

SECTION A: APPLICANT INFORMATION

Completed on behalf of the Applicant (<i>Company Name where applicable</i>):		
Trading Name (<i>if different</i>):		
Address:	Correspondence Address:	Billing Address:
Company Number (<i>where relevant</i>):		
Name of Main Contact: <i>Please give details of who to contact in the event of site closure</i>		
Telephone Number: <i>Main office no. & mobile no. where applicable</i>		
Email Address: <i>This may be used to notify of site closures</i>		
Please select whether this is a new application or renewal: New <input type="checkbox"/> Renewal <input type="checkbox"/>		
<i>Renewal applications must be made no later than 20th March for the following licence year (being 1st April to 31st March)</i>		
Please confirm if you are applying for a licence for:	Option A: the whole Licence Year <input type="checkbox"/> OR: Option B: Temporary Period <input type="checkbox"/>	
Period of Temporary Licence (<i>insert if relevant</i>):	_____	
<p>I hereby make an application for a licence to discharge Domestic Waste at the Anglian Water Sites set out herein, and in the event that this application is approved, I agree to the following terms:</p> <ul style="list-style-type: none"> a) I have received, read and understood and (where a Licence is granted) shall comply with the Procedure for Discharging Domestic Waste at AWS Sites(s) (<i>version 5, July 2016</i>) b) I have read and agree to be bound by the terms and conditions set out in Section E of this application form to the extent that a Licence is granted by Anglian Water following submission of this application. c) If the applicant is required to provide Security (see section E), then I confirm that our preferred form of security is(<i>tick</i>): <ul style="list-style-type: none"> Parent Company Guarantee: <input type="checkbox"/> <li style="text-align: right;">Security Deposit: <input type="checkbox"/> d) The details provided in this application are correct to the best of my knowledge. 		

Please complete the checklist, and return with the following documentation:

Required Attachments: <i>(Please note, if the documents listed below are not enclosed with your application, a decision regarding your application will be delayed)</i>	Attached Yes / No
A Risk Assessment covering discharging of Domestic Waste at Anglian Water sites. <i>Please include as a minimum the hazards set out in Anglian Water's form QSF-871 (entitled "Health and Safety Considerations for Domestic Waste discharges at AW Sites") (a copy of which has been provided or is available upon request)</i>	
A copy of your current Public Liability Insurance Certificate to the minimum value of £2 million per event	
A copy of your Environment Agency Registered Waste Carrier Licence	
A copy of the V5 vehicle registration document for all vehicles listed in this application	
Copy of briefing records showing the AWS's Health & Safety Induction pack has been briefed to all employees (as listed herein) required to access Anglian Water Sites (NB all employees will be required to be briefed at least once every 12 months) <i>NOTE: this must be provided before a licence is granted</i>	
1 x Passport photo for each employee listed in this application, with name clearly printed on reverse (or provide this by email as a JPEG) to be sent by email to the email address set out in the covering letter that accompanied this application form	
Signed.....Date..... By an authorised representative for and on behalf of the Applicant Position.....	
Please send your completed form to: Anglian Water Services Ltd, Canwick WRC, Washingborough Road, Lincoln, Lincolnshire, LN4 1EF	

Please list your preferred disposal sites and estimated import volumes:

[illegible]

SECTION C: VEHICLE INFORMATION

Please list all vehicles requiring access to Anglian Water sites for discharging Domestic Waste:

The vehicle information is required to check / issue weighbridge logger cards to allow discharge.

[illegible]

(2) Vehicles shall be duly registered to the Applicant who has a valid waste carrier licence under the Control of Pollution (Amendment) Act 1989, and the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, as amended

[illegible]

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Section E: LICENCE TERMS AND CONDITIONS

The following terms shall apply to the Licensee where a Licence is granted following the application made herein, and shall apply for the duration of the Licence (and thereafter where the context so requires).

1) Consideration of Application

- a) Upon receipt of the application by Anglian Water Services Limited ("AWS"), AWS shall review the application.
- b) The applicant will be notified in writing whether the application is approved or rejected.
- c) Where an application is rejected, the applicant will be notified in writing of the reasons for such rejection, and the applicant may re-submit their application at any time where they can overcome the reasons for such rejection.
- d) Where the application is approved, AWS shall issue a formal licence confirming the disposal sites and maximum volume of Domestic Waste that may be discharged, together with any other conditions (such as required security) as may be applicable.

2) Financial Due Diligence

- a) AWS will carry out a credit check on either (a) all new applicants who have not previously / recently held a Licence with AWS; and / or (b) where the total value of the services to be provided by AWS during the Licence term exceed £20,000; and / or (c) where the applicant has previously defaulted in paying sums due to AWS.
- b) In the event that the credit check / report states that the applicant has a low credit rating / score (i.e. below "normal"), then the Licensee acknowledges that AWS is entitled to request financial security which (at the applicant's option) shall either be:
 - i) An advance payment / security deposit equivalent to 4 months charges based upon the maximum discharge volume per month set out in Section B, in the event that the Licence was granted ("Deposit Sum"); or
 - ii) A parent company guarantee in the form specified by AWS, and from a parent company whose credit rating is acceptable to AWS taking into account the credit risk of the applicant.

(known as "Security")

- c) Where the application has been approved subject to the receipt of any Security being provided (i.e. cleared funds (where relevant) and or signed separate agreement), then (a) the Licence will not become valid and / or operational and or (b) and the Licensee shall not be entitled to discharge any Domestic Waste at AWS sites until such Security (in the required form) has been provided by the applicant. Such Security must be provided within 28 days of being notified of the outcome of the application by AWS. If such Security is not provided within this time, the applicant will be required to submit a new application if they still wish to use AWS's sites for the discharge of Domestic Waste.
- d) Where a Licensee currently provides Security to AWS, the requirement for Security will be reviewed upon any application to renew a Licence. Provided that (a) the applicant's credit rating has improved and is "normal" or above; and / or (b) the applicant can demonstrate that it has paid all sums due to AWS for the charges arising under the their Licence in accordance with AWS's standard payment terms for a minimum of 12 months; then AWS shall remove the requirement for the Security, and refund any sums held by it. To the extent that the Licensee subsequently defaults on payment, or their credit rating falls below an acceptable level, then AWS shall be entitled to require the Security set out above and / or shall be entitled to terminate the Licence forthwith on notice.

3) Licensee's obligations

- a) The Licensee shall in respect of the delivery and discharge of any Domestic Waste by it:
 - i) Bear all risk and responsibility for loss or damage to its own property howsoever arising from the delivery and discharge;
 - ii) Without prejudice to paragraph 3(a) above, indemnify and keep AWS indemnified in respect of any loss or damage suffered by AWS, whether directly or indirectly, as a result of or in connection with any delivery and / or discharge by the Licensee provided that any liability of the Licensee to AWS shall be reduced to the extent that AWS has itself been negligent.

- b) The Licensee shall hold and maintain for the duration of the Licence, public liability insurance to a minimum value of £2 million per event and will provide evidence of such cover upon request by AWS from time to time.

4) Charges and Invoicing

- a) Charges for discharging Domestic Waste are published by AWS in its annual Charges Scheme. In assessing the charges due and to be invoiced, all vehicles shall be deemed to be carrying and discharging full loads of Domestic Waste unless the Licensee uses the volumetric or weight based measurement system at the AWS site where the Domestic Waste is discharged, in which case, the Licensee will be charged on the basis of actual volumes delivered to site (1m³ of septic waste will be assumed to equal 1 tonne), as recorded by the relevant volumetric or weight based measurement system. For the avoidance of doubt, where there is either (i) no volumetric or weight based measurement system at the disposal site or (b) the volumetric or weight based measurement system is not operational (for any reason), or (c) the volumetric or weight based measurement system is not used by the Licensee, then the vehicle will be deemed to be carrying and discharging a full load of Domestic Waste. The "full load" shall be calculated based on the recorded capacity of that vehicle which was provided as part of Discharge Licence application.
- b) After the end of each calendar month, AWS will invoice the Licensee for all Domestic Waste disposed of at AWS sites in the previous month. All invoices are due for payment within 28 day of the date of the invoice unless otherwise agreed previously in writing with AWS. Interest at the rate of 8% per annum shall be payable in the event of late payment, and shall accrue on a daily basis until payment is made. AWS shall also be entitled to terminate the Licence in the event of non payment.

5) Licence Variation

- a) AWS reserves the right to modify, vary or add to the above conditions or amend the Procedure for Discharging Domestic Waste at AWS Site(s) to meet the requirements of any new legislation, the requirements of the Environment Agency, or short term operational needs at the specific AWS site. AWS accepts no responsibility for costs incurred by the Licensee as a result of these or any other charges, including without prejudice thereto, any changes in Licence volumes. AWS also reserves the right to remove the availability of a site from this Licence (on either a permanent or temporary basis) at any time on 7 days written notice where required due to operational or regulatory reasons. Shorter notice will be given where this is an operational emergency. Where such site is removed, the Applicant / Licensee shall no longer be entitled to discharge at that site and the volume of Domestic Waste associated with that site will be deemed to be removed from the Licence.
- b) Notwithstanding the foregoing, AWS reserves the right to modify, vary or add to the above conditions or amend the Procedure for Discharging Domestic Waste at AWS Site(s) at any time and for any reason on giving the Licensee at least 30 days written notice ("Notice Period"). In the event that the Licensee does not wish to accept the amendments, the Licensee can terminate the Licence at any time prior to the Notice Period expiring, after which time, the Licensee shall be deemed to have accepted the amendments

6) Termination of Licence

- a) AWS shall be entitled to revoke the Licence forthwith on written notice, in the event that the applicant / Licensee fail to comply with the terms of its Licence such as but without limitation, discharging excess volumes, using incorrect discharge points, discharging waste out of hours, using unauthorized vehicles, discharging unlicensed waste material. AWS may also take legal action (both civil and criminal proceedings) against the applicant / Licensee in respect of any illegal discharge offences
- b) Where any non licensed / illegal discharge of waste is made, then a charge of £50m³ will be payable, and notwithstanding such a charge, AWS shall be entitled to revoke the Licence forthwith on written notice;
- c) Upon termination or expiry (and non renewal) of any Licence, the Licensee shall be responsible for ensuring that all site keys, weighbridge fobs, ID cards, and any other property of AWS is returned to AWS within 14 days. The Licensee shall be liable for all losses and or costs incurred by AWS arising out of or in connection with a failure by the Licensee to return such property.

SECTION F: LIST OF CURRENTLY AVAILABLE ANGLIAN WATER DISPOSAL SITES

Site/Location of Water Recycling Centre (discharges to be made only at the designated named and marked locations at the site)	Town/City	Post Code	Form of Access ⁽¹⁾
Attleborough WRC	Attleborough	NR17 1AW	Key
Basildon WRC - Weighbridge	Basildon	SS13 1DB	Card
Bedford WRC - Weighbridge	Bedford	MK41 9RZ	Card
Broadholme WRC - Weighbridge	Irthlingborough	NN9 5RE	Card
Caister WRC - Flowmeter	Great Yarmouth	NR30 5TE	Key
Cambridge WRC - Weighbridge	Cambridge	CB4 4DL	Key
Canwick WRC (Lincoln) - Weighbridge	Lincoln	LN4 1EF	Key
Chalton WRC - Weighbridge	Luton	LU4 9UQ	Key
Cliff Quay WRC (Ipswich) - Weighbridge	Ipswich	IP3 0ET	Card
Corby WRC - Weighbridge	Corby	NN17 5UE	Card
Cotton Valley WRC (Milton Keynes) - Weighbridge	Milton Keynes	MK15 9PA	Card
Diss WRC	Diss	IP22 4JG	Key
Dunstable WRC - Weighbridge	Houghton Regis	LU6 3QP	Key
Flag Fen WRC (Peterborough) - Weighbridge	Peterborough	PE1 5QR	Card
Fornham WRC (Bury St Edmunds)	Bury St Edmunds	IP28 6JH	Key
Great Billing WRC - Weighbridge	Northampton	NN3 9BX	Card
Harwich & Dovercourt WRC - Weighbridge	Harwich	CO12 5HD	Key
Haverhill WRC	Haverhill	CB9 7UR	Key
Ingoldmells WRC - Weighbridge	Skegness	PE25 1JJ	Key
Kings Lynn WRC - Weighbridge	Kings Lynn	PE34 4BZ	Card
Leighton Linlade WRC	Leighton Buzzard	LU7 2TA	Key
Linton WRC	Linton	CB1 6NN	Key
Lowestoft WRC (Ness Point) - Flowmeter	Lowestoft	NR32 1UZ	Key
March WRC	March	PE15 0BU	Key
Marston WRC - Imports after 10.00 Mon to Fri Only - via booking	Grantham	NG32 2HX	Key
Pyewipe WRC - Flowmeter	Grimsby	DN31 2SY	Card
Saffron Walden WRC - Import hours 1230-1700 Mon to Fri only	Saffron Walden	CB10 1BT	Key
Sawston WRC	Sawston	CB2 4DG	Key
Spalding WRC	Spalding	PE11 2BB	Key
Stalham WRC - Flowmeter	Norwich	NR12 9LQ	Key
Sudbury WRC	Sudbury	CO10 1XR	Key
Tilbury WRC - Flowmeter	Tilbury	RM18 7NR	Card
Whitlingham WRC - Weighbridge	Norwich	NR14 8TZ	Card
Wymondham WRC	Wymondham	NR18 9EL	Key

⁽¹⁾ Where your licence application is approved, you will be issued with keys or swipe cards for the relevant sites. **A charge of £50 will be payable per key / card which is lost, damaged and or needs to be replaced.**

FOR ANGLIAN WATER INTERNAL USE ONLY
**TO BE COMPLETED BY ANGLIAN WATER upon receipt of the Application of a
Domestic Waste Discharge Licence**

Application for Domestic Waste Discharge Licence reviewed by:	
Date of Approval / Rejection:	
Decision relating to Application for Domestic Waste Discharge Licence: OPTIONS: <ol style="list-style-type: none"> 1. Application Approved 2. Application Approved subject to and pending Security to be provided by the Applicant 3. Application Rejected 	
Where the Application has been rejected (Option 3), reason(s) for rejection:	
Type of Licence :	Temporary <input type="checkbox"/> Full Year <input type="checkbox"/>
If temporary, confirm period of validity of licence:	_____
Signed by and on behalf of AWS:	