

Exporting hazardous waste from New Zealand

January 2019

If you need to export hazardous waste from New Zealand, you must apply for a permit before the waste is shipped. Without the right permit, your shipment could be seized at a New Zealand port, or it could be refused entry to countries along the shipping route or at the destination country. Find out how to apply for an export permit for hazardous waste [here](#).

Why you need a permit to export hazardous waste

It is illegal to export hazardous waste out of New Zealand without a permit from us, the EPA. New Zealand law reflects a set of international agreements that New Zealand is a party to, which manage the movement of hazardous waste between countries (see figure 1 for details).

Obtaining an export permit ensures your waste shipment/s will not breach one of the international agreements or New Zealand law.

Note: even if you are experienced at applying for hazardous waste export permits, please read this guide carefully to ensure you are familiar with the current process.

Use our checklists to make sure your application is complete.

Figure 1 International agreements and New Zealand law covering hazardous waste exports and imports

International agreements	Law and agreements covering exports and imports from and to New Zealand
	1988 New Zealand Imports and Exports (Restrictions) Act
<p>Basel Convention: regulates international traffic in hazardous wastes. Requires prior approval for imports and exports of hazardous waste, and for exporting countries to ensure environmentally-sound processing of the waste.</p>	1989 1990 1991
<p>Organisation for Economic Co-operation and Development (OECD) Control of Transboundary Movements of Recoverable Wastes: controls the movement of waste across borders for recovery in an environmentally-sound and economically-efficient manner, and allows shipments of recoverable wastes between countries who are OECD members but that have not necessarily ratified the other conventions.</p>	1992 New Zealand: an OECD Member country since 1973 1993
	1994 New Zealand ratified the Basel Convention
<p>Waigani Convention: a regional agreement under the Basel Convention ensures that hazardous waste cannot travel from New Zealand or Australia to another Pacific country or to Antarctica.</p>	1995
	1996 New Zealand Hazardous Substances and New Organisms Act 1997
<p>The Rotterdam Convention established a system to ensure there is consent by all parties when certain hazardous chemicals are shipped across borders.</p>	1998 1999 2000
<p>Stockholm Convention on Persistent Organic Pollutants bans the production and use of some of the most toxic chemicals.</p>	2001 2002
	2003 Rotterdam Convention ratified by New Zealand
	2004 Stockholm Convention ratified by New Zealand New Zealand Imports and Exports (Restrictions) Prohibition Order (No 2)

Things to do before you apply for an export permit

Please make sure you have organised the following before you apply for a permit. This is needed before we, the EPA, can process or issue a permit to export hazardous waste, and is also required under New Zealand law and the International waste management agreements.

- 1 **Decide who is going to apply for the permit.**
This is usually organised by the waste management company who is exporting the waste.
This must be a New Zealand-registered company or person.

- 2 **Make sure this is the appropriate permit for the waste.**
It is your responsibility to find out whether the waste is considered hazardous under New Zealand law, and whether it needs a permit from the EPA for export. We give you some resources for checking this in the Further Reading section below.
Note: if the waste isn't considered hazardous in New Zealand, but is considered hazardous at the destination country, you will still need to apply for a permit.

- 3 **Make sure the destination country accepts this sort of waste.**
Some countries will not accept shipments of hazardous waste. We give you some resources for checking this in the Further Reading section below.

- 4 **Plan the journey.**
Make sure that all countries along the route will allow transit of this type of hazardous waste. Your shipping agent/company should be able to advise which countries are along the route; they may charge a fee for this service.
Note: You will need to tell us about each country and port that the waste will pass through. The more countries along the route, the longer it will take to process your application, because we must consult these other countries before we can approve the permit.

- 5 **Find out more about the destination facility.**
You will need to tell us about this facility in your application. We will explain what sort of information we are looking for in the steps below.

- 6 **Organise suitable insurance.** You will need to tell us about this. We explain more about this below.

- 7 **Make sure there is a signed agreement in place between the exporter and the overseas disposal facility.** You will need to give us a copy of this agreement.

More detail about these requirements is included in the next section of this guide.

Preparing your application

While preparing your application and supporting documentation, please note:

- All required information must be provided at the time of application and must be up-to-date, no more than 12 months old (from the date that the application is submitted).
- All completed forms must be in English, or with an English translation attached. Any supporting documentation must have the key parts relevant to your application translated into English. This translation might include an executive summary or an overview of the document's content. The translation should be undertaken by a professional translator (please do not use an automated internet translation service). We may also ask you to organise the translation of documents into another language, depending on the requirements of the destination or transit countries.
- Please make sure you include all of the requested documentation, otherwise processing your application may be delayed.
- The countries along the route and at the destination may ask us for this information too, while we are processing your permit application.

Step 1 Download and complete the Hazardous Waste Export application form

Fill in the application form to give us your contact details, some information about the export and to sign the declaration. This form is available as a Word document. You may choose to either: type the information straight into the document and include a digital copy of the signature, or print it out and fill it legibly out by hand.

[Download a copy of the Hazardous Waste export application form from the EPA website](#)

Step 2 Download and complete a Notification and a Movement form

There are two forms that you must complete to meet the international requirements for transporting hazardous waste internationally and managing its disposal.

The first is called the 'Notification document for transboundary movements/shipments of waste', which is commonly called the 'Notification form'. This form records the details of your proposed shipment and the destination facility, and is a part of the official paperwork that is used to notify the destination company of your intentions.

The second form is called the 'Movement document for transboundary movements/shipments of waste', which is commonly called the 'Movement form'. This form is a template which you will use to notify authorities when the shipment leaves port, arrives at its destination, and when the waste reaches the destination facility and is destroyed or managed. This template is used multiple times when you have multiple shipments.

[Download a copy of the Notification form from the EPA website](#) (Word format)

[Download a copy of the Movement form from the EPA website](#) (Word format)

Please:

- complete the Notification and Movement forms legibly if filling them in by hand
- include the full legal names of all parties and organisations
- make sure the shipping details are complete, including a list of all countries and ports along the proposed route
- make sure they are consistent with one another, and
- ensure the Notification Form is signed (inserted scanned signatures are acceptable for digital documents).

Step 3 Arrange adequate insurance cover

You must include evidence to show that you are adequately insured. Each country has its own requirements for insurance cover for shipments of hazardous waste. This section explains the level of insurance required in New Zealand only.

Please include a copy of your insurance policy/policies with all terms and conditions, and provide a letter from your insurance broker outlining the coverage of the policy. In addition to standard commercial and/or marine insurance, you must ensure your insurance:

- is appropriate for the type and amount of hazardous waste you are shipping
- is from an insurer with an 'A' Financial Rating at minimum
- is a specialist Environmental Liability product, with appropriate extensions for your shipment
- is sufficient to reasonably insure against risks, and/or discharge any liability that might arise relating to the hazardous waste
- covers damage to third parties, including the environment, for the whole time you are responsible for each waste shipment
- covers personal injury or damage to property, and the cost of remedying all contamination, spillage or pollution caused by a sudden, accidental event

If not covered elsewhere in the contract/agreement (see next section), ensure that the insurance covers the costs associated with the return of the shipment if it is not accepted into the destination country.

If the Environmental Liability cover is purchased on a single-transit basis, ensure that there is an option to buy return cover, in the event that the shipment is not accepted at its intended destination or en route.

The copy of the insurance certificate, and correspondence from the broker, should show the value of the cover and that the insurance applies to the countries and areas the shipments are passing through or going to.

We cannot approve your permit application unless you can demonstrate that your shipment is adequately insured.

Note: it is your responsibility to check the insurance requirements for the destination country, as their requirements for shipments of hazardous waste may be different from New Zealand requirements.

Step 4 Provide us with information and a copy of the contract(s) with the disposal/recovery facility

You must supply evidence of the current contract(s) between you as exporter and the disposal/recovery facility receiving the waste. We are particularly looking for confirmation that the agreement:

- is signed by you, or an authorised representative, and the disposal/recovery facility
- specifies the role of each party in the agreement
- specifies who owns and takes responsibility for the waste, and when/to whom ownership and responsibility is transferred
- describes the waste, and the method of its disposal or recovery
- specifies the quantity of the waste
- specifies that the waste will be disposed of, or managed by, the disposal/recovery facility in an environmentally sound manner, and in accordance with all relevant rules and legislation, and

- specifies that you will take responsibility for the alternative treatment or return of the waste if it cannot be disposed of, or managed, in accordance with the terms of the agreement.

Contracts for the shipment of waste should clearly set out the rights and obligations of each party.

Step 5 Tell us about the destination facility’s waste management practices

You must supply sufficient information to satisfy us that the facility receiving the waste has environmentally-sound waste-management facilities, whether it is recycling or destroying the waste. Please show that the hazardous waste (and the wastes arising from the processing of that waste) will be managed in a way that does not harm human health or the environment, and will be carried out in an environmentally sound and efficient manner. This is a part of our responsibilities under the Basel Convention.

If you don’t supply us with enough information, this may cause delays in processing your application.

We recommend that you supply:

- a full description of the disposal/recovery process (including what wastes will be generated from the process, what the characteristics of these wastes are, how much of these wastes are generated, and how they will be stored and treated)
- if any of the wastes generated from the processing are to be disposed of by another disposal/recovery facility, including the landfill component, please provide a full description of their disposal/recovery process too
- a description of the regulatory framework applying to the facility, including maximum permitted levels of emissions or contaminants
- recent evidence that the facility complies with the regulatory framework, including holding relevant permits, and details of the monitoring and reporting programme
- recent evidence of an adequate response/emergency plan
- other relevant evidence of professional competence or accreditation in handling waste of this type (for example, the ISO 9001 and 14001 certificate).

Step 6 Collate all of the required paperwork

We will not accept incomplete applications. Ensure you have collected all of the required information before you send your application to us. Your application should include:

- Completed EPA application form including statement about why the waste needs to be exported
- Completed Notification form
- Completed Movement form
- Evidence of insurance cover
- Copy of the contract(s) between the exporter and the disposal/recovery facility
- Information about the facility’s waste management practices

Submitting your application

Allow plenty of time – it usually takes 30-80 working days for us to process and approve an export permit for hazardous waste. This is because we need to work with counterpart overseas agencies to process your application. These countries may ask for more information and may consent to or reject your application.

We prefer to receive hazardous waste export permit applications by email. Please scan your forms and supporting information into PDF format, each document as a single PDF file, and attach these files to the email. Please name your PDF files consistently, so that we can identify the application and see that they are for the same application. Please also ensure that the name of your file describes what it is (for example, movement form, insurance, copy of agreement etc).

All of the information for the application must be sent together, either in one email, or if file size restrictions prevent this, send us a set of emails. It is helpful if sets of emails could be numbered (for example, '1 of 3', '2 of 3', '3 of 3') so that we are sure that we have received all of your information.

Send your application to importexport@epa.govt.nz with 'Hazardous waste export application' in the subject line.

Alternatively, you can send a paper copy of your application to: Hazardous Waste Applications, Environmental Protection Authority, PO Box 63002, Wellington 6140, New Zealand

If we need more information

We will contact you if we need more information. When supplying additional information, please do not send the whole package again, as this may delay our processing of your application while we find the new information.

What happens once we receive your application

Once we have ensured that you have supplied all of the required information, a copy of your application will be sent to all of the countries along the route and the destination country. These countries must agree to receive your shipment/s before the EPA can issue you with a permit. Delays are caused if applicants have not sent us all of the information that we need.

Once we receive consent from the countries involved, we will make a final decision about issuing a permit. Any permit issued will include conditions from the EPA and the other countries.

What to do if your information changes while we are processing the permit

You can only change the information in your application under limited circumstances because other countries have rules about changes. You may need to start all over again and apply for a new permit. We consider this on a case-by-case basis.

Once the export permit is granted

Once we approve the permit to export your hazardous waste, we will email the person who submitted the application, and include a copy of the permit as an attachment. Please contact us if you would prefer a paper copy.

Once you have received the permit, you are free to start exporting the hazardous waste, following the permit conditions. These conditions are included with the permit.

We publish details of all approved permits on our website. This list is updated every few months. If you would prefer that we do not publish details of your permit, please contact us to discuss reasons for why this information should not be made public.

Please note that the information you provide in relation to your application is subject to the Official Information Act 1982 (OIA). This act is an important part of New Zealand's constitution. It means that New Zealanders can ask for access to information that the government holds, and that the information should be made available unless there is a good reason for withholding it. Commercially-sensitive information must be marked as such and may be withheld in the event of an OIA request, if withholding it is permitted under the OIA.

Follow the conditions on your permit

If you don't follow the conditions on your permit, we can revoke your permit. This means your shipment could be seized at a New Zealand port, may be refused entry to countries along the shipping route or at the destination country. This could cost you time and money. You could also be prosecuted.

Please ensure that completed copies of the Movement form are emailed to us at the EPA:

- when the shipment leaves NZ
- once the shipment of waste is destroyed

Please use the original Movement form that you submitted to us with your application as the template.

Further reading

Check that your waste is hazardous

- See the guidance on our website: [Shipping hazardous waste](#)

Hazardous waste not covered by this guide

- [To export radioactive materials, apply for a consent from the Ministry of Health](#)

For advice while preparing your application, please contact us

Email us on: importexport@epa.govt.nz

Freephone (within New Zealand): 0800 429 7827 (0800 HAZSUBS)