



Permit for waste dealers and brokers operating in the Grand Duchy of Luxembourg

Information on how to fill out the application form

Administration de l'environnement
Division des déchets
1, avenue du Rock'n'Roll
L - 4361 Esch-sur-Alzette

5th April 2012

1. What you need to know

- In accordance with Article 30 of the Law of 21 March 2012 regarding waste, **waste dealers and brokers** are subject to a permit issued by the Minister.
- The permit issued in the context of this application is only valid for dealing or brokering activities. This permit does not cover any other activities such as the collection or transport of waste. If you want to carry out these activities as well, you must submit a separate application form for collectors and carriers.
- The collection and transport of the waste that you have been brokering or dealing must be carried out by a collector or carrier who is licensed to operate in the Grand Duchy of Luxembourg.
- The explanations set forth hereunder are aimed at applicants with the purpose of helping them to fill out the application form.
- You must submit one copy of the application form to the address mentioned above.

2. What you need to be aware of

- The documents that you need to attach to this application form must be written in one of the following languages: Luxembourgish, French, or German. Any document written in another language shall be rejected, unless a translation is provided. **For documents issued by the competent authority of a country that is not a member of the European Union, you must attach a certified translation.**
- **Applicants are allowed to submit copies of the documents that they must attach. However, for the following documents, the original or a certified copy must be submitted:**
 - **the criminal records / certificates of good conduct;**
 - **an acceptance certificate signed by the recipient of the waste;**
 - **any other document issued by the competent authority of a country that is not a member of the European Union.**
- Copies printed on thermal paper shall be rejected.
- You must initial every page of the application form, including the annexes and the documents to be attached.
- You must fill out the application form in block letters and you must attach the annexes to the corresponding chapters.
- You must indicate the dates as follows (DD/MM/YY).

3. Filling out the form

Box 0

Choose as appropriate.

Box 1

Please fill in the information relating to your company. You must indicate the address of the company's headquarters (as recorded in the Registry of Commerce and Companies, where applicable).

Box 2 and Box 3

In this box, you must indicate the information relating to the company's general manager and his/her deputy. You must attach the criminal records of each person and you must attach them directly behind the page of point 3).

Box 4

Under **point a)** you must indicate the number and date of the trade permit. You must attach a copy of the trade permit directly behind the page of point 4).

Under **point b)** you must indicate the date of establishment of the company. You must attach the required document directly behind the page of point 4).

Under **point c)** you must indicate the number and date of the general liability insurance policy. You must attach a certificate by the insurance company proving the existence of the policy. You must attach this certificate directly behind the page of point 4).

Under **point d)** you must indicate the number and date of a permit issued by another EU member state. Moreover, you must attach a copy of this permit directly behind the page of point 4). If you do not possess such a permit, you must cross out section d).

Under **point e)** you must indicate the date of approval of the company's statutes. You must attach a copy of the statutes directly behind the page of point 4).

Box 5

The applicant must fill in and sign this box.

Annex 1

In this annex, you must list the types of waste that you would like to deal and broker.

Column 1) "*Sequence N°*" must indicate the sequence number (1, 2, 3, etc.).

Column 2) "*EWC waste code*" must indicate the waste code. Only the six-digit codes of the European Waste Catalogue (EWC) are allowed. However, the codes ending in '99' may only be used if there is no more appropriate code. If a code ending in '99' is indicated, the exact name of the waste (not the description of the EWC) must be indicated in column 3. If no other code is more appropriate, the code ending in '99' shall be reserved for the name indicated in column 3.

This catalogue can be seen and downloaded here:

http://www.environnement.public.lu/dechets/informations_pratiques/code_europeen_fr.pdf

If you have specific questions about the codes, please contact the Administration de l'environnement.

Column 3 "*Country of origin of the waste*" must indicate the waste's country of origin.

Column 4 "*Description of the waste category*" must indicate the description of the waste according to the EWC.

If you need several pages to fill in this information, please provide additional copies of the page as appropriate. In this case, you must indicate the page number at the top of the page. The applicant must initial every page of the annex.

Annex 2A

In this annex, you must indicate the information relating to the primary recipients.

You must fill out Annex 2A

- for every recipient who is to receive the waste referred to in Annex 1;

If there are several recipients, you must attach a number of Annex 2 pages equal to the number of primary recipients (f.ex. 2 primary recipients = 2 copies of Annex 2A).

The first part of Annex 2A must indicate the information relating to the primary recipient of the waste. You must attach a copy of the primary recipient's operating licence directly behind the page of Annex 2A. Moreover, you must attach an acceptance certificate by the recipient for the waste in question directly behind the page of Annex 2A. If it is a recipient situated abroad, the declaration must name as the country of origin either Luxembourg or the waste's country of origin as indicated in Annex 1, column 3.

In the second part of Annex 2A, you must indicate the code(s) of the type(s) of waste to be received by the primary recipient in question as well as the code of the treatment (using the codes referred to in Annex 3) which the waste will be subject to and a description of the treatment process.

Annexe 2B

You must only fill out this annex if the primary recipient mentioned in Annex 2A is carrying out an intermediary treatment, such as storage, sorting, etc., classified under the treatment codes D13, D14, D15, R12, and R13. In Annex 2B, you must indicate the information concerning the secondary recipients of the treated waste.

Column 1 “ *EWC waste code* ” must indicate the EWC waste code. If you have questions about the codes, please contact the Administration de l'environnement.

Column 2 “*Name and address of the recipient*” must indicate the complete name and address of the recipient.

Column 3 “*N° and date of the operating licence*” must indicate the number and date of the secondary recipient's operating licence.

Column 4 “*Treatment code*” must indicate the treatment code of the treatment carried out by the secondary recipient. The treatment codes are listed in Annex 3. **Please note that intermediary treatments cannot be taken into consideration.**

If you encounter difficulties in receiving the information required in Annex 2B from the primary recipient mentioned in Annex 2A, then it is possible for the primary recipient to send the information to the Administration de l'environnement in a confidential manner.

If you need several pages to fill in this information, please provide additional copies of the page as appropriate. The applicant must initial every page of the annex.

4. Additional information

If you need additional information, please contact:

Administration de l'environnement
Division des déchets
1, avenue du Rock'n'Roll
L - 4361 Esch-sur-Alzette

Tina Dos Santos Tel.: 40 56 56 312

Marc Syoen Tel.: 40 56 56 310

Fax: 49 62 56 / 49 64 38

Checklist

Please use this checklist to make sure that you have attached all the necessary documents to the application form.

Documents to attach

- ◇ Criminal records (Point 2 et 3)
- ◇ Trade permit of the EU member state where the company is primarily located (Point 4a)
- ◇ Recent excerpt from the Registry of Commerce and Companies or an equivalent body (Point 4b)
- ◇ Certificate of the general liability insurance policy detailing the amount covered (Point 4c)
- ◇ Copy(ies) of your company's(s') permit(s) for waste dealers/brokers issued by other EU member states, where applicable (Point 4d)
- ◇ Copy of the company's statutes (Point 4e)

For every primary recipient, you must fill out a page of Annex 2A.

In the case of intermediary treatment (D13, D14, D15, R12, R13) carried out by the primary recipient mentioned in Annex 2A, you must fill out Annex 2B.

You must attach the following documents:

- ◇ Copy of the primary recipient's operating licence (Annex 2A)
- ◇ Acceptance certificate of the recipient (Annex 2A)
- ◇ Description of the disposal or recovery process (Annex 2A)
- ◇ Copy(ies) of the secondary recipient's(s') operating licence(s) (Annex 2B)

2) General manager

Surname

Forename

Date of birth

Place of birth

Education, degree

Graduation date

A recent copy of the criminal records must be attached to this page.

3) Deputy general manager

Surname

Forename

Date of birth

Place of birth

Education,
degree

Graduation date

A recent copy of the criminal records must be attached to this page.

Replace this page by

- **A recent copy of the criminal records or, if not available, a certificate of good conduct of the general manager and his/her deputy.**

4) Permits and Insurances

a) Trade permit	Date of issue (DD/MM/YY) / /
	N°
b) Recent excerpt from the Registry of Commerce and Companies or an equivalent body	Date of the company's establishment (DD/MM/YY) / /
	N°
c) Certificate of the general liability insurance policy	Date of issue (DD/MM/YY) / /
	Insurance N°
d) Permits for waste dealers/brokers issued by other EU member states	Date of issue (DD/MM/YY) / /
	N°
	Date of issue (DD/MM/YY) / /
	N°
	Date of issue (DD/MM/YY) / /
	N°
e) Statutes of the company	Date of approval of the statutes (DD/MM/YY) / /

Replace this page by

- **A copy of the trade permit.**
- **A recent excerpt from the Registry of Commerce and Companies or an equivalent body.**
- **Certificate of the general liability insurance policy detailing the amount covered by the insurance policy.**
- **A copy of the company's permits for waste dealers/brokers issued by other EU member states, where applicable.**
- **A copy of the company's statutes.**

5) Declarations and signature

- 5.1. We hereby declare to deal and broker only the types of waste specified in this application. We shall submit a new application for other types of waste that are not specified in this application.
- 5.2. We declare that the information indicated above is true and correct to the best of our knowledge.

Signed at

[Redacted]

, the

Date (DD/MM/YY)

[Redacted]

[Redacted]

Signature of the applicant

ANNEXES

ANNEX 1: Information relating to the categories of waste

ANNEX 2A: Information relating to the primary recipients of waste

ANNEX 2B: Information relating to the secondary recipients of waste

ANNEX 3: List of codes for recovery and disposal operations

ANNEX 2A

PRIMARY RECIPIENT		Sequence N°: <input style="width: 100px;" type="text"/>
Name of the recipient	<input style="width: 90%; height: 20px;" type="text"/>	
Street	<input style="width: 70%; height: 20px;" type="text"/>	N° <input style="width: 20px;" type="text"/>
Postcode, place	<input style="width: 20%; height: 20px;" type="text"/>	Telephone <input style="width: 20%; height: 20px;" type="text"/>
Country	<input style="width: 20%; height: 20px;" type="text"/>	Fax <input style="width: 20%; height: 20px;" type="text"/>
N° and date of the operating licence	N° <input style="width: 25%; height: 20px;" type="text"/>	Date of issue (DD/MM/YY) <input style="width: 25%; height: 20px;" type="text"/>
<p>You must attach an acceptance certificate signed by the recipient of the waste directly behind this page. If the recipient is located abroad, the certificate must name Luxembourg as the country of origin of the waste.</p>		

Sequence N° according to Annex 1	EWC waste code	Treatment code (Annex 3)	Description of the treatment process
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ANNEX 2B

INFORMATION RELATING TO THE SECONDARY RECIPIENTS, OPERATING AFTER THE INTERMEDIARY TREATMENT BY THE PRIMARY RECIPIENT (D13, D14, D15, R12, R13)

Sequence N° of the primary recipient

	EWC Waste code	Name and address of the recipient	N° and date of the operating licence	Treatment code
a)				
b)				
c)				
d)				
e)				
f)				
g)				
h)				
i)				
j)				
k)				
l)				
m)				
n)				
o)				
p)				

If the applicant does not receive the information from the recipient mentioned in Annex 1, then it is possible for the recipient to send the information to the Administration de l'environnement in a confidential manner.

ANNEX 3

List of codes for disposal operations

D1	Deposit into or on to land (e.g. landfill, etc.)
D2	Land treatment (e.g. biodegradation of liquid or sludgy discards in soils, etc.)
D3	Deep injection (e.g. injection of pumpable discards into wells, salt domes or naturally occurring repositories, etc.)
D4	Surface impoundment (e.g. placement of liquid or sludgy discards into pits, ponds or lagoons, etc.)
D5	Specially engineered landfill (e.g. placement into lined discrete cells which are capped and isolated from one another and the environment, etc.)
D6	Release into a water body except seas/oceans
D7	Release to seas/oceans including sea-bed insertion
D8	Biological treatment not specified elsewhere in this Annex which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12
D9	Physico-chemical treatment not specified elsewhere in this Annex which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12 (e.g. evaporation, drying, calcination, etc.)
D10	Incineration on land
D11	Incineration at sea
D12	Permanent storage (e.g. emplacement of containers in a mine, etc.)
D13	Blending or mixing prior to submission to any of the operations numbered D1 to D12
D14	Repackaging prior to submission to any of the operations numbered D1 to D13
D15	Storage pending any of the operations numbered D1 to D14

List of codes for recovery operations

R1	Use principally as a fuel or other means to generate energy
R2	Solvent reclamation/regeneration
R3	Recycling/reclamation of organic substances which are not used as solvents
R4	Recycling/reclamation of metals and metal compounds
R5	Recycling/reclamation of other inorganic materials
R6	Regeneration of acids or bases
R7	Recovery of components used for pollution abatement
R8	Recovery of components from catalysts
R9	Oil re-refining or other reuses of oil
R10	Land treatment resulting in benefit to agriculture or ecological improvement
R11	Use of waste obtained from any of the operations numbered R1 to R10
R12	Exchange of waste for submission to any of the operations numbered R1 to R11
R13	Storage of waste pending any of the operations numbered R1 to R12