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ANNEX 1A

GENERAL GUIDELINES FOR LICENCE APPLICATION TO OWN/OPERATE A WASTE TREATMENT OR DISPOSAL SITE

Guidance Notes to applicants on completing the application form.

- **Name and address of applicant:** - name of applicant should be the name of the legal entity under which the license will be issued. Give the postal, email, telephone, fax, website and physical address. Also include name of contact person who should be someone legally authorised to speak on behalf of the company and a person who can access the company records at all times.
- **Personal Identification Number** – to include PIN and I.D. (attach copy to each application). Firms should give Certificate of Registration and attach copies
- **Location and district of plant/site** – Include district / location, L.R. number, street. Survey of Kenya grid referenced A4 site plan and location plan for the site that represents the extent of the installation covered by this license application should be included.
- **Approval of town/country planning Authority** - indicate the local authority under which you are licensed with full details of the license.
- **Types of waste to be disposed of at plant/site** – state whether hazardous, domestic, industrial, biomedical
- **Quantity being disposed off/per annum (tonnes/kg** – give estimated annual amounts in tonnes or kgs
- **Type of facilities/treatment to be carried on at plant/site-** fill in where appropriate as given in the application form. Others indicate if transfer station, recycling facility etc
- **Estimated life span of plant/site** – if landfill indicate the expected life time to fill and decommission
- **Proposed hectarage/area of plant/site (include plan or designs)** – attach engineering and architectural designs where appropriate. Attach sketch and boundary description
- **Executive summary of environmental impact statement (please attach)**
- **Is Application for:** ☐ Initial license ☐ Renewal
- **Previous License Number** – applicable in subsequent years
- **E.I.A. License Number** - attach copy of EIA certificate
- **Any other information** – for existing facilities indicate Environmental Audit reference number
- **Signature** – should be legally authorized signatory
- **Designation/title** - Indicate position if signing on behalf of the company, if Partnership include names of partners and trading name: if Sole trader – indicate whether self or delegated.

ANNEX 1B
GENERAL GUIDELINES FOR TRACKING DOCUMENT

Guidance Notes to applicants on completing the tracking document

- *A copy of the tracking document is attached with the application pack and may also be accessed from NEMAs website*
- *Applicants will insert the Company logo and avail a sample to NEMA for approval during submission of transport licence application.*
- *To be completed in triplicate: a copy for waste generator, copy for transporter and a copy for operator of the disposal facility*
- ***Section A and B** to be filled by transporter after loading the waste and before start of the journey to licensed disposal site*
- ***Section C** to be filled, signed and stamped by the Operator of the disposal facility after receiving and ascertaining that the waste description given in section B is correct*

Section A: Transporter

- *Serial No.* – Each tracking document to have a serial number starting with **001**
(Note. Number should never be repeated)
- *Registered Name of Transporter* – As per licence
- *Usual Municipality/District of operation* – As per licence
- *License number.* – As per waste transportation licence issued by NEMA
- *Issuing Authority* – NEMA

Section B: Description of the Waste

- *Area collected* - As per licence
- *Type of Waste* - As per licence, Indicate whether hazardous, municipal, domestic, biomedical, industrial etc
- *Description and physical nature of waste* –indicate whether waste is solid or liquid. If solid waste state whether paper, plastic, glass, garbage, hospital sharps etc
- *Quantity/size of waste* – Give the amount of waste being transported in Kgs (tones) or liters
- *Number of containers* – Applicable to waste transported in containers

Director General

National Environment Management Authority

PROPONENTS GUIDE

ANNEX 1C

ADDITIONAL INFORMATION REQUIRED FOR APPLICATION FOR WASTE MANAGEMENT LICENCES

ITEM	ACTIVITY/FACILITY TO BE LICENCED					
	TRANSPORT ATION	LANDFIL L	INCINERATION	COMPOSTING	RECYCLING	TRANSBOUNDARY MOVEMENT
1. Fees paid	X	X	X	X	X	X
2. ID/PIN number	X	X	X	X	X	X
3. Land registration number		X	X	X	X	
4. Site plan		X	X	X	X	
5. Conceptual model of the site		X				
6. Engineering design of the site		X	X	X	X	
7. Details on securing site		X		X	X	
8. Proposed controls for handling emissions		X	X	X	X	
9. Proposed methods for nuisance control		X	X	X	X	
10. Details of measures to control fire		X	X	X	X	
11. Accidents and emergency procedure	X	X	X	X	X	X
12. List of equipment to be used on site		X	X	X	X	
13. Equipment maintenance programme		X	X	X	X	
14. Environmental monitoring plan		X	X	X	X	X
15. Proof of technical competence of the operator		X	X	X	X	X
16. Details of any environmental management system in place	X	X	X	X	X	X
17. Health and safety procedures and equipment	X	X	X	X	X	X
18. Evidence of financial provision		X	X		X	X
19. Operating temperature range			X			
20. Residence time of waste			X	X	X	
20. Method to be used to dispose off ash			X			
21. Proposed final use of product				X	X	
22. Details on the proposed quality standard of the product				X	X	

23. Detail(s) of any relevant conviction of the operator(s)	X	X	X	X	X	X
24.Geographical area covered by the operator	X					X
25.Capacity of each vehicle used to carry waste	X					X
26.Certification from the relevant agency that the vehicles are appropriate for the waste carried	X					X
27.A tracking document to be used for waste movements	X					X
28.Confirmation that vehicles are labeled appropriately	X					X
29.Proof that the vehicles are insured to carry waste	X					X