

Waste Collection Permit (WCP) – Application Starter Checklist (2025)

Prepared by Glan Consulting – www.glanconsulting.com

This checklist is designed to help hauliers, skip hire businesses, and contractors prepare for a new, renewed, or amended Waste Collection Permit (WCP) submission through the National Waste Collection Permit Office (NWCPO). Gather the documents and details below before your consultation with Glan Consulting.

1. Company & Contact Details

- Registered company name and address
- Company registration number (CRO)
- Tax clearance certificate (if applicable)
- Primary contact name, phone number, and email

2. Operational Details

- Counties where collection activities will occur
- Waste types and European Waste Catalogue (EWC) codes
- Details of contractors, brokers, or facilities receiving waste
- Site/facility information (if linked to a WFP or CoR)

3. Vehicle Information

- Vehicle registration numbers and descriptions
- Proof of ownership or hire/lease agreements
- Valid roadworthiness/NCT certificates
- Vehicle insurance documents including waste carriage

4. Environmental & Safety Documentation

- Health & Safety Statement
- Risk Assessment and Method Statement (RAMS)
- Waste handling and segregation procedures
- Spillage response and environmental control procedures

5. Supporting Evidence

- Insurance certificate (public, employer, and environmental liability)
- Relevant contracts or letters of acceptance from waste facilities
- Site maps (if applicable)
- Proof of competency or training for waste handling

6. Application & Submission

- Completed application form on NWCPO portal
- Correct fee payment and reference confirmation
- Signed declaration forms
- Copy of all uploaded documents retained for your records

Once your documentation is gathered, Glan Consulting will review and manage the full submission process including pre-application liaison with the NWCPO, document upload, and query response. For expert support, contact ciaran@glanconsulting.com or call +353 (0)86 375 1816.