

Category of Licence Being Applied For

There are three types of licence available at Parkwood Road Recycling Estate namely:

- 1 Class A Recycler
- 2 Class B Recycler
- 3 Non-Recycler

The terms and conditions for each category are different – such as licence period, option for renewal, rental discounts available. Please read the attached information paper explaining the types of categories of licence available and if any doubt contact Property for advice.

Applicants can therefore seek to have a rent reduction if they are able to demonstrate that they are either actively recycling either targeted priority/problematic wastes or are able to meet set annual targets as set out below:

Class 'A' Recyclers are those who target priority or problematic wastes and are able to meet one of the weight or volumetric targets for diversion from landfill set out below. Class 'A' Recyclers will be eligible for a further rebate of 15% on top of the Class 'B' rate reduction (that is, a total of 40% rebate) **on production of documentation such as invoices, delivery weighbridge dockets, sales receipts or independent volume surveys or other approved documentation which adequately demonstrates they meet one of the targets below.**

Waste Stream	Annual weight diversion target	Annual volume diversion target
Mixed commercial and business wastes	2,000 t	4,000m3
Mixed construction and demolition waste	7,500 t	10,000 m3
Organics and food/kitchen waste	1,000 t	1,000 m3
Mixed skip waste	2,500 t	3,500 m3
Mixed trash pack waste	800 t	15,000m3 uncompactd
Wood and timber	2,500 t	4,000 m3
Other problematic wastes	500 t	To be negotiated

Class 'B' Recyclers are those businesses that are able to demonstrate that they will be accepting and reprocessing priority or problematic wastes for diversion from landfill. Class B Recyclers will receive a 25% rental reduction on the current market rent value.

Other innovative recycling proposals, not covered in the above waste stream classifications may be considered for classification as Class 'A' or Class 'B' Recyclers on application.

Priority Wastes:

- Mixed commercial and business wastes eg. office wastes, packaging and production waste.
- Mixed construction and demolition waste, eg. concrete, bricks, gyprock and timber.
- Organics and food/kitchen waste, eg. from green grocers and food outlets.
- Mixed skip waste, eg. home renovation waste, garden waste and soils.
- Mixed trash pack waste, eg. garden waste, timber and soils.
- Wood and timber, eg. from home renovations, builders and fences.

Problematic Wastes:

- Non-rigid plastics including expanded polystyrene and plastic films
- Computers
- Other electronic and electrical goods
- Tyres
- Mattresses
- Batteries
- Cooking Oil
- Paint

Applicants must specify which class of licence they are applying for:

Please indicate by circling one (only) of the following

- | | |
|----------------|-----|
| 1 Class A | Yes |
| 2 Class B | Yes |
| 3 Non-Recycler | Yes |

If applicants are not successful in applying for a Class A recycling rental reduction, they may still be eligible for a Class B recycling rental reduction if they are recycling an identified priority or problematic waste.

Suitable evidence of recycling activities must therefore be produced to Property to obtain the rental discounts which will commence on and from the first month after such evidence has been accepted as sufficient to qualify for the discounts.



Parkwood Road Recycling Estate (PRRE)

TENANCY APPLICATION FORM

Contact Details

Business Name: _____

Contact Person (Name): _____ Phone: () _____ Mobile: _____

Postal Address: _____

Email Address: _____ Fax number: () _____

Property Group (Property) of the ACT Department of Territory and Municipal Services (TAMS) invites applications to licence land at Parkwood Road Recycling Estate (PRRE) at West Belconnen for the purpose of conducting recycling and resource recovery activities.

Parkwood supports the Government's 'No Waste' objective. Your application must demonstrate how it intends to minimise the generation of waste, recycle or dispose of any residual waste.

Property will also accept applications for activities other than recycling or resource recovery however priority is given to recycling and resource recovery applications. Non recycling activities will be for shorter periods of time, granted at market rent without attracting recycling discounts, and may be terminated on three months notice should the site be required for recycling purposes.

All enquiries about **applying for a licence** should be directed to Property as follows:

Phone: (02) 6205 6546

Postal: PO Box 223 Civic Square Canberra ACT 2608

Office: 35 Sandford Street, Mitchell ACT 2911 (8.30am-5.00pm Monday-Friday)

Lodging your application: Applications can be posted, faxed, lodged personally at the above address or emailed to inquiry.property@act.gov.au.

A copy of Property's *Quality of Service Charter* is attached for your information.

Enquiries to **discuss recycling or recovery activities** which may comply with recycling or recovery policies at Parkwood and possibly qualify for preferential rental rates and longer licence periods, should be made to Michael Cameron at ACT NOWaste on (02) 6207 6256 or email at michael.cameron@act.gov.au.

Details of approved and indicative recycling activities are contained on following pages.

Privacy Statement

S.43 of the *Land Title Act 1925* (LTA) authorises the Registrar-General to collect the information required by this form for the establishment and maintenance of the Land Titles Register. S.65-67 LTA requires that the Register be made available to any person for search, upon payment of a fee. The information is regularly provided to various ACT Government agencies, including the ACT Department of Territory and Municipal Services, ACT Planning and Land Authority (ACTPLA), ACT Treasury, Canberra Connect and ActewAGL for conveyancing, municipal account, administration, statistical and valuation purposes. ACTPLA and agencies within the ACT Department of Territory and Municipal Services may also use the information supplied to prepare and sell property sales reports to commercial organisations concerned with the development, sales or marketing of land.

Applicant Details

Full registered business name: _____

ABN: _____ or TFN: _____

ACN: _____

Registered business address: _____

Nature of business: _____

Are you an existing Parkwood Tenant? Yes No

Summary of recycling or recovery business or proposal: _____

Desired period of time:

Preferred starting date (approx): _____ Expected duration (years): _____

Preference (if any) for location within PRRE: _____

Are there any site/physical location issues in relation to compatibility with existing businesses at PRRE:

What business and environmental approvals will be needed to conduct the proposed activities at PRRE:

Any other relevant matters to advise Property about in support of this application:

Business Description

Type of business – provide full details of the financial capacity of the business and include employment potential

Experience in Proposed Field

Collective personal/staff experience in this or related areas

Quantity/Value of Materials to be Recovered

Yearly tonnage and value or added value of tonnes to be processed

Products/Services/Markets

Products produced, proposed services, and real or potential markets

Innovation

Is the business similar to others on ACT land? In what way is the business innovative?

Potential Impacts

Is the processing technique or material(s) hazardous to workers or the environment? Consider all physical and other hazards such as stability, flammability, toxicity etc to determine their potential impact on occupational health, safety and the environment.

Waste Generation & Disposal

Please explain how wastes will be minimised, recycled or disposed. (Note the requirements of the ACT No Waste strategy and submit an attachment if necessary)

Land Requirement

Land size requested. – demonstrate need. Attach a layout of the proposed site and its use.

Signature of applicant

Date

(Please ensure to complete the application in full. Incomplete applications may be returned for further information. Attach supporting information if insufficient space above)