



Application Form for Accreditation of a Product Stewardship Scheme

Date received ____/____/____

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Ministry for the Environment use only

Document number _____

Introduction

This form is to be completed by product stewardship scheme managers who wish to apply for Ministerial accreditation for a product stewardship scheme under the Waste Minimisation Act 2008.

Before completing this form ensure you are familiar with the *Guidance to Completing the Application Form for Accreditation of a Product Stewardship Scheme*. The guide is available on the Ministry for the Environment website (see www.mfe.govt.nz/issues/waste/product-stewardship/accredited-schemes.html).

Official information

Important note: Information presented to the Minister is subject to disclosure under the Official Information Act, 1982 (OIA). Certain information may be withheld in accordance with the requirements of the OIA. Further information on the OIA is available at www.ombudsmen.parliament.nz

Information held by the Minister and Ministry could be released under the OIA in response to a request from a member of the public for that information. If scheme participants wish to provide sensitive information to the Minister which they do not want released, it is recommended the scheme manager consult with the Ministry as to whether the information is necessary for the application and whether there may be grounds in the OIA for withholding the information. For instance, if release of the information would disclose a trade secret, or be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information, then the information may be able to be withheld. The grounds for withholding must always be balanced against public interest considerations that may justify release. Although the Ministry could not give any guarantees as to whether information can be withheld under the OIA, it may be helpful to know in advance if information provided with an application is commercially sensitive to scheme participants.

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Ministry for the
Environment
Manatū Mō Te Taiao

Application for the accreditation of a product stewardship scheme

You can complete this form:

- electronically – mouse click or press Tab to move between fields
Note: You can cut and paste from other documents if required.
- manually – print and fill in.

Note: If you want help completing the form see the guide or press F1 with the cursor in the text box for specific field help.

SECTION 1: Company name and scheme manager

1. Scheme manager (section 14(a))

Include the name of the individual(s), company or organisation responsible for management of the scheme. The scheme manager will be the entity responsible for ensuring that the proposed scheme is working effectively and that all monitoring or other information required on the performance of the scheme is provided to the Ministry for the Environment.

Company

Company/organisation name

Scheme name

Company/organisation registration number

This is the number on your certificate of incorporation

Registered company/organisation address

Postal address

Scheme manager

Contact individual/representative

Email

Contact telephone

office

mobile

Contact fax

SECTION 2: The scheme

2. Description of the scheme (section 14(b))

Describe what the scheme does and how the scheme promotes waste minimisation or achieves a reduction in environmental harm from disposal of the product, or both.

Scheme description

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3. Will implementation of the scheme require regulations (section 13(1)(e))? Yes No

If Yes describe what part of the scheme requires regulation in order to be implemented. Describe what is required in the regulations.

Note: *Ensure you have read and understood the implications of requested regulations in the **Guidance to Completing the Application Form for Accreditation of a Product Stewardship Scheme** before considering this question.*

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4. Scope of the scheme (section 14(b))

Include what product(s) the scheme covers and the geographical coverage of the scheme. You will also need to clearly show what is out of scope (for example the scheme may only accept a specific type of product and may only operate within a certain area).

Identify if there is any possibility that any 'like products' will be presented for collection and how this will be managed.

Product type and/or
brand of product

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Location/geographical
coverage of the
scheme

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Brief summary of proposed activity including which part of the life cycle the scheme impacts

Out of scope
List out of scope products and locations if applicable

SECTION 3: Background

5. Current waste generation volumes (section 14(c))

State whether volumes provided are based on measured data or estimates. Measurements of waste may be based upon weight, litres or number of units.

6. Current waste generation measurement methodology (section 14(c))

Show how current waste generation volumes have been measured. If the current waste generation volumes are estimates, then include assumptions and methodology on how the estimates were calculated.

8. Scenario if the scheme did not continue or exist

Describe what would occur if the scheme did not continue or exist.

9. Monitoring of targets (section 14(c))

Describe the methodology for measuring and monitoring the stated waste minimisation targets.

SECTION 5: Groups and participants

10. Details of classes of persons, groups or organisations affected in the implementation of the scheme (where applicable) (section 14(d))

List the individuals, groups or organisations involved in the design and implementation of the scheme.

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11. Details of participants in the scheme (section 14(e))

List the individuals or groups that have accepted a responsibility in the scheme.

Name and address	Role	Responsibility	Nature of agreement <i>(provide supporting documents where applicable)</i>

SECTION 6: Governance

12. Organisation structure and governance of the scheme (section 14(f))

SECTION 7: Compliance and performance

13. Scheme's expiry date (section 14(g))

14. Identify the processes for compliance and enforcement of any agreements between participants to the scheme (section 14(h))

15. Reporting on scheme performance (sections 14(i) and 20(a))

Provide as much detail as possible on what, how and when you will provide reports to the Ministry.

SECTION 8: Communication

16. Set out a communications strategy for publication and raising awareness of the scheme (section 14(j))

Include:

- *all groups identified in questions 10 and 11*
- *what information will be provided*
- *how information will be made available to each group*
- *when and how often it will be available.*

17. Explain how information about the scheme will be provided to purchasers, users and handlers of the product to which the scheme relates (section 14(k))

Show how and when information that each group requires to understand the scheme, and to participate in the scheme, will be provided.

SECTION 9: Funding

18. Outline how the scheme will be funded (sections 14(l) and 15(1)(b))

Include details of income and expenditure.

You do not have to provide answers to the questions in sections 10 and 11 but this information may be required by the Minister before a scheme is accredited (section 15(1)). Therefore, if you do not provide it and it is relevant to your scheme there may be a delay in deciding on accreditation for your scheme while the information is obtained.

SECTION 10: International obligations

19. Is the scheme consistent with New Zealand's international obligations (section 15(1)(d))?

Provide details and supporting evidence of how the scheme meets any relevant international obligations relating to the environment, trade and human rights.

SECTION 11: Environmental impact

20. Life cycle environmental impact of the scheme (section 15(1)(c))

Provide a brief outline of the environmental effects of the product:

- from manufacture up to the point in the life cycle where the scheme would begin, and
- for any process operations which form part of the scheme.

Where applicable, reference any relevant research, life cycle assessments or other reports that support your response. **Do not send these reports with your application.**

Environmental Choice reference
(if applicable)

Use the checklist below to show the environmental areas that your product's life cycle will have an impact on – either if the scheme goes ahead or if it does not go ahead. These effects could be negative or positive. Use the box after this checklist to describe the effects.

Effects	Without the scheme	With the scheme
Greenhouse gas emissions	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous waste (as defined in the Basel Convention discharge)	<input type="checkbox"/>	<input type="checkbox"/>
Fresh water consumption	<input type="checkbox"/>	<input type="checkbox"/>
Energy (electricity and other fuels) consumption	<input type="checkbox"/>	<input type="checkbox"/>
Air emissions	<input type="checkbox"/>	<input type="checkbox"/>
Discharges to water of any type (fresh surface water, groundwater or marine)	<input type="checkbox"/>	<input type="checkbox"/>
Any use of hazardous substances with ecotoxic properties	<input type="checkbox"/>	<input type="checkbox"/>
Any reduction of biodiversity which could result from the production of the product or the scheme's processing of it	<input type="checkbox"/>	<input type="checkbox"/>
Any other environmental effect	<input type="checkbox"/>	<input type="checkbox"/>

Provide details of the environmental effects checked.

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21. Describe any potential risks that may affect the performance of the scheme and what actions you intend to take to manage those risks

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22. Describe or provide any codes of practice or duty of care processes that apply to the scheme

Assessment checklist

Use the following checklist to confirm you have included all the required information in your accreditation application.

- Details of scheme manager provided.
- Description of scheme provided.
- Have you considered if regulations are required to implement your scheme?
- Scope of scheme described.
- Current waste generation figures provided.
- Current waste generation measurement methodology provided.
- Measurable objectives, targets and time frames provided.
- Scenario if scheme did not go ahead described.
- Monitoring of objectives and targets – methodology explained.
- Details of groups affected by the scheme provided.
- Details of participants in scheme provided.
- Organisation structure of the scheme provided.
- Scheme's expiry date stated.
- Compliance and enforcement agreements identified.
- Reporting on scheme's performance described.
- Communications strategy for the scheme described.
- Method of information provision to affected parties described.
- Detail and evidence of scheme funding provided.
- Scheme consistent with New Zealand's international obligations.
- Life cycle environmental impact information provided.
- Supporting documentation attached.

SECTION 13: Declaration

To be completed by the applicant (scheme manager).

I confirm that, to the best of my knowledge, the information supplied in this document is a true and accurate account of the scheme for which I am applying for the accreditation of:

Name

Position

Signature

Date

Send your completed application to:

psaccreditation@mfe.govt.nz

or

Product Stewardship Accreditation
Ministry for the Environment
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