Waste Regulation Management System

Applying for a Waste Facility Licence or a Waste Transporter Registration guide

This quick reference guide provides instructions for applying for a waste facility licence or a waste transporter registration via the ACT Government's Waste Regulation Management System (WRMS).

Steps

- 1. Visit the <u>Waste transporters and facilities</u> page.
- 2. Select the Apply for a waste licence or registration button.

Apply for a waste licence or registration

3. The WRMS Waste Facilities and Transporters portal will display.



- 4. Select the Log in button.
- 5. From the **WRMS portal log in screen**, enter your username and password, then select the **Log in** button.



6. The Verify Your Identity screen will display.

Verify Your Identity				
You're trying to Log In to WRMS . To make sure your Salesforce account is secure, we have to verify your identity.				
Use the authenticator app on your mobile device to generate a verification code.				
Username: Verification Code				
Verify				

- Enter the verification code from the Salesforce Authenticator app in the Verification Code field. For information on how to do this, see the WRMS Registering a New Business quick reference guide.
- 8. You will be logged in to the WRMS Waste Facilities and Transporters portal.

		<u>ه</u>
	Home Manage v Request v	
	Waste Facilities and Transporters	
	Waste Licence &	
	Registration	
Privacy Policy		

9. From the Request menu, select Waste Licence Registration Application.

Request A
General Enquiry
Register New Business
Waste Licence Registration Application
Report Waste Activities
Add/Remove Business User

10. From the Please select the business you are representing field, select the name of the business.



- 11. From the **Application type** field, select either **Waste Facility Licence**, **Waste Transporter Registration** or, if your business is both a waste storage facility and a waste transporter, then select both options.
- 12. Select the Next

Next button.

13. The **Waste Category** screen will display.

• /	Application Detail
0,	Waste Category
• •	Waste Facility
• 1	Waste Transporter
• •	Next Steps
• •	Get your case number

14. If the business is both a waste storage facility and a waste transporter, both the Waste Facility and Waste Transporter sections of this screen must be completed. Otherwise, complete the section that is relevant to the business.

Estimated amount of total incoming waste (tonnes)		
0		
Select Category		
vailable	Selected	
Building and demolition materials	▲	
Metals	4	
Organics		
Paper and cardboard		
Plastics		
Class		
Do you stockpile or store waste at your facility?) Yes) No		
Do you stockpile or store waste at your facility?) Yes) No aste Transporter (Waste Category) Select Category		
Do you stockpile or store waste at your facility?) Yes) No aste Transporter (Waste Category) Select Category vailable	Selected	
Do you stockpile or store waste at your facility?) Yes) No aste Transporter (Waste Category) Select Category wailable Building and demolition materials	Selected	
Do you stockpile or store waste at your facility?) Yes) No aste Transporter (Waste Category) Select Category wailable Building and demolition materials Metals	Selected	
Do you stockpile or store waste at your facility?) Yes) No aste Transporter (Waste Category) Select Category wailable Building and demolition materials Metals Organics	Selected	
Do you stockpile or store waste at your facility?) Yes No aste Transporter (Waste Category) Select Category vailable Building and demolition materials Metals Organics Paper and cardboard	Selected	
Do you stockpile or store waste at your facility?) Yes No aste Transporter (Waste Category) Select Category wailable Building and demolition materials Metals Organics Paper and cardboard Plastics	Selected	
Do you stockpile or store waste at your facility? Yes No aste Transporter (Waste Category) Select Category vailable Building and demolition materials Metals Organics Paper and cardboard Plastics Class	Selected	

15. In the **Estimated amount of incoming waste (tonnes)** field, enter the estimated amount of waste material entering the facility annually.

- 16. Select a waste category from the **Available** field, then select the arrow 🕒 button.
- 17. The selected waste category will display in the **Selected** field.

Available		Selected
Building and demolition materials/Asphalt	►	Building and demolition materials/Bricks concrete pavers
Building and demolition materials/Plasterboard and cement s	•	Building and demolition materials/Ceramics tiles pottery
Building and demolition materials/Soil sand rock not contam		
Building and demolition materials/Rubble		

- 18. Repeat this process for all waste categories and waste sub-types that apply to the business.
- 19. Answer the **Do you stockpile or store waste at your facility?** question. If the answer is yes, enter the estimated amount of materials in tonnes.
- 20. Select the **Update my waste category** Update my waste category button. The **Summary** section at the top of the screen will update.
- 21. Select the **Next** button.
- 22. If the business is a waste facility, complete the fields on the **Waste Facility** screen. All questions with a red asterisk are mandatory. If the business is not a waste transporter, go to step 14.

Vaste Facility	
Is this unleased public land?	
) Yes 🔘 No	
Please enter the address:	
Do you hold the Crown Lease?	
) Yes 🔘 No	
Is this waste facility currently operational?	
) Yes 🔘 No	
Date of operation commencement	
	t
\prime Does this Waste Management Business hold any of the following for this waste facility:	
An Environmental Authorisation issued by the ACT EPA	
An approval under the Clinical Waste Act 1990	

23. Select the Next

Next button.

24. If the business is a waste transporter, complete the fields on the **Waste Transporter** screen. All questions with a red asterisk are mandatory.

Waste Transporter		
arphi Does this Waste Management	Business hold any of the following for	this waste transporter:
An Environmental Authorisation is	sued by the ACT EPA	
An approval under the Clinical Was	ste Act 1990	
imes Add your primary vehicle		
* Manufacturer	* Vehicle Model	* Registration Plate
* Vehicle Type	* Waste Load Capacity	* Year Of Manufacture



- 27. The application will be submitted. The application details and case number will be available via the **My Applications and Licences** option of the **Manage** menu.
- 28. Check your email inbox for further instructions.
- 29. For help or more information, contact TCCS.WasteRegulation@act.gov.au