

**Application Form for Inclusion onto the
List of Recycler for Construction and Demolition (C&D) Materials**

Type of Application: : New Application Renewal

Company Name (the Applicant) : _____

Company Address : _____

BR Certificate No. : _____

Contact Person : Mr Ms Mrs _____

Tel. No. : _____

Email Address : _____

Website : _____

Address of Recycling Plant : _____

Materials to be Recycled : _____

Description of Recycling Process : _____

Outlet(s) of Processed Materials : _____

(Please add supplementary sheets if the space provided is not sufficient)

Details of the C&D Materials Collected in Past 12 Months

Duration	From ____ / ____ / ____ To ____ / ____ / ____ (totally 12 months) DD MM YYYY DD MM YYYY				
Key locations (with address) where the recycled C&D materials were used	(1)				
	(2)				
	(3)				
	(4)				
Major C&D material types	Type 1	Type 2 (if any)	Type 3 (if any)	Type 4 (if any)	Total
Name					
Weight (metric tonnes)					(A)
Weight of all C&D materials received by the recycling plant (metric tonnes)	(B)		Weight of waste disposed of at designated waste disposal facilities (metric tonnes)	(C)	
Note : (B)=(A)+(C)					

Supplementary Information:

Please submit the following supplementary information/documents along with the Application Form:

- ♦ Valid Business Registration Certificate (unless the Applicant satisfies the exemption conditions set out in the “Business Registration Ordinance” (Cap. 310));
- ♦ Certificate of Incorporation (if the Applicant is limited company);
- ♦ Land Lot No. and Current Town Plan Zoning of the site of the Recycling Facility;
- ♦ Lease or Tenancy Agreement or other contractual documents for setting up the Recycling Facility at the site;
- ♦ All applicable valid licence(s) and permit(s) issued under legislations of Hong Kong for operating the Recycling Facility specified in the Application Form;

- ♦ Layout plan(s) and photographs of the processing facility and the application of the closed circuit television (CCTV) system;
- ♦ Flow diagram(s) of various processing/recycling process(es) (with indication of the type(s) of C&D materials to be processed, final product(s) and waste(s) generated);
- ♦ Certificate together with a related audit report issued by a credible independent checker within 6 months prior to the application that the operation of the plant is capable of producing the proposed recycling products and all sorted wastes will be disposed of at designated waste disposal facilities properly;
- ♦ Tabulated records of the monthly quantities of C&D materials received, processed and delivered in the past 3 months; and
- ♦ Pollution control and monitoring measures adopted by the applicant in respect of potential air and water pollutants, wastes and noise generated in the Recycling Facility, and environmental impacts assessment arrangements (where applicable).

Upon receiving the above, the Environmental Protection Department (EPD) or other relevant departments may request further information/documents from the Applicant for processing the application.

Disclaimers:

1. Submission of the Application Form, and all other information/ documents concerning the application as the EPD or other relevant departments may request from time to time, only serve to initiate and facilitate the consideration of the application for inclusion in the List.
2. It **SHALL BE** the responsibility of the Applicant to demonstrate to the EPD his compliance with all the requirements for inclusion in the List of Recycler for C&D Materials (the Requirements) as set out by the EPD or as amended by the EPD from time to time. The latest version of the Requirements are given in the website assessible at: https://www.wastereduction.gov.hk/en/workplace/index_lookforlistedrecyclers.htm.
3. The Applicant will receive a confirmation in writing if his application is successful. The Applicant **SHALL NOT** interpret that his application is successful after submitting the Application Form, and/or other information requested by the EPD.
4. By submitting the Application Form, the Applicant is deemed to have agreed the EPD to publish his information relevant to his status on the List of Recyclers for C&D Materials if the application is successful.
5. The EPD will **NOT** process any Application Form that is not duly signed and completed.

6. To ensure that the List of Recyclers for C&D Materials is up-to-date, successful Applicant(s) are required to submit updated information to the Authority within 7 working days once there is any update for verification.
7. The EPD reserves rights to revoke the status of any successful Applicant if he fails to demonstrate his compliance with the Requirements.
8. The EPD **SHALL NOT** be liable for any cost(s), loss(es) or claim(s) that the Applicant might incur/encounter during the application process and/or under any circumstances.

Acknowledgement:

- I / we have read the above disclaimers before submitting the Application Form, and fully acknowledge and accept the contents therein.

Name (full name in block letters): _____

Signature: _____

Post: _____

Date: _____

On behalf of

Company name: _____

Company chop: _____

Date: _____

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided in this form will be used by Environmental Protection Department for one or more of the following purposes: (a) activities relating to the processing of the application given in this form; (b) for internal uses, including but not limited to research and statistical purposes; (c) communication between Environmental Protection Department and the Applicant; and (d) handling activities relating to waste management matters.
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to (a) other government bureaux and departments, and any other organisations for the purposes mentioned in paragraph 1 above, and (b) other persons as permitted by the relevant legislation.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Senior Environmental Protection Officer (Knowledge Management)

Environmental Protection Department 33/F, Revenue Tower, 5 Gloucester Road,
Wanchai, Hong Kong

Tel: 2838 3111 Fax: 2838 3111

The Privacy Policy Statement of Environmental Protection Department can be found at <http://www.epd.gov.hk/epd/english/environmentinhk/notices/privacypolicy.html>.