

INSTRUCTIONS: APPLICATION TO ENTER AN ACTIVITY IN THE WASTE MANAGEMENT REGISTER –

COUNTRIES OTHER THAN FINLAND

Obligation to apply for an activity to be entered in the waste management register

- Waste Act (646/2011), sections 94, 95, 96, 97, 98, 99
- Government Decree on Waste (978/2021), section 45 (hereinafter 'Waste Decree')

The application is submitted to the Centre for Economic Development, Transport and the Environment for Southeast Finland, kirjaamo.kaakkois-suomi@ely-keskus.fi.
Inquiries: jatehuoltorekisteri.kaakkois-suomi@ely-keskus.fi.

The application must be in Finnish, Swedish or English. For all appended certificates, a translation to Finnish, Swedish or English by a certified translator or another reliable provider must be submitted.

NEW ACTIVITY

Under section 94 of the Waste Act, anyone intending to engage in waste transport or brokering on a professional basis must submit an application for approval of activity in a waste management register maintained by the Centre for Economic Development, Transport and the Environment.

CHANGE IN ACTIVITY

The Centre for Economic Development, Transport and the Environment for Southeast Finland must be immediately notified of any material changes to or the cessation of the activity entered in the waste management register, and a new application must be submitted when required. In this case, the Centre for Economic Development, Transport and the Environment for Southeast Finland issues a new decision on the changes to the activity.

VERIFYING INFORMATION

For supervisory purposes, the Centre for Economic Development, Transport and the Environment for Southeast Finland sends a copy of the information entered in the waste management register to the operator for verification during the calendar year in which three years have passed from the date the operator's activity was registered or from the date the latest changes were registered pursuant to section 98 of the Waste Act. The operator must respond to the request to verify the information and notify the authority of any changes to the information within the reasonable deadline set in the request.

CESSATION OF ACTIVITY

The operator must immediately inform the Centre for Economic Development, Transport and the Environment for Southeast Finland on the cessation of an activity entered in the waste management register.

DECISION AND WASTE MANAGEMENT REGISTRY EXTRACT PROVIDED ON APPLICATION

The activity is entered in the waste management register if the following are met:

1. The activity is carried out professionally, and the vehicles and equipment used are technologically appropriate for the activity;

2. The operator has not evidently neglected the provisions of the Waste Act in its business activities within the current calendar year or the three years preceding it, and the activities do not cause danger or harm to human health or the environment;
3. The waste broker is established in Finland or another EEA country;
4. The waste transporter established in another EEA country has a Community licence; The waste transporter established outside the EEA has an International Transport Forum transport licence within the meaning of section 20 of the Act on Transport Services (320/2017) or a transport licence based on a bilateral treaty of Finland.
5. If the operator is not subject to the transport licence requirement of (4) above, and the operator is established outside the EEA, the operator must also demonstrate its reliability. Reliability is demonstrated with a certificate indicating the following:

The operator

- 1) has not repeatedly or materially neglected any registration, notification or payment obligations related to statutory pension, accident insurance or unemployment insurance contributions, or fees charged by the Finnish Customs within the current calendar year or the three years preceding it;
- 2) does not have any debt deemed significant in relation to the operator's ability to pay that is subject to enforcement or debt that has been returned by the National Enforcement Authority of Finland due to an impediment for a lack of means;
- 3) has not been declared bankrupt.

Reliability is demonstrated with a registry extract, a similar certificate or another generally approved method in accordance with the legislation of the operator's country of establishment.

The Centre for Economic Development, Transport and the Environment for Southeast Finland will provide a waste management decision on the matter on application. All relevant details on the activity specified in the application and instructions related to the activity are included in the decision. The decision may include provisions on complying with the requirements for entry into the waste management register, the records to be kept on the waste, the obligation to provide relevant information to the authorities, and other measures required to enable supervision of the activity. The decision is provided in Finnish or Swedish. If necessary, a translation to English is provided for the operator.

The Centre for Economic Development, Transport and the Environment for Southeast Finland enters the request and the key details of the decision in the waste management register. An operator whose activities are entered in the register is provided with an extract that must be kept available during the waste transport. The extract must be presented to the supervisory authorities and the police on request.

The activity may not be started before the Centre for Economic Development, Transport and the Environment for Southeast Finland has entered the activity in the waste management register.

An administrative fee is charged for processing the application. The fee is based on the Government Decree on criteria for charges payable to the Centres for Economic Development, Transport and the Environment. The amount of the fee is decided annually.

ADDITIONAL INFORMATION AND SUBMITTING THE APPLICATION

The Centre for Economic Development, Transport and the Environment for Southeast Finland (jatehuoltorekisteri.kaakkois-suomi@ely-keskus.fi) provides more information on the application for entry into the waste management register. The appropriately completed application form and its

appendices are delivered to the Centre for Economic Development, Transport and the Environment for Southeast Finland for processing (kirjaamo.kaakkois-suomi@ely-keskus.fi).

Instructions for completing the application form

- **Details on the relevant activity**
- **Waste transporter:** A party transporting waste.
- **Waste broker:** A party engaged in business activity that includes buying or selling or brokering waste and waste management services on behalf of others, including brokers that do not take physical possession of the waste.

Tick the box next to appropriate option:

- New activity if you are starting one.
- Change in activity if you are notifying changes to previously registered activity.
- Verifying information if you are verifying information entered in the waste management register on your own initiative or as a response to a request to verify information by the Centre for Economic Affairs, Transport and the Environment.
- Cessation of activity if you are ceasing the activity; in this case, fill in the operator details, company identifier, date and signature.
- Please note that if waste in the possession of a waste broker is transported by an operator other than the broker, the transport activity of all related transporters must be separately entered in the waste management register.

OPERATOR DETAILS

The entered operator name and VAT-number.

INVOICING DETAILS

Address for an e-invoice, a paper invoice or an email invoice.

DETAILS ON ACTIVITIES IN FINLAND

- **Activity start/change date:** enter the date on which the activity is started or the changes enter into force.
- **Transport licence details:** enter the details of valid transport licences, such as the granting authority, licence number and validity period. If you are an operator established in an EEA country, enter the details of your Community licence. If you are not established in an EEA country, enter the details of your International Transport Forum transport licence or a transport licence granted based on a bilateral treaty to which Finland is a party. If necessary, provide additional information in an appendix. Append copies of all relevant transport licences to the application. If you are established outside the EEA and do not have a valid transport licence at the time you submit the application, you must have a valid licence when you arrive in Finland.
- **Primary area of operation:** Only one area can be selected as the primary area of operation. If the activity is related to the whole of Finland, select 'Whole country' as the primary area.
- **Other areas of operation:** Select the areas on which the activity is carried out in addition to the primary area of operation. You may choose several other areas of operation.

- A list (in Finnish) of Finnish municipalities and the ELY Centres responsible for each municipality can be found at ely-keskus.fi/Kuntaluettelo.
- **Waste transport equipment:** Enter the numbers of vehicles, transport equipment and towed transport equipment. More detailed descriptions on some of the types can be found below. Provide any necessary additional information by entering it in the section or as an appendix.

- Descriptions:

- Flatbed lorry: A lorry with a flatbed and no fixed box, container or dump body. The flatbed may be equipped with a system for rolling a skip on and off.
- Crane lorry: A lorry with a mounted crane for emptying underground waste bins and used to transport the waste bags collected from the waste bins.
- Lorry with lifting equipment: Lorry with lifting equipment used to transport wrecked vehicles.
- Tanker lorry: A tanker without a pump used to transport chemical waste or other liquid waste.
- Tow truck: Tow truck used to transport wrecked vehicles.
- Flatbed trailer: A trailer or semi-trailer with a flatbed and no fixed box, container or dump body. The flatbed may be equipped with a system for rolling a skip on and off.
- Light trailer: Trailer towed with a passenger car, van or pickup.
- Transport tank: A tank without a pump used to transport chemical waste or other liquid waste.

DETAILS ON THE WASTE TO BE TRANSPORTED OR BROKERED IN FINLAND

- In the **Waste code** field, enter the waste code (six numbers) according to the Commission Decision 2000/532/EC of 3 May 2000. The Decision is available in electronic format at <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02000D0532-20150601>).
- Tick the **Hazardous waste** box if necessary.
- In the **Waste type description** field, enter a description of the waste using its common name (e.g. compacted mixed municipal waste, paper, incineration residue REF, wrecked vehicles, metal packaging).
- You may provide additional information on the waste in the Additional information field or in an appendix.

DESCRIPTION OF THE OPERATOR'S PROFESSIONAL COMPETENCE

The operator must provide a description of its professional competence to ensure its activities are appropriate. The description can be an informal statement on the operator's experience in the field, educational and training background etc., or it can be provided as a variety of appendices.

APPENDICES

Append the following to your application:

- Document showing that the operator is entered in a register corresponding with the Finnish Trade Register
- Copies of transport licences
- Certificate on the operator's reliability in accordance with the legislation of the operator's country of establishment if no Community licence exists
- Translations of all certificates to Finnish, Swedish or English (by a certified translator or another reliable provider)
- Other appendices you deem relevant

DATE AND SIGNATURE

The application must be dated, and it must be signed by a person authorised to sign documents on behalf of the operator.

5.12.2022