

Certificate of Registration (CoR) – Application Checklist (2025)

Prepared by Glan Consulting – www.glanconsulting.com

This checklist is designed to help operators prepare for a new or renewed Certificate of Registration (CoR) application with their local authority. It ensures all necessary information and documents are ready for a fast, compliant submission.

1. Applicant & Site Information

- Registered company name and site address
- CRO number and tax clearance certificate (if applicable)
- Primary contact details (name, phone, email)
- Description of the site and activities to be carried out

2. Activity & Eligibility Details

- Confirm activity type fits within CoR schedule thresholds
- Provide list of European Waste Catalogue (EWC) codes
- Outline quantities of waste to be accepted or processed
- Include summary of operations (e.g., sorting, storage, treatment)

3. Technical & Environmental Information

- Site layout map showing boundaries, access, and storage areas
- Drainage layout or surface water management description
- Procedures for preventing pollution, dust, noise, and odour
- Emergency response and spill management plan

4. Health, Safety & Management

- Health & Safety Statement and Risk Assessments (RAMS)
- Staff training records or waste handling competency evidence
- Record-keeping and inspection log templates
- Complaint handling procedure

5. Supporting Evidence

- Public liability and employer's insurance certificates
- Land ownership or lease agreement for the site
- Photographs of site infrastructure and storage areas
- Proof of access to licensed waste facilities (letters or contracts)

6. Application Submission

- Completed CoR application form (local authority version)

- Fee payment confirmation and reference number
- Signed declaration by responsible person
- Copies of all documents retained for your records

Once all documentation is prepared, Glan Consulting will manage your submission, coordinate with the local authority, and ensure your CoR is processed efficiently. For support, contact ciaran@glanconsulting.com or call +353 (0)86 375 1816.