

Purpose of this Form

This form must be completed by a new Material Recovery Facility (MRF) operator and submitted to the Scheme Coordinator to register to claim and receive processing refunds under Victoria's Container Deposit Scheme, in accordance with Victoria's Container Deposit Scheme Material Recovery Facilities Protocol (MRF Protocol) and a Recovery Agreement.

Material Recovery Facility Details

Facility Name	
Facility Type	
Facility Operator Name	
Facility Operator ABN	
Facility Street Address	
Facility Contact Name	
Facility Contact No.	
Facility Contact Email	

Confirm the maximum stockpile limits as stated in the facility's EPA licence	
Are there any exemptions, conditions or outstanding issues associated with the EPA licence?	
Provide a copy of the EPA licence for the facility	<i>EPA licence attached</i>
Provide site maps and process flow diagrams to demonstrate the facility layout and operational processes.	<i>Site maps and process flow diagrams attached</i>

Financial Details

Account Name	
Account Number	
Bank Name	
Branch Location	
BSB	

Facility Inputs

1 Is a weighbridge used to measure how much material goes in and out of the facility?	Yes	No
If yes, a) how many weighbridges are used? b) is the weighbridge owned and managed by the facility/operator or by a third party?		
If no, how is material in and out of the facility measured?		
2 Does the facility use any transfer stations in its operations?	Yes	No
If yes, list the location and owner/operator of each transfer station.		
3 Are there contracts in place to receive material from councils and alpine resorts?	Yes	No
If yes, list all councils and alpine resorts and include: a) if yellow bins and/or purple bins are received b) the contract end date c) if an alternate refund share arrangement has been agreed, outside the minimum 50% net refund amount defined in the <i>Local Government Refund Sharing Protocol</i> .		
4 Does the facility receive material from commercial and industrial sources?	Yes	No
Please provide an explanation.		

5 Are there any current standing inter-MRF transfers?	<i>Yes, Inter-MRF Transfer Form attached</i>	<i>No</i>
<p>If yes,</p> <p>a) list the sending and receiving MRF and material types</p> <p>b) is there are standing agreement and what is the term of the agreement?</p> <p>c) complete the Inter-MRF Transfer From</p>		
6 Does the facility receive material from another state, territory or country?	<i>Yes</i>	<i>No</i>
<p>If yes,</p> <p>a) where is the material being sent from?</p> <p>b) what are the material types?</p> <p>c) did any or all of the material originate from Victoria?</p> <p>d) is there a standing agreement and what is the term of the agreement?</p>		
7 Does the facility receive material which has previously been claimed, such as from another MRF or Network Operator?	<i>Yes</i>	<i>No</i>
<p>If yes, list all sources and material types.</p>		
8 Does the facility receive eligible material from another MRF which has NOT previously been claimed?	<i>Yes</i>	<i>No</i>
<p>Please provide an explanation.</p>		
9 Does the facility provide pre-consumer container disposal services?	<i>Yes</i>	<i>No</i>
<p>Please provide an explanation.</p>		

Facility Outputs

Please record the total weight of each material type processed and sent for reuse or recycling from the facility in the table below. This is completed by recording data for the 12-month period prior to the facility participating in Victoria's Container Deposit Scheme. Record weights in tonnes, to two decimal places.

Period (From - To)		
Material Type	Municipal Weight (tonnes)	Commercial and Industrial Weight (tonnes)
Aluminium		
PET		
HDPE		
Mixed Plastics (segregated) (excluding PET and/or HDPE)		
Mixed Plastics (combined) (including PET and HDPE)		
Glass		
Fines		
Steel		
LPB		
Paper/Cardboard		
Waste		
Other material type/s (if applicable):		

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Count Method

For each output material type to be claimed, please identify which count method will be used to estimate the number of eligible containers:

- a. Weighing;
- b. Manual direct count;
- c. Automated direct count; or
- d. Other systems.

For further information about each count method, please refer to Section 13 of the MRF Protocol. Where the weighing method is not used, further information may be required.

Material Type	Count method
Aluminium	
PET	
HDPE	
Mixed Plastics (segregated)	
Mixed Plastics (combined)	
Glass	
Fines	
Steel	
LPB	
Other material type/s (if applicable):	

Approved Person Details

This form must include a signed declaration below by an Approved Person.

An approved person for the purpose of this form is:

- a. a director of the MRF operator or the ultimate parent entity of the MRF operator;
- b. the chief executive officer of the MRF operator or the ultimate parent entity of the MRF operator;
- c. the chief financial officer of the MRF operator or the ultimate parent entity of the MRF operator;
- d. the company secretary of the MRF operator or the ultimate parent entity of the MRF operator;
- e. any designated person to whom the above persons have delegated their authority in writing.

Please provide contact details for the Approved Person:

Full Name	
Position	
Contact Number	
Mobile Number	
Email	


Data Consent and Certification

I consent to the State and the Scheme Coordinator using the data provided in this form, the data required to be provided under the *Circular Economy (Waste Reduction and Recycling) Act 2021* for the purposes of the administration of the Container Deposit Scheme.

I certify that best endeavours have been taken to ensure all information provided in this form is true and correct and has been completed by an Approved Person.

By submitting this form, I consent that all information that I have provided is true and as accurate as possible.

! It is an offence to provide false or misleading information.

Approved by (Name):	
Signature:	
Date:	

Submission

Please attach a copy of all relevant information used to support this registration.

This form must be signed and approved by a person with authority to act on behalf of the MRF operator and must be submitted by email to the Scheme Coordinator: mrfauditenquiries@vicreturn.com.au