



INDUSTRIAL WASTE RESOURCE GUIDELINES

ACCREDITED AGENT AUTHORISATION – APPLICATION

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WHAT IS AN ACCREDITED AGENT?

An accredited agent is a person or company authorised by EPA Victoria to carry out certain functions on behalf of a waste producer.

They can complete part 'A' of a waste transport certificate and use one certificate for the collection of multiple loads from several waste producers.

Following approval by EPA, the accredited agent will receive an identification number and an authorisation document which details compliance requirements.

Accredited agent status is not automatic. Authorisation is based on a demonstrated knowledge of, and compliance with, the permit and waste transport certificate system. Assessment takes three to six months.

APPLICANT INFORMATION

An applicant must be

- a waste transporter
- a holder of a current permit(s).

If the applicant is an individual the full name must be provided.

If the applicant is a company

- the company name must be entered on the application
- the name used, must be identical to the name on the Certificate of Incorporation.

If the applicant is an incorporated association under the *Association Incorporation Act 1981* the name and address of the public officer must be provided.

If the applicant's business is a partnership the applicant should be the senior partner or the partner who will take responsibility for operations under the accreditation (the full name of this person must be shown).

The business name and the full names of all partners must also be listed.

When completing address details:

- the street address of the operating business must be provided
- the address of the registered office of a company or business office in Victoria must be provided.

WASTE CATEGORIES

The application must include what waste categories are being applied for as listed in Table 1 of this document.

DOCUMENTS TO BE PROVIDED

1. Where applicable, a copy of the Certificate of Incorporation is to be lodged with the application.
2. All applicants who trade under a 'business name' must submit a copy of their 'Certificate of Registration of Business Name' showing the proprietor of the business.
3. A copy of the certificate of training in the handling and transporting of prescribed waste and dangerous goods must be included.

SIGNATORY

If the applicant is an individual the individual must sign and date the application.

If the applicant is a company a person of authority within the company must sign and date the application.

If the business is a partnership the senior partner or the person to be held responsible for the accreditation must complete the application.

This guidance forms part of the Industrial Waste Resource Guidelines, which offer guidance for wastes and resources regulated under the *Environment Protection (Industrial Waste Resource) Regulations 2009*. Publication IWRG812.1 – July 2009. This replaces publication IWRG812, published June 2009.

LODGEMENT

Only complete applications submitted with all the required information will be processed.

Please send complete applications to:

EPA Victoria
PO Box 4395QQ
Melbourne 3001

EPA contacts

Please see the 'Contact details' page of EPA's website (www.epa.vic.gov.au) for the addresses of our offices throughout Victoria..

Table 1: Waste categories for accredited agents

Waste category	Description	Applicable waste codes (as per IWRG Waste Codes)
Category 1	Grease interceptor trap effluent.	K120
Category 2	Animal and vegetable oils and derivatives.	K200
Category 3	Waste oils unfit for their original intended use.	J100, J150, J170
Category 4	Waste oil and water mixtures or emulsions and hydrocarbon and water mixtures or emulsions.	J120, J130
Category 5	Clinical and related wastes including waste from the use of pharmaceutical products, but excluding cytotoxics.	R100, R120
Category 6	Photographic waste which is waste from the use of photographic chemicals and processing materials.	T120, D261
Category 7	Organic solvents and/or solvent recovery residues (maximum individual collection in this category must not exceed an equivalent of a 205 L drum).	All G codes
Category 8	Small amounts of prescribed waste residues in containers or bags, except where the containers or bags have been dealt with in accordance with IWRG <i>Used Containers – Transport and Management</i> .	N100, N105, N110

ACCREDITED AGENT APPLICATION FORM

ENVIRONMENT PROTECTION ACT 1970

Please read the information provided in this document before completing this form. Please write in pen and use BLOCK letters.	Appl. no. AA
Full name of applicant.	Telephone: Home Business Mobile Email:
Business or trade name (including partner/s name/s if applicable).	
Address for correspondence.	
Postcode	
Registered office or principal business office in Victoria. OR name and address of public officer.	
Postcode	
Particulars of a person authorised to make statements on behalf of the applicant. Name:	Telephone: Business Home Mobile
List all waste categories for which accreditation is required. Refer to Table 1	
Reason for application (tick one).	
<input type="checkbox"/> New application	<input type="checkbox"/> Application for revision of accreditation
Checklist of attachments required.	
<ul style="list-style-type: none"> Certificate of Incorporation (to be submitted by companies, recognised companies foreign companies, recognised foreign companies or incorporated associations). Certificate of Registration of Business Name (to be submitted where applicant operates under a business). Copy of driver training certificate. 	
..... (Signature of applicant)Date	
..... (Signature of applicant)Date	
Where the applicant is not a person (e.g. a company) please ensure that a person of authority signs the application and that the following information is completed:	
Surname Other names	
Designation	

The personal information on this form and any correspondence, notice or other document issued following processing of this information will be stored and used by EPA for the purposes of administering the *Environment Protection Act 1970*. You may access this information by contacting the EPA Privacy Information Officer. This information may be disclosed to another government organisation, including to a Tribunal or Court, where required for the purpose of administering or enforcing the Environment Protection Act or any other relevant laws.