

EPA Guidance on Licence Transfers - Licence Transfer Application Web-form Layout

Licence Transfer: LT00056

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Fees, Declaration and Submit

Guidance Section

Please click [here](#) to read the Guidance document on Licence Transfers and complete the relevant section below to confirm that you agree.

This form does not purport to be and should not be considered a legal interpretation of the provisions and requirements of the Waste Management Act 1996 as amended or Environmental Protection Agency Act 1992 as amended.

Step 1 of this application web-form must be completed by the Current Licensee and the Proposed Transferee.

Step 2 must be completed by the Current Licensee and accompanied by required attachments.

Step 3 must be completed by the Proposed Transferee and accompanied by the required attachments.

Step 4 must be completed by the Current Licensee and accompanied by the signed joint declaration.

The transfer application shall not be regarded as complete and will not be processed unless all information requirements as set out in this web-form and the associated guidance are met in advance of the application being submitted to the EPA.

Please note that all attachments to be uploaded must be in PDF format, with a maximum file size of 6MB

Current Licensee

Contact Name	[?]	Stuart Harris
Contact Position	[?]	MD
Prior to proceeding to complete this Licence Transfer Application Web-form, please tick the box to confirm that:		
<ol style="list-style-type: none">1. you have read the guidance located here;2. you have understood the information requirements needed to support the application;3. you certify that the information you will provide within this application will be true, accurate and complete; and4. you give consent to the EPA to copy the information submitted in this Licence Transfer Application for its own use and to make it available, as may be required, for inspection and copying by the public, both in the form of paper files available at EPA offices and via the EPA's website.		
	<input checked="" type="checkbox"/>	18/03/2015

Proposed Transferee

Contact Name	[?]	
Contact Position	[?]	
Prior to proceeding to complete this Licence Transfer Application Web-form, please tick the box to confirm that:		
<ol style="list-style-type: none">1. you have read the guidance located here;2. you have understood the information requirements needed to support the application;3. you certify that the information you will provide within this application will be true, accurate and complete; and4. you give consent to the EPA to copy the information submitted in this Licence Transfer Application for its own use and to make it available, as may be required, for inspection and copying by the public, both in the form of paper files available at EPA offices and via the EPA's website.		
	<input type="checkbox"/>	

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Step 2: Current Licensee

Licence Reg No	P9999-01
Licensee	Project test
Licence County	Wexford
Site Location	EPA HQ, Johnstown, Wexford, Wexford

ELRA / CRAMP Status

For the majority of licence transfer applications, with the exception of those for Intensive Agriculture licences where there are no unusual liabilities¹ or in exceptional circumstances² for other activities, an ELRA³ and/or CRAMP⁴ is required to be approved before the licence transfer can be completed.

1. e.g., Contaminated ground / groundwater as a consequence of any incident / accident associated with the site.
2. An exceptional circumstance, where agreed by the Office of Environmental Enforcement (OEE).
3. Environmental Liabilities Risk Assessment
4. Closure, Restoration and Aftercare Management Plan

All licensees are required to submit an ELRA / CRAMP status request by pressing the "Request Status" button below. The OEE Inspector / Team will then determine if an ELRA and / or CRAMP Costing is: (a) in place and satisfactory; (b) required to be approved prior to consideration of this licence transfer application; or (c) not required for this licence transfer application.

You must complete the table below on ELRA / CRAMP

Provide additional information on ELRA / CRAMP (1000 characters remaining)	
Has your ELRA and / or CRAMP been submitted?	
Has your ELRA and / or CRAMP been approved?	
In the event that you consider there are exceptional circumstances such that the ELRA and / or CRAMP should not be required to be approved prior to the consideration of this licence transfer application, you are requested to also provide full details and justification in the adjacent text box.	<input style="width: 100%; height: 100%;" type="text"/>
Please note that once you have pressed the "Request Status" button, the Office of Environmental Enforcement will consider the ELRA / CRAMP Status and will revert to you on this in due course.	
Request ELRA / CRAMP Status?	<input type="button" value="Request Status"/>
Status	OEE Determination to be Completed

Contact Information

Proposed Transferee Organisation	<input type="button" value="Request Status"/>	<input style="width: 100%;" type="text" value="Please select..."/>
Proposed Transferee Contact Email	<input type="button" value="Request Status"/>	<input style="width: 100%;" type="text"/>
Reason for licence transfer request (1000 characters remaining)	<input style="width: 100%; height: 100%;" type="text"/>	

Desired date for proposed transfer to take effect

Confirm Enforcement Charges Paid

It is generally the policy of the EPA not to grant the transfer of a licence unless all outstanding enforcement charges have been paid.

The EPA considers that the references to liabilities in Section 94(6) of the EPA Act 1992 as amended and Section 47(6) of the Waste Management Act 1996 as amended include any unpaid enforcement charges associated with the licence prior to transfer. Therefore, the Proposed Transferee will become liable, upon the transfer of the licence, for any such unpaid charges.

[?]

Yes No

Specify Outstanding Enforcement Charges

[?]

€

Additional Information

Please upload a single file for each relevant category below

Copy of Licence

[?]

Upload a file

Additional Document (if required)

[?]

Upload a file

Additional Information (if required)
(1000 characters remaining)

[?]

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Step 3: Proposed Transferee

Proposed Transferee Details

Name
Address
Transfer Contact

Additional Transfer Contacts

Click on the '+' button to add an additional Transfer Contact

Name	Position	Landline Number	Mobile Number	Email	Actions
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General Background

Business Activity (1000 characters remaining)	[?]	
Date Established (companies only)	[?]	<input type="text"/>
Total Assets Value (where available)	[?]	€ <input type="text"/>
Turnover (where available)	[?]	€ <input type="text"/>
Profit/Loss (where available)	[?]	€ <input type="text"/>
State whether your organisation is a Holding Company		<input type="radio"/> Yes <input type="radio"/> No

Fit and Proper Person Checks

Has the Proposed Transferee / other relevant person been convicted under any of the following?

Environmental Protection Agency Act 1992 as amended?	<input type="radio"/> Yes <input type="radio"/> No
Waste Management Act 1996 as amended?	<input type="radio"/> Yes <input type="radio"/> No
Local Government Acts 1977 and 1990 or Air Pollution Act 1987?	<input type="radio"/> Yes <input type="radio"/> No

Management and Supervisory Details [?]

Click on the '+' button to add an additional New Management/Supervision Contact.

Name	Details of Relevant Education, Training and Experience	Responsibilities	Actions
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Licence Application History

Has the Proposed Transferee, their parent company or any relevant person had an application for a licence...

Granted?	<input type="radio"/> Yes <input type="radio"/> No
Rejected?	<input type="radio"/> Yes <input type="radio"/> No
Revoked?	<input type="radio"/> Yes <input type="radio"/> No

Transfer Refused?

Yes No

Additional Information

Please upload a single file for each relevant category below

Financial Provision in place?

[?]

Yes No

Acceptance Of Liabilities

[?]

Certificate Of Incorporation

[?]

Registered Office Of The Company

[?]

Organisation Chart

[?]

Additional Document (if required)

[?]

Additional Information (if required)
(1000 characters remaining)

[?]

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Step 4: Fees, Declaration and Submit

This licence transfer application cannot be processed, unless the appropriate transfer fee has been received by the EPA.

This step of the web-form must be completed by the Current Licensee

Payment Amount

€2,000

Payment Method

[?]

Please select... ▾

Payment Date

[?]

Signed Joint Declaration

Please upload a copy of the declaration form signed by both parties.

A Word version of a declaration template is available for download [here](#)

Upload a file

Please note that this declaration is required to be uploaded by the Current Licensee.

By pressing "Submit" on this licence transfer application, you confirm the following:

- I / We certify that the information provided in this web-form is true, accurate and complete.

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