



Online Waste Levy System (OWLS) – return declarations

When you submit a return in the OWLS, you sign a declaration. The declaration wording is provided below for class 1-4 facilities, industrial monofills and cleanfills, and transfer stations.

Declaration wording for Class 1, Class 2, and Class 3 / 4 Facilities

I acknowledge that:

- The Site Class mentioned in the return is correct in accordance with the relevant definition in the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009 (the WMA Regulations 2009): [r 3b the Factsheet Types of disposal facilities.docx \(environment.govt.nz\)](#)
- If the Disposal Facility Operator (DFO) believes that current specified Site Class for the facility is not aligned with WMA Regulations 2009: [r 3b](#), a change in OWLS must be requested using the 'Application for Class change'.
- If the DFO provides monthly returns, the monthly levy returns meet the requirements of the WMA Regulations 2009: [r 6](#) and in particular, are submitted on or before the 20th day of the month after the month to which the return relates.
- If the DFO provides annual returns, the levy returns meet the requirements of the WMA Regulations 2009 : [r 7](#) and in particular, are submitted on or before 20 July after the end of the financial year to which the return relates.
- If the DFO provides annual returns, the operator has submitted an approval for annual returns on or before 20 July of the financial year for which approval is requested. This request should be approved by MfE before the annual return is submitted. Refer WMA Regulations 2009 : .
- the DFO must pay their previous levy and/or interest invoices on or before the due date. Refer WMA Regulations 2009: Regs [r 28](#), [r 31](#).
- If the DFO uses a weighbridge(s) to measure waste and diverted tonnages, it is a compliant weighbridge meaning it complies with the requirements of the [Weights and Measures Act 1987](#).
- If the DFO uses volume conversion to measure waste and diverted tonnages, the volume conversion method used meets the requirements of the WMA Regulations 2009: [r 14](#), [r 12\(2\)\(b\)](#) and [r 13\(b\)](#).
- If the DFO uses the average tonnage system to measure waste and diverted material:
 - It has an approved application to use this method. Refer WMA Regulations 2009: [r 15](#).
 - It calculates gross tonnage of waste or diverted material that enters the facility in a type of motor vehicle to which the system applies may be ascribed under that system. Refer WMA Regulations 2009: [r 12\(3\)](#).

- All Gross and Diverted Material (Gross & Diverted Tonnage) is measured when entering or exiting the facility. Refer WMA Regulations 2009: [r 11\(1\)\(a – b\)](#).
- If diverted material is held on site, it is stockpiled for less than 6 months unless the DFO has obtained an extension from the Secretary for the Environment via MfE. Refer WMA Regulations 2009: [r 11\(1\)\(b\)](#).
- That the DFO has included in diverted tonnage waste that is deliberately burnt at the facility to recover energy but not waste that is deliberately burnt at the facility to destroy it. Refer WMA Regulations 2009: [r 11\(4\)\(b\)](#), [r 11\(4\)\(c\)](#).
- the DFO holds records of waste and diverted materials that are received at the facility and the date on which it entered the facility. Refer WMA Regulations 2009: [r 34\(1\)\(a\)](#) and [r 34\(1\)\(d\)](#).
- the DFO holds records of how tonnages are measured. Refer WMA Regulations 2009: [r 34\(1\)\(b\)\(i-iv\)](#).
- If the DFO uses an offsite weighbridge, it retains the weighbridge ticket (including date and time) and the registration plate details of the vehicle that carried the waste or diverted material to the facility. Refer WMA Regulations 2009: [r 34\(1\)\(e\)](#).
- If Volume Conversion is used to measure waste and diverted material, the DFO retains
 - records of the volume assessed. Refer WMA Regulations 2009: [r 34\(1\)\(f\)\(i\)](#).
 - records of whether the volume was estimated or measured. Refer WMA Regulations 2009: [r 34\(1\)\(f\)\(ii\)](#).
 - records of the conversion factor that was applied. Refer WMA Regulations 2009: [r 34\(1\)\(f\)\(iii\)](#).
- If the Average Tonnage System is used to measure waste and diverted material, the DFO holds records of the vehicle in which the waste / diverted material was carried. Refer WMA Regulations 2009: [r 34\(1\)\(g\)](#).
- the DFO is required to provide any other record requested by the levy collector to enable the amount of levy payable by the operator to be accurately calculated. Refer WMA Regulations 2009: [r 35\(1\)\(a\)](#), [r 35\(1\)\(b\)](#).
- records will be retained by the DFO for 7 years after payment of the levy to which the records relate. Refer WMA Regulations 2009: [r 37](#).

I hereby certify that the submitted in this return is true and correct to the best of my knowledge

<Check box>

Declaration wording for Industrial Monofills and Cleanfills

I acknowledge that:

- The site type mentioned in the return is correct in accordance with the relevant type definition in the Waste Minimisation (Information Requirements) Regulations 2021 (the WMA Regulations 2021): [r 3](#). Please also refer the **Error! Hyperlink reference not valid.**
- If the Facility provides Quarterly returns, the quarterly returns meet the requirements of the WMA Regulations 2021 : [r 6](#) and in particular, are submitted on or before the 20th day of the month after the last month of the quarter to which the return relates.
- If the facility provides annual returns, the returns meet the requirements of the WMA Regulations 2021 : [r 7](#) and in particular, are submitted on or before 20 July after the end of the financial year to which the return relates.
- If the Facility provides annual returns, the operator has submitted an approval for annual returns on or before 20 July of the financial year for which approval is requested. This request should be approved by MfE before the annual return is submitted. Refer WMA Regulations 2021 : [r 7\(2\)](#).
- If the facility uses a weighbridge(s) to measure waste or diverted material, it is a compliant weighbridge meaning it complies with the requirements of the [Weights and Measures Act 1987](#).
- If the facility uses volume conversion to measure waste or diverted material, the volume conversion method used meets the requirements of the WMA Regulations 2021: [r 13](#).
- If the facility uses the average tonnage system to measure waste or diverted material
 - It has an approved application to use this method. Refer WMA Regulations 2021: [r 14\(1\)](#).
 - It calculates gross tonnage of waste or diverted material that enters the facility in a type of motor vehicle to which the system applies may be ascribed under that system. Refer WMA Regulations 2021: [r 14\(2\)](#).
- All Gross and Diverted Material (Gross & Diverted Tonnage) is measured when entering or exiting the facility. Refer WMA Regulations 2021: [r 9](#).
- the operator holds records of waste or diverted material that is received at the facility and the date on which it entered the facility. (Refer WMA Regulations 2021: [r 5\(1\)\(a\)](#) and [r 5\(1\)\(d\)](#).
- the operator holds records of how tonnages are measured. Refer WMA Regulations 2021: [r 5\(1\)\(b\)\(i-iv\)](#).
- If the operator uses an offsite weighbridge, it retains the weighbridge ticket (including date and time) and the registration plate details of the vehicle that carried the waste or diverted material to the facility. Refer WMA Regulations 2021: [r 5\(1\)\(e\)](#).
- If Volume Conversion is used to measure waste or diverted material, the operator retains
 - records of the volume assessed. Refer WMA Regulations 2021: [r 5\(1\)\(f\)\(i\)](#).
 - records of whether the volume was estimated or measured. Refer WMA Regulations 2021: [r 5\(1\)\(f\)\(ii\)](#).
 - records of the conversion factor that was applied. Refer WMA Regulations 2021: [r 5\(1\)\(f\)\(iii\)](#).
- If the Average Tonnage System is used to measure waste or diverted material, the operator holds records of the vehicle in which the waste or diverted material was carried. Refer WMA Regulations 2021: [r 5\(1\)\(g\)](#).

- records will be retained by the operator for 7 years after they have been made. Refer WMA Regulations 2021: [r 5\(2\).](#)

I hereby certify that the submitted in this return is true and correct to the best of my knowledge

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Declaration wording for Transfer Stations

I acknowledge that:

- The site meets the definition of transfer station in the Waste Minimisation (Information Requirements) Regulations 2021 (the WMA Regulations 2021): [r 3](#). **Please also refer the Error! Hyperlink reference not valid.**
- If the transfer station provides quarterly returns, the quarterly returns meet the requirements of the WMA Regulations 2021 : [r 6](#) and in particular, are submitted on or before the 20th day of the month after the last month of the quarter to which the return relates.
- If the transfer station provides annual returns, the returns meet the requirements of the WMA Regulations 2021 : [r 7](#) and in particular, are submitted on or before 20 July after the end of the financial year to which the return relates.
- If the transfer station provides annual returns, the operator has submitted an approval for annual returns on or before 20 July of the financial year for which approval is requested. This request should be approved by MfE before the annual return is submitted. Refer WMA Regulations 2021 : [r 7\(2\)](#).
- If the transfer station uses a weighbridge(s) to measure waste or diverted material, it is a compliant weighbridge meaning it complies with the requirements of the [Weights and Measures Act 1987](#).
- If the transfer station uses volume conversion to measure waste or diverted material, the volume conversion method used meets the requirements of the WMA Regulations 2021: [r 13](#).
- If the transfer station uses the average tonnage system to measure waste and diverted material
 - It has an approved application to use this method. Refer WMA Regulations 2021: [r 14\(1\)](#).
 - It calculates gross tonnage of waste or diverted material that enters the transfer station in a type of motor vehicle to which the system applies may be ascribed under that system. Refer WMA Regulations 2021: [r 14\(2\)](#).
- All Gross and Diverted Material (Gross & Diverted Tonnage) is measured when entering or exiting the Transfer station. Refer WMA Regulations 2021: [r 10](#).
- All records for the tonnage of waste (if any) that is sent from the facility to a disposal facility for disposal or elsewhere for further processing. Refer WMA Regulations 2021: [r 10](#).
- the operator holds records of waste and diverted materials that is received at the transfer station and the date on which it was received. (Refer WMA Regulations 2021: [r 5\(1\)\(a\) and r 5\(1\)\(d\)](#).
- the operator holds records of how tonnages are measured. Refer WMA Regulations 2021: [r 5\(1\)\(b\)\(i-iv\)](#).
- If the operator uses an offsite weighbridge, it retains the weighbridge ticket (including date and time) and the registration plate details of the vehicle that carried the waste or diverted material to the transfer station. Refer WMA Regulations 2021: [R5\(1\)\(e\)](#).
- If Volume Conversion is used to measure waste or diverted material, the operator retains
 - records of the volume assessed. Refer WMA Regulations 2021: [r 5\(1\)\(f\)\(i\)](#).
 - records of whether the volume was estimated or measured. Refer WMA Regulations 2021: [r 5\(1\)\(f\)\(ii\)](#).

- records of the conversion factor that was applied. Refer WMA Regulations 2021: [r 5\(1\)\(f\)\(iii\)](#).
- If the Average Tonnage System is used to measure waste or diverted material, the operator holds records of the vehicle in which the waste / diverted material was carried. Refer WMA Regulations 2021: [r 5\(1\)\(g\)](#).
- records will be retained by the operator for 7 years after they have been made. Refer WMA Regulations 2021: [r 5\(2\)](#).

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