



**APPLICATION FORM TO OPERATE AN
EXTENDED PRODUCER RESPONSIBILITY
ORGANISATION FOR PACKAGING**

Your application shall be **accompanied** by:

The **documents and information** requested in Section 2 including:

- **work plan** of how you intend to fulfil your obligations, according to the Terms of References set by the Authority *as listed in this same application*.

A non-refundable fee of €500 for packaging.

Should you require assistance in completing your application please contact us on:

Phone: 2292 3500

Email: epr.permitting@era.org.mt

1. Details of Applicant *[Please complete in BLOCK letters]*

**Name of Proposed Producer
Responsibility Organisation**

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FULL Name of Applicant as Operator.
**[If a partnership, the names of all the
partners are to be indicated]**

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I.D. Card or Passport No. of Applicant

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**Name of Company on behalf of which
the Application is being made**
*[if applicable, the name of applicant above
should be the legal representative who would
be the authorised signatory]*

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Details of registered office of operator or the main place of business of the operator(s)

*Address (Door number/Building
Name & Street):*

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Locality & Postcode:

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Country:

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Phone/Mobile number:

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E-mail Address:

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VAT Number

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Company Registration Number
[if applicable]

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2. Requested Documents and Terms of Reference to be submitted by an applicant to operate a Producer Responsibility Organisation as part of the Work Plan

Kindly submit the following documents together with the application form

A copy of the Memorandum and Articles of Association.
A copy of the Certificate of Registration issued by the Registry of Companies, where applicable.
A business and financial plan in relation to the proposed Producer Responsibility Organisation.
Quality Control and Quality Assurance measures to be adopted by the producer responsibility organization.
Administrative measures to be adopted and in place to ensure effective control of the process.
A copy of the rules of membership of the Producer Responsibility Organisation together with details of the membership fee structure.
Proposals for the certification of producers who will make use of the proposed Producer Responsibility Organisation as per regulation 16 of S.L.549.43.
A work plan providing the following:
<ul style="list-style-type: none"> - Description of the type of packaging waste to be handled and incorporated in the Producer Responsibility Organisation.
<ul style="list-style-type: none"> - Provide an estimation of the projected quantities and weights of packaging waste to be collected and treated by the Organisation specifically relating to transport packaging and, or refillable gas cylinders to be handled by the Producer Responsibility Organisation.
<ul style="list-style-type: none"> - Annual packaging waste recycling targets, including material specific recycling targets, to be achieved by the proposed Producer Responsibility Organisation.
<ul style="list-style-type: none"> - Details of any system to be adopted in order to ensure the return of transport packaging and, or refillable gas cylinders by end-users.
<ul style="list-style-type: none"> - Details of the proposed system to be adopted in order to ensure the provision of recycling points to Local Councils for the separate collection, by categories, of municipal packaging waste generated according to the quota stipulated in regulation 10(2) of the Waste Regulations, as well as their maintenance and timely collection and transfer of such packaging waste to the waste management undertaking(s) engaged by the Producer Responsibility Organisation.
<ul style="list-style-type: none"> - Description of the proposed system which will provide for the acceptance, at no net cost to the end-user segregation, storage and transportation of the packaging waste arising from transport packaging and, or refillable gas cylinders.
<ul style="list-style-type: none"> - Information on the waste management undertakings that would be required for the Producer Responsibility Organisation to operate, including a list of all the waste management undertakings in compliance with regulations 19 to 24 of S.L. 549.63 – the Waste Regulations which shall be used.
<ul style="list-style-type: none"> - Provide information on the waste recycling targets to be achieved by the Organisation and a proposal on how the levels of recycling of the waste generated will be determined and verified, including estimations and assumptions to be made in this process.

- Proposals of how the information under the provisions of these regulations will be compiled and made available to the Competent Authority.
- Public awareness campaigns to be carried out by the proposed Producer Responsibility Organisation for all categories of packaging.
- Indicate the projected date of commencement for the operations of the Organisation.
- Provide a detailed description of the record keeping and reporting procedures to be adopted within the Producer Responsibility Organisation, particularly on how the information will be compiled and made available to the Competent Authority.
- Description of the agreement between the Organisation and its members, including details of the responsibilities which the Organisation intends to respect on behalf of the producers.
- Details on the qualifications, experience and technical competence of the staff to be employed by the Organisation as well as information on whether any professional or technical training is to be provided or undertaken by the operator of the Organisation.
- Any other relevant information as required by these regulations or as requested by the Competent Authority.

3. General Requirements

- The Work Plan should be considered as a ‘living document’ since it may need to be reviewed and amended by the Organisation from time to time.
 - The information given in the Work Plan must be clear and unambiguous.
 - Each page of the Work Plan must be numbered and uniquely identified by date and/or version number. Each section of the Work Plan should be arranged and numbered in sequence, according to **Section 2** above.
 - Each document needs to be authenticated by an original signature in **BLUE**. The Work Plan must be duly signed by the Contact Person.
 - The Work Plan must make specific reference to the relevant national Legislation under which the Applicant would like to operate a Producer Responsibility Organisation, mainly Subsidiary Legislation 549.43 – the Waste Management (Packaging and Packaging Waste) Regulations.
 - The Work Plan must abide also with Subsidiary Legislation 549.63 – the Waste Regulations, and the *Long Term Waste Management Plan 2021-2030*.
 - The Work Plan may also contain any other information, which the applicant deems necessary to include and which is not listed above.
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Declaration Statement

By signing this form, you confirm that you are giving your explicit consent, in terms of the Data Protection Act, on behalf of yourself and all the other persons specified in this form for the Authority to process your respective personal information.

It is an offence if you deliberately give false or misleading information. You may be liable to prosecution. The application must be signed by the Applicant/Contact Person.

I declare that the information in this application form and in the work plan is true to the best of my knowledge and belief.

I understand that application may be refused if I give false or incomplete information.

I agree to inform the Environment and Resources Authority of any changes to the information given, in writing and duly signed, while my application is being considered.

Name & Surname	Signature of Applicant	Date (DD/MM/YYYY)
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Complete forms are to be handed in or sent by post to:

**Environment &
Resources Authority,
Hexagon House,
Spencer Hill, Marsa,
MRS 1441**

For Office Use Only

Date Stamp

Application Status:

Accepted Refused

DATA PROTECTION ACT, 2021

The Environment & Resources Authority will process any personal and/or sensitive data supplied in this application for all or any of the following:

1. Preventing, detecting and/or prosecuting fraud and any other criminal activity which the Authority is bound to report and/or act upon whilst meeting any other specific legal or regulatory obligations;
2. Establishing, exercising or defending any legal action;
3. Internal management, research and statistics, systems administration, the development and improvement of our services;
4. The protection and promotion of our legitimate interests and the proper conduct of our obligations arising under any law or statutory instrument; and
5. To make public the necessary information as specified in the relevant law and/or instrument. Relevant data will be disclosed or shared as appropriate with all our employees and with other third parties if pertinent to any of the purposes listed above.