (b) is withdrawn; or
- (c) has lapsed,

the fee will not be refunded.

1.3.2.5 A re-submission of an application referred to in 1.3.2.4 (b) or (c) will be considered as a submission of a new application and will require the payment of the relevant fee indicated in 1.3.2.1.

1.3.2.6 Where an application for a waste management licence for which basic assessment is required, is lodged, and it later transpires that the application requires S&EIR, the balance of the fee must be paid by the applicant and proof of payment must be submitted within 30 days from the date that the applicant has been informed by the licensing authority thereof, otherwise it will be deemed that the applicant has withdrawn the application.

1.3.2.7 Payment of the fees referred to in 1.3.2.1, 1.3.2.5 and 1.3.2.6 may be made only by electronic transfer or a deposit into the bank account of the relevant licensing authority as indicated on the application form.

1.3.2.8 The fees specified in 1.3.2.1 will be charged per application and not per waste management activity triggered.

PROOF OF PAYMENT

Tick the appropriate box below to indicate that either proof of payment of the prescribed fee is attached or that, in the applicant's view, an exclusion applies. Proof and motivations for exclusions must be attached to this application form.

Proof of payment attached: ☐

Exclusion applies: ☐

An applicant is excluded from paying fees if:

- The activity is a community based project funded by a government grant; or
- The applicant is an organ of state

TYPE OF EXCLUSION	Tick which is applicable and attach proof / motivation
The activity is a community based project funded by a government grant	
The applicant is an organ of state	

Details for the payment of application fees

Banking Details:

Account Name: Department of Agric, Rural Dev & Land

Bank: Standard Bank

Account Number: 030302285

Branch Code: 052852 (Nelspruit)

Type of Account: Current

Status: Tax exempt

Beneficiary Reference Number: P&WM

Proof of payment must be attached to this application form.

"Proof of payment" includes a receipt, a stamped deposit slip, electronic fund transfer copy or a payment advice.

- 1.3.3 Two hardcopies of the form must be submitted to the Director: Provincial Waste Management Officer (at the above-mentioned address). All application forms must be signed as stipulated in the form. Applications that are not signed or completed accordingly will not be considered.
- 1.3.4 All applications forms must be accompanied by four copies of the final reports and other documents required in terms of the EIA Regulations.
- 1.3.5 The applicant must clearly mark confidential sections of the information submitted in the application form and supporting documents. All other information will become public information on receipt by the licensing authority.

2. DEFINITIONS:

- 2.1 Definitions in this form are as per EIA Regulation in terms of Chapter 5 of the National Environmental Management Act, 1998 and waste management activities list in terms of the National Environmental Management: Waste Act 2008, No. 59 of 2008.

3. THE WASTE LICENSING APPLICATION STAGES:

3.1 Stage 1: Pre-application

Before making an application:

- The applicant must appoint an EAP in terms of EIA regulations
- The EAP must comply with general requirements as given in EIA regulations
- The EAP may be disqualified in terms of EIA regulations

3.2 Criteria for determining whether basic assessment or scoping is to be applied to applications

- 3.2.1 Basic assessment must be applied to an application if the authorisation applied for is in respect of an activity listed in Category A in schedule 1 of the NEMWA (59 of 2008).
- 3.2.2 Scoping and EIA must be applied to an application if the authorisation applied for is in respect of an activity listed in Category B in schedule 1 of the NEMWA (59 of 2008).



WASTE LICENCE APPLICATION FORM

PART 2: APPLICATION FORM FOR NEW LICENCE

WASTE LICENCE APPLICATION FORM in terms of the National Environmental Management: Waste Act, 2008 (No. 59 of 2008)

THE APPLICATION FORM MAY BE TYPED OR HAND-WRITTEN.

SECTION 1 – TYPE OF APPLICATION AND FACILITY:

Indicate the type of application by marking with a cross and fill in the required sections only

TYPE OF APPLICATION	MARK	SECTIONS OF THE FORM TO BE FILLED IN
A new licence		Part 2 and see table of activities below for relevant sections of part 2
A licence amendment		Part 3 and Part 2 only if there are changes to the information or the applicant holds a permit issued in terms of section 20 of ECA (No. 78 of 1989) as amended.
A licence for closure		Part 4, Section 2, 3a, 3b, & 3c. of part 2 of this application form

Indicate the type of facility/operation and fill in the required sections only

TYPE OF ACTIVITY	MARK	SECTIONS OF THE FORM TO BE FILLED IN
Recycling and/or recovery Facility		All except Section 8
Storage and or transfer Facility		All except Section 8
Treatment facility		All except Section 8
Disposal facility		All

Activities applied for

An application may be made for more than one listed or specified activity that, together, make up one development proposal. All the listed activities that make up this application must be listed.

INDICATE THE NO. & DATE OF THE RELEVANT NOTICE:	ACTIVITY NUMBERS (AS LISTED IN THE WASTE MANAGEMENT ACTIVITY LIST) :	DESCRIBE EACH LISTED ACTIVITY:

NB: Authorisation issued will only cover activities applied for and listed above. Activities added in the middle or after the processing of this authorisation may mean a totally new application.

Application for Category A (equivalent to Basic Assessment)

Is this an application for a basic assessment (as defined in the EIA regulations)?

YES	NO
YES	NO

If, YES, is a basic assessment report attached?

If, NO, please indicate when the basic assessment report will be submitted:

--

Is information required as per Appendix B1 of this form attached?

YES	NO
-----	----

If, NO, please ensure that it is submitted together with the basic assessment report (BAR)

Application for Category B (equivalent to Scoping and Environmental Impact Assessment (EIA))

Is this an application for Scoping and EIA (as defined in the EIA regulations)?

YES	NO
-----	----

Please indicate when the Scoping Report and Plan of Study for EIA will be submitted:

--

Please ensure that both Appendix B1 and B2 are completed and included in reports

The scoping report and/or the plan of study for EIA will be submitted after consultation with the competent authority

A consultation with the competent authority is hereby requested:

YES	NO
YES	NO

SECTION 2: SITE IDENTIFICATION, LOCATION AND LANDUSE

Please indicate all the Surveyor-general Cadastral Code 21 digit site (erf/farm/portion) reference numbers:

1	2					3					4					5				

LEGEND:

1. Refers to the Surveyor's-General Office (T = Pretoria, F = Free State, C = Cape Town & N = Kwazulu-Natal)
2. Major Code (Registration Division)
3. Minor code
4. Property No (i.e. Farm No./Erf No./Holding Area No./Scheme No.)
5. Portion Number

If the property type is not surveyed, complete the following:

Full name of leader of village, community or tribal authority

Local Authority

Magisterial District

Tribal Authority/Council

Ownership of the property (mark only one with an X)

Property owned by applicant (100% Share value)		Property leased by applicant	
Property owned by applicant (Share value less than 100%)		The property is communal land	

Size of Site and Classification

Size of facility for a waste management activity

Area where the waste management activity takes place

Classification of facility in terms of climatic water balance

Classification of Facility in terms of the type and the quantity of waste received

Current land-use where the site is situated:

Industrial

Agriculture

Residential

Forestry

Wetlands

Open spaces

Recreation

Commercial

Mining & quarrying

Wilderness areas

Nature area

Other current land-use.....

Is a change of land-use or a consent use application required?

Must a building plan be submitted to the local authority for approval?

MARK YES/NO	SECTION IN THE REPORTS WHERE RELAVANT AUTHORISATION IS ATTACHED

Geographical coordinates of all external corner points of the site:

Number of corner

Latitude

Longitude

.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2
.....	0	1	2	0	1	2

Site Address:

Building Name or Number			
Street			
City/Closest Town			
Province			
Local Municipality			
District Municipality			
Property Description (Deeds Act or name of farm, town, city or agricultural holding			
Postal address			
Postal code:		Cell:	
Telephone:		Fax:	
E-mail:			

Local authority in whose
jurisdiction the proposed
activity will fall:

Contact person:

Postal address:

Postal code:

Telephone:

E-mail:

	Cell:	
	Fax:	

In instances where there is more than one local authority involved, please attach a list of local authorities with the contact person and contact details to this application.

SECTION 3: CONTACT INFORMATION

A) Person to contact about application (EAP)

First name & Surname			
Company name (if any):			
Company Registration/Identity number for individuals			
Physical address:			
Postal address:			
Postal code:		Cell:	
Telephone:		Fax:	
Email Address			

B) Person wishing to hold licence

First name & Surname of Applicant			
Company name (if any):			
Company Registration/Identity number for individuals			
Physical address			
Postal address			
Postal code:		Cell:	
Telephone:		Fax:	
E-mail:			

C) Landowner where activity takes place

First name & Surname			
Company name (if any):			
Company Registration/Identity number for individual(s)			
Physical address			
Postal address			
		Cell:	
Telephone:		Fax:	
E-mail:			

Operational times

PERIOD	FROM	UNTIL
Weekdays		
Saturdays		
Sunday		
Public holidays		

SECTION 4: PROCESS/ACTIVITY DESCRIPTION:

Project Title	
---------------	--

Project Description:

Please provide a brief description of the activities and operations at the site. Provide a flow chart of the operation showing all inputs and outputs of the process. Give particulars of the source, location, nature, composition and quantity of emission to the atmosphere, surface water, sewer, and ground-water including noise emissions. Solid waste must be in tons and specify units for liquids and gases.

SECTION 5: WASTE QUANTITIES

Indicate or specify types of waste and list the estimated quantities expected to be managed daily (should you need more columns, you are advised to add more)

Hazardous waste	Non hazardous waste	Total waste handled (tonnes per day)

Source of information supplied in the table above Mark with an "X"

Determined from volumes

Determined with weighbridge/scale

Estimated

Recovery, Reuse, Recycling, treatment and disposal quantities:

Indicate the applicable waste types and quantities expected to be disposed of and salvaged annually:

TYPES OF WASTE	MAIN SOURCE (NAME OF COMPANY)	QUANTITIES		ON-SITE RECOVERY REUSE RECYCLING TREATMENT OR DISPOSAL	OFFSITE RECOVERY REUSE RECYCLING TREATMENT OR DISPOSAL	OFFSITE DISPOSAL
		TONS/MONTH	M ³ /MONTH	method & location	method location and contractor details	

SECTION 6: GENERAL

Prevailing wind direction (e.g. NWW)

November – April

May - October

The size of population to be served by the facility

	Mark with "X"	Comment
0-499		
500-9,999		
10,000-199,999		
200,000 upwards		

The geological formations underlying the site:

Granite		Quartzite	
Shale		Dolomite	
Sandstone		Dolerite	

Other _____

SECTION 7: COMPETENCE TO OPERATE SITE

It is imperative that the holder of the waste licence is a fit person in terms of section 59 of the NEMWA (59 of 2008). To assess the holder's competence to operate the site, please disclose the following:

Legal compliance

	YES/NO	DETAILS
Has the applicant ever been found guilty or issued with a non compliance notice in terms of any national environmental management legislation?		
Has the applicant's licence in terms of the Waste Act 2008 ever been revoked?		
Has the applicant ever been issued with a non compliance notice or letter in terms of any South African Law?		

NB: Details required above include any information that the applicant wants the Department to take into consideration in determining whether they are a "fit person" and this includes reasons why the offence happened and measures in place to prevent recurrence

Technical competence

What technical skills are required to operate the site?

How will the applicant ensure and maintain technical competency in the operation of the site?

Details of applicant's experience and qualification along with that of relevant employees must be summarised as shown in the table below:

NAME	POSITION	DUTIES AND RESPONSIBILITIES	QUALIFICATIONS AND EXPERIENCE

Financial Provisions

Provide a plan of estimated expenditure for the following:

	ATTACHED/NOT ATTACHED	SECTION OF THE REPORT WHERE IT IS ATTACHED
Environmental Monitoring		
Provision and replacement of infrastructure		
Restoration and aftercare		

The Salvage method

Mark with an "X" the method to be used.

At source

Recycling installation

Formal salvaging

Contractor

No salvaging planned

Fatal Flaws for the site:

Indicate which of the following apply to the facility for a waste management activity:

Within a 3000m radius of the end of an airport landing strip

Within the 1 in 50 year flood line of any watercourse

Within an unstable area(fault zone, seismic zone, dolomitic area, sinkholes)

Within the drainage area or within 5 km of water source

Within an area with shallow and/or visible water table

Within an area adjacent to or above an aquifer

Within an area with shallow bedrock and limited available cover material

Within 100 m of the source of surface water

Within 1km from the wetland

Indicate the distance to the boundary of the nearest residential area

Indicate the distance to the boundary of the industrial area

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
_____metres	
_____metres	

Wettest six months of the year

November- April

May –October

For the wettest six month period indicated above, indicate the following for the preceding 30 years

	Total rainfall for 6 months	Total A-pan evaporation for 6 months	Climatic water balance
For the 1 st wettest year			
For the 2 nd wettest year			
For the 3 rd wettest year			
For the 4 th wettest year			
For the 5 th wettest year			
For the 6 th wettest year			
For the 7 th wettest year			
For the 8 th wettest year			
For the 9 th wettest year			
For the 10 th wettest year			

Location and depth of ground water monitoring boreholes:

Codes of boreholes	Borehole locality	Depth (m)	Latitude			Longitude		
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°
.....		o	°	°	o	°	°

Location and depth of landfill gas monitoring test pit:

[illegible]

SECTION 9: DECLARATIONS

The independent Environmental Assessment Practitioner

I, _____, declare under oath that I –

- act as the independent environmental assessment practitioner in this application ;
- do not have and will not have any financial interest in the undertaking of the activity, other than remuneration for work performed in terms of the Environmental Impact Assessment Regulations, 2006;
- have and will not have no vested interest in the proposed activity proceeding;
- have no, and will not engage in, conflicting interests in the undertaking of the activity;
- undertake to disclose, to the competent authority, any material information that have or may have the potential to influence the decision of the competent authority or the objectivity of any report, plan or document required in terms of the Environmental Impact Assessment Regulations, 2006;
- will ensure that information containing all relevant facts in respect of the application is distributed or made available to interested and affected parties and the public and that participation by interested and affected parties is facilitated in such a manner that all interested and affected parties will be provided with a reasonable opportunity to participate and to provide comments on documents that are produced to support the application;
- will ensure that the comments of all interested and affected parties are considered and recorded in reports that are submitted to the competent authority in respect of the application, provided that comments that are made by interested and affected parties in respect of a final report that will be submitted to the competent authority may be attached to the report without further amendment to the report;
- will keep a register of all interested and affected parties that participated in a public participation process; and
- will provide the competent authority with access to all information at my disposal regarding the application, whether such information is favourable to the applicant or not.

Signature of the Environmental Assessment Practitioner:

Name of company:

Date:

Signature of the Commissioner of Oaths:

Date:

Designation:

Official stamp (Above)

The Applicant

I, _____ declare under oath that I -

- Am, or represent, the applicant in this application;
- appointed the environmental assessment practitioner as indicated above to act as the independent environmental assessment practitioner for this application;
- will provide the environmental assessment practitioner and the competent authority with access to all information at my disposal that is relevant to the application;
- will be responsible for the costs incurred in complying with the Environmental Impact Assessment Regulations, 2010, including but not limited to –
- costs incurred in connection with the appointment of the environmental assessment practitioner or any person contracted by the environmental assessment practitioner;
- costs incurred in respect of the undertaking of any process required in terms of the regulations;
- costs in respect of any fee prescribed by the Minister in respect of the regulations;
- costs in respect of specialist reviews, if the competent authority decides to recover costs; and
- the provision of security to ensure compliance with conditions attached to an environmental authorisation, should it be required by the competent authority;
- will ensure that the environmental assessment practitioner is competent to comply with the requirements of these regulations;
- am responsible for complying with the conditions of any environmental authorisation issued by the competent authority;
- hereby indemnify, the government of the Republic, the competent authority and all its officers, agents and employees, from any liability arising out of the content of any report, any procedure or any action for which the applicant or environmental assessment practitioner is responsible in terms of these regulations; and
- will not hold the competent authority responsible for any costs that may be incurred by the applicant in proceeding with an activity prior to an appeal being decided in terms of these regulations.

Signature of Applicant

Name of company:

Date:

Signature of the Commissioner of Oaths:

Date:

Designation:

Official stamp (Above)



WASTE LICENCE APPLICATION FORM

PART 3: APPLICATION FORM FOR AMENDMENT TO AN EXISTING AUTHORISATION

Details of Current Licence:

Current Licence or Permit reference number	
--	--

The Proposed Modification:

Give details of changes required in the authorisation:

Condition Number	Condition as written in the current authorisation	Proposed condition	Motivation for change

Will the amendment amount to increase in the environmental impact regulated by the waste management licence?

YES/NO

If yes:

- attach waste impact report
- Attach proof of notification of relevant organs of state
- Attach proof of notification of interested and affected parties

Change of Information

Will there be any changes to information supplied in the original application?

YES/NO

If yes fill in sections that have changed of Part 2: Application for new licence

Signature of Applicant

Name of company:

Date:

Signature of the Commissioner of Oaths:

Date:

Designation:

Official stamp (Above)



WASTE LICENCE APPLICATION FORM

PART 4: APPLICATION FORM FOR CLOSURE

Details of Current Licence:

Current Licence or Permit reference number	
--	--

Section of this form to fill:

Section 2, 3a, 3b, 3c of part 2 of this form

Documentation Requirements:

Every closure application for facilities shown in the table below must as a minimum be accompanied by documentation as indicated hereafter

Requirements	Recycling & recovery Facility	Storage & transfer Facility	Treatment facility	Disposal facility
Design of storm-water management	X	X	X	X
Design of leachate management				X
Design & duration of landfill gas monitoring and management				X
Design of settlement/surface pondage				X
Design of access roads				X
Topographic Map indicating the property	X	X	X	
Topographic Map indicating the landfill property boundary, cells (fill areas), wells, and structures within and surrounding the landfill site				X
Plan Drawings (including Final Contour Grade Map) indicating (a) the final contours and vegetation in relationship to the surrounding land and any run-off control structures				X

Plan Drawings (including Final Contour Grade Map) indicating (b) well location(s), depth to groundwater and flow direction				X
Plan Drawings (including Final Contour Grade Map) indicating (c) the locations at which gas monitoring takes place				X
drawings showing the proposed final restored profile for the landfill accompanied by calculations of the remaining tonnages of waste (void space) and materials necessary to close, cap and restore the landfill				X
Provision of services that were provided by the facility being closed	X	X	X	X
Post Closure Site management & Operation	X	X	X	X
Monitoring Plan	X	X	X	X
Emergency Preparedness plan	X	X	X	X
Rehabilitation measures including removal of site structures,	X	X	X	X
Rehabilitation measures including waste compaction and capping; application of topsoil & vegetation establishment				X
Procedures for the inspection or auditing of the rehabilitation process and mechanisms for reporting to the licensing authority.	X	X	X	X
long and short term stability				X
procedures and timescales for ensuring final levels are achieved				X

Signature of Applicant

Name of company:

Date:

Signature of the Commissioner of Oaths:

Date:

Designation:

Official stamp (Above)

APPENDIX: A1

Information needed when applying for scheduled activities listed under Category A, but is not limited thereto:

Basic Assessment Report which must include supplementing documentation such as:

Description of the environment that may be affected by the proposed activity and the manner in which the geographical, physical, biological, social, economic and cultural aspects of the environment may be affected by the proposed activity
Description of significant environmental impacts, including cumulative impacts, that may occur as a result of the undertaking of the activity
Conducting public participation as outlined in EIA Regulations
Waste disposal facility designs
Closure plan (report)
Operational plan
All applicable legislation, policies and/or guidelines
End-use plan (only apply to site landfill closure)
Closure/Remedial designs (only apply to the landfill closure)
Latest external audit report (only apply for permit amendment)
Application and report documents (four hard copies for all applications)
A3 size layout plans (four hard copies for all applications)
Landfill conceptual designs (only apply for construction and decommissioning of landfill sites)
Geo-hydrological report (only apply to landfill sites, storage facilities and treatment of waste)
Consideration of alternatives
Description of mitigation measures and risk assessment
Any inputs made by specialists to the extent that may be necessary
Any specific information as may be required by the competent authority

Information needed when applying for scheduled activities listed under Category B, but is not limited thereto:

Scoping and Environmental Impact Assessment Report which should include:

Description of the environment that may be affected by the proposed activity and the manner in which the geographical, physical, biological, social, economic and cultural aspects of the environment may be affected by the proposed activity
Description of significant environmental impacts, including cumulative impacts, that may occur as a result of the undertaking of the activity
Conducting public participation as outlined in EIA Regulations
Closure plan (report)
Operational plan
Waste disposal facility designs
End-use plan (only apply to site closure)
Closure/Remedial designs (only apply to site closure)
Latest external audit report (only apply to permit amendment)
Application and report documents (four hard copies for all applications)
A3 size layout plans (four hard copies for all applications)
Landfill conceptual designs
Geo-hydrological report (only apply to landfill sites, storage and treatment of waste)
Consideration of alternatives
Description of mitigation measures and risk assessment
Any inputs made by specialists to the extent that may be necessary
Any specific information as may be required by the competent authority

Plan of study for environmental impact assessment which must among others include:

Description of the tasks to be undertaken as part of the environmental impact assessment process, including specialist report or specialized processes, and a manner in which such tasks will be undertaken

An indication of stages of stages at which the competent authority will be consulted

Description of methods for assessing issues and alternatives, including the no-go alternative

Particulars of participation process that will be conducted during the EIA process

NB: Compilation of EIA report must be based on tasks outlined in the Plan of Study for EIA, and the below listed reports must also be attached.

Draft environmental management plan (only apply to EIA reports. No draft EMP should be included in the scoping report)

Copies of any specialist reports and specialized processes (only apply to EIA reports. No copies of specialist studies and specialized processes should be included in the scoping report)

APPENDIX B1

The following **MUST** be included in the application as supporting documentation and the applicant must indicate specific section(s) where they are appended in the reports.

REQUIRED PIECE OF INFORMATION	SECTION IN THE REPORTS WHERE IT CAN BE FOUND	COMMENTS (If any)
1. Extremely clear Google Earth colour picture of the site (dated not more than a month from the date of the application)		
2. 1:50 000 topography /topo-cadastral map of the area showing		
2.1 the site and 5km radius		
2.2 Existing residential and industrial areas		
2.3 Possible future development (indicate the type of development)		
2.4 Other waste handling sites (existing or closed) in the area		
2.5 Existing and possible future residential areas.		
2.7 Sites which are listed as national monuments or archaeological, paleontological and cultural historical sites or objects worthy of conservation;		
3. Security and access aspects of the site		
4. The site plan drawn to scale showing the site's boundary showing:		
4.1 Activities or development existing on all 4 directions of the site.		
4.2 Waste receipt, storage and handling areas		
4.3 Impermeable surfaces		
4.4 Sealed drainage systems		
4.5 Drainage system for the site including sumps and discharge points		
4.6 Road names and access from all major roads in the area		
4.7 Land Owner's consent (letter with signature)		
5. Waste hierarchy implementation plan		
6. Emergency preparedness plan		

APPENDIX B2

The following **MUST** be included in the application documentation for landfill sites and the applicant must indicate specific section(s) where they are appended in the reports.

REQUIRED PIECE OF INFORMATION	SECTION IN THE REPORTS WHERE IT CAN BE FOUND	COMMENTS (if any)
Design for site roads		
The 1 in 50 year flood-line of all watercourses		
Laboratory facilities		
Design and location of fuel storage areas		
Design and location waste quarantine areas		
Design and location of waste inspection areas		
Site's drainage system		
Site's emergency control system and plan		
Liner specifications		
Leak detection system and monitoring		
Leachate management plan		
Calculations of leachate generation		
Leachate collection and treatment		
Gas generation and management		
Air quality monitoring and management		
Co-disposal ratio calculation		
Stability monitoring and management		
Daily and intermediate cover requirements		
Temporary and permanent capping requirements		