

# HOW TO SUBMIT AN INTEGRATED WASTE MANAGEMENT PLAN FOR ACCREDITATION

From 1 July 2020 to 1 August 2020, Solid Waste Management will be granting non-accredited waste service providers and generators\* the opportunity to access drop-off facilities.

This is a temporary arrangement for a limited period only. To obtain access and to be allowed to dispose of waste at the drop-off facilities proof of the accreditation application will be required. Should the City extend the opportunity it will be communicated before the 'free access' period is discontinued.

## BACKGROUND

The City of Cape Town has a constitutional obligation to ensure a safe, healthy and sustainable environment for all its residents and that the rights of individuals are protected. The City's Integrated Waste Management By-law, 2009, gives it the power to regulate, control and monitor the generation, management and disposal of solid waste within its jurisdiction, which encompass the cleaning, separation, storage, collection, processing, treatment, recycling, re-use, and disposal of waste as well as the prevention of littering and illegal dumping.

## ACCREDITATION PROCESS

In terms of section 10 of the City of Cape Town's Integrated Waste Management By-law, 2009, waste generators and waste service providers must have an integrated waste management plan (IWMP) approved by the Director: Solid Waste Management.

## CONTENT OF THE INTEGRATED WASTE MANAGEMENT PLAN

Waste generators and waste service providers should thoroughly familiarise themselves with the content and the requirements before drawing up an IWMP. Please consult the City of Cape Town's Integrated Waste Management By-law, 2009, for the content required for an IWMP:

Section 10 of the Integrated Waste Management By-law, 2009 as amended, further details who must be registered

## HOW LONG DOES THE ACCREDITATION PROCESS TAKE?

The correct management of solid waste is critical as it will have a lasting effect on the health of our environment and the sustainability of our welfare and economy. Because of this, each step in the accreditation process must be followed. From start to finish the process can take three to four months.

To avoid unnecessary delays, please consult the attached list showing the supporting documentation that must accompany your application. Ensure that everything is current and accurate.

## APPROVAL PROCESS

Once your application form and supporting documents have been submitted, the following steps will be taken:

Step	Business process	Time period
1	Receipt and notification. Application received and captured on system	7 working days
2	Scrutiny and validation	5 working days
3	Application processed by a delegated waste management officer and recommendations made	60 working days
4	Communication of decision to applicant in writing	2 working days

**Note: Time periods given are guidelines only and will vary if additional information is required or changes need to be made.**



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## Your accreditation checklist :

Information and documents required	
City of Cape Town rates account number or lease agreement	<input type="checkbox"/>
City of Cape Town business partner number	<input type="checkbox"/>
Company name	<input type="checkbox"/>
Company registration number	<input type="checkbox"/>
Physical address	<input type="checkbox"/>
Postal address	<input type="checkbox"/>
Business telephone number	<input type="checkbox"/>
Business fax number	<input type="checkbox"/>
ID number of company representative	<input type="checkbox"/>
E-mail address of company representative	<input type="checkbox"/>
Integrated waste management plan	<input type="checkbox"/>
Licences for waste management activities or facilities	<input type="checkbox"/>
Licences for waste transport facilities	<input type="checkbox"/>
Zoning certificate	<input type="checkbox"/>
Scrap metal dealer registration certificate	<input type="checkbox"/>
Two years' summarised waste statistics	<input type="checkbox"/>

## BENEFITS OF BEING ACCREDITED AND COMPLIANT

Accreditation is necessary for everyone providing a waste management service and certain waste generators within the City of Cape Town. Apart from the need to be legally compliant, there are numerous other benefits:

- Being registered on the City of Cape Town's accreditation database, which is shared with the public who might be requiring waste management services, means free marketing.
- It provides opportunities like meeting tender specifications and work opportunities with government and large businesses since accreditation is specified as a supply chain requirement for waste management in the public sector and large businesses with ISO accreditation.
- It provides an opportunity to build relationships with other industry stakeholders and therefore makes your business more sustainable.
- Accreditation is required for building demolition applications which cannot be approved without an accredited service provider and building integrated waste management plan.
- It creates an enabling environment where SMMEs can thrive.
- It assists persons in maintaining legal compliance and developing a professional waste management service, and provides training opportunities for small businesses.
- It contributes to diverting waste from landfill and protecting our environment for future generations.

## APPLICATION FORMS

The application forms are available on City of Cape Town's website:

To register and to submit the application form and supporting documents go to the Solid Waste accreditation site at <http://web1.capetown.gov.za/web1/swma/>

### To submit a written request:

- E-mail: [waste.accreditation@capetown.gov.za](mailto:waste.accreditation@capetown.gov.za)
- Postal address: Director: Solid Waste Management Department, PO Box 298, Cape Town 8000



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