

Waste Regulation Management System

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

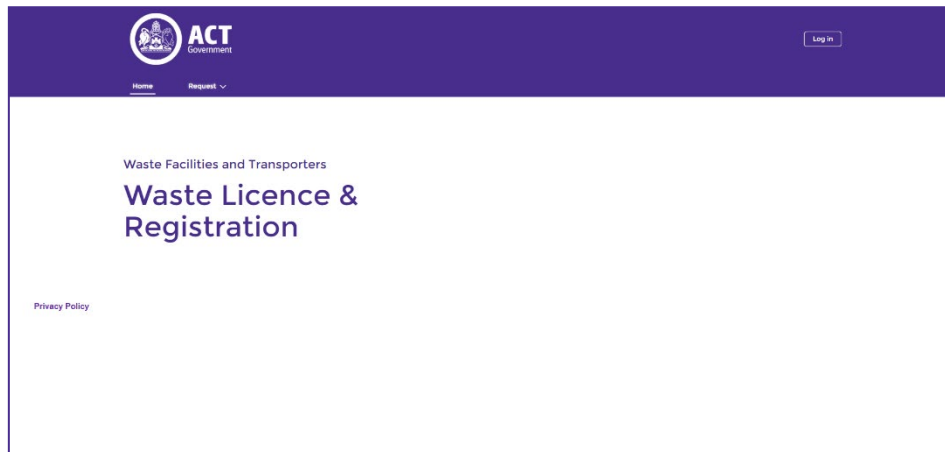
This quick reference guide provides instructions for applying for a waste facility licence or a waste transporter registration via the ACT Government's Waste Regulation Management System (WRMS).

Steps

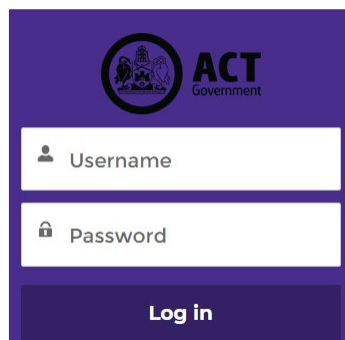
1. Visit the [Waste transporters and facilities](#) page.
2. Select the **Apply for a waste licence or registration** button.

Apply for a waste licence or registration

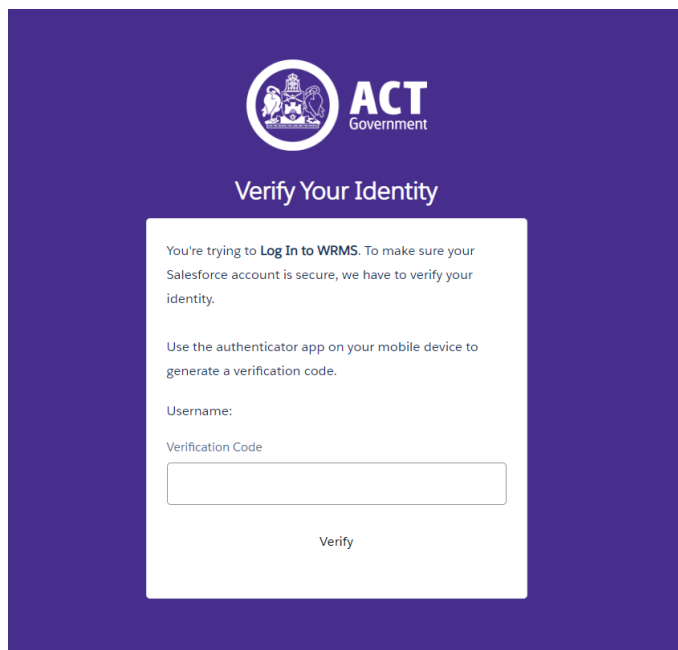
3. The **WRMS Waste Facilities and Transporters portal** will display.



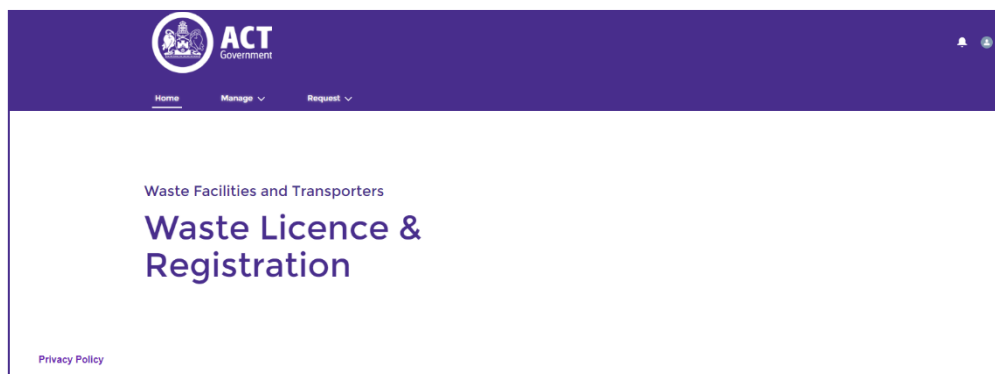
4. Select the **Log in** button.
5. From the **WRMS portal log in screen**, enter your username and password, then select the **Log in** button.

A screenshot of the log in screen for the WRMS portal. It features a dark blue header with the ACT Government logo. Below the header, there are two input fields: 'Username' with a person icon and 'Password' with a lock icon. At the bottom of the form is a dark blue button labeled 'Log in'.

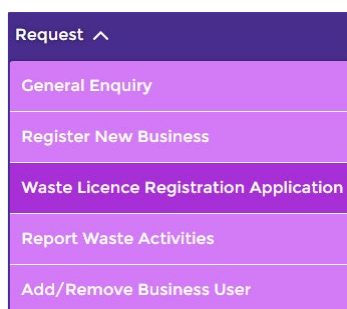
6. The **Verify Your Identity** screen will display.



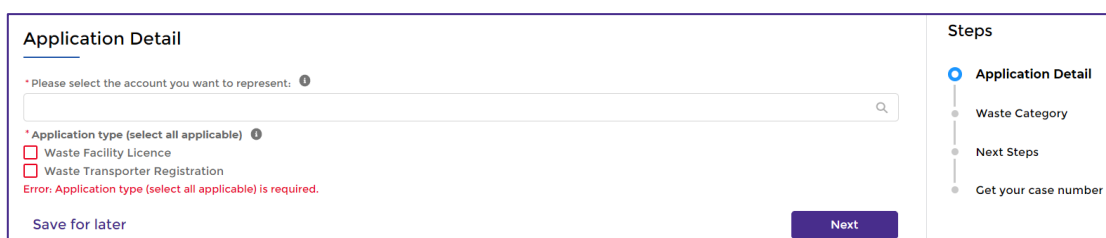
7. Enter the verification code from the **Salesforce Authenticator** app in the **Verification Code** field. For information on how to do this, see the **WRMS Registering a New Business quick reference guide**.
8. You will be logged in to the **WRMS Waste Facilities and Transporters portal**.

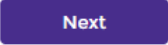


9. From the **Request** menu, select **Waste Licence Registration Application**.



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



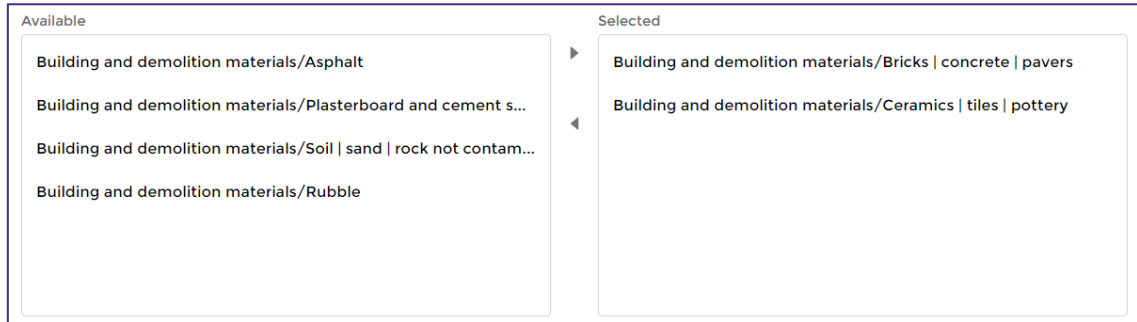
- From the **Application type** field, select either **Waste Facility Licence**, **Waste Transporter Registration** or, if your business is both a waste storage facility and a waste transporter, then select both options.
- Select the **Next**  button.
- The **Waste Category** screen will display.

- 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.

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

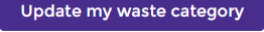
16. Select a waste category from the **Available** field, then select the arrow  button.

17. The selected waste category will display in the **Selected** field.



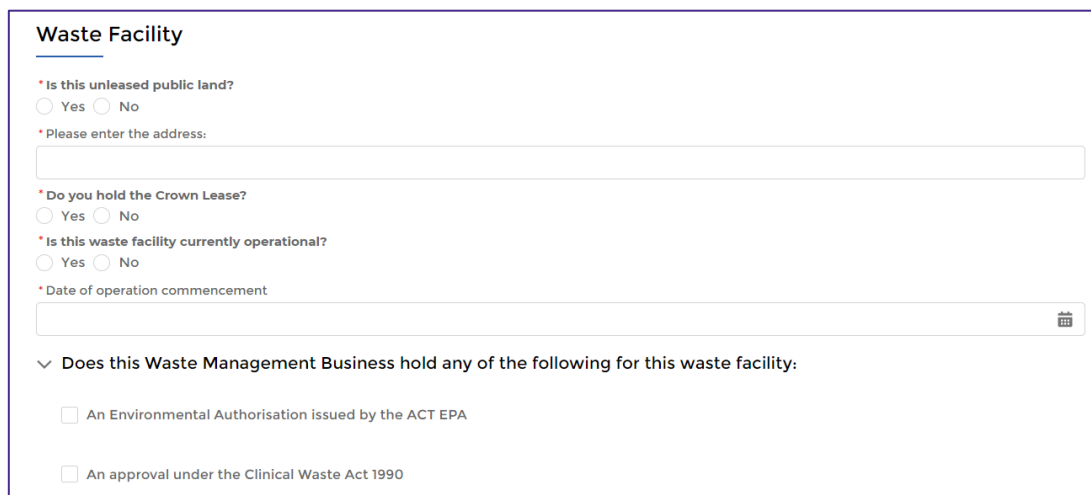
18. Repeat this process for all waste categories and waste sub-types that apply to the business.

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**  button. The **Summary** section at the top of the screen will update.

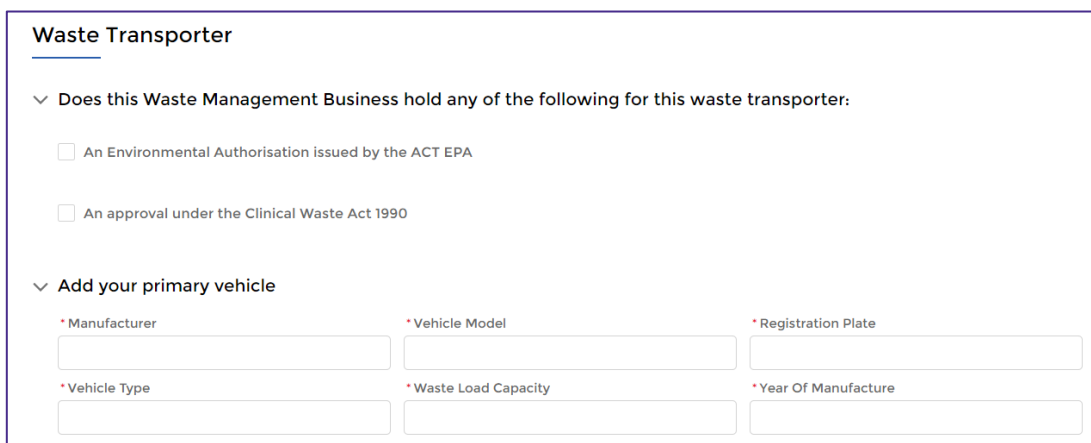
21. Select the **Next**  button.

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.



23. Select the **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.



25. Select the **Next**  button.

26. Select the **Submit**  button

Next Steps

Once your application has been submitted, you will receive an email. Please reply with any required supporting documentation attached.

[Save for later](#) [Previous](#) [Submit](#)

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