



**Waste Disposal Ordinance (Cap. 354)**  
**Guidelines for Application of Waste Disposal Licence**  
**for Glass Container Waste**

These guidelines elaborate on the key requirements and documents to be submitted for the application for a Waste Disposal Licence for glass container waste (glass-WDL) under Waste Disposal Ordinance, Cap. 354 (WDO). Please read carefully before making an application.

**Important Notes:**

- *The issuance of the glass-WDL does not in any way exempt the licensee from the obligations of complying with the provisions of any other enactments, or indemnify him against the consequences of any breach of any laws of Hong Kong or relevant requirements of government departments.*
- *For the avoidance of doubt, any person issued with a glass-WDL will not necessarily be granted the permit for import or export of waste, or any other registration/approval/licences/permits/agreements required by the Environmental Protection Department (EPD) and/or other government departments.*

**Why do I need to have a glass-WDL?**

2. According to section 16 of WDO, any person who uses any land or premises for disposal (storage, treatment, reprocessing and recycling) of any glass container waste<sup>1</sup> must first obtain a glass-WDL.

**Are there any exemptions to the glass-WDL requirements?**

3. The glass-WDL requirement is not applicable in the following circumstances:
  - (a) storage of glass container waste on premises located inside a multi-storey building;
  - (b) storage of glass container waste with a total volume of not exceeding 50 m<sup>3</sup>;  
or
  - (c) facility that is capable of treating, reprocessing or recycling not more than one

---

<sup>1</sup> Glass container waste is defined to mean a container (whether damaged or not) that, (a) judging by its appearance, is a glass container whether in the form of a bottle, jar or otherwise as specified in column 3 of Part 2 of Schedule 8 to the Product Eco-responsibility Ordinance (Cap. 603); and (b) has been abandoned.

tonne of glass container waste per day.

**Who may apply for a glass-WDL?**

4. The applicant shall be the owner or the lawful occupier of the land or premises used for conducting the waste disposal operation.

**How long will a glass-WDL be valid and what are the key requirements?**

5. In general, glass-WDL is normally valid up to three years.

6. Facility for disposal of glass container waste in Hong Kong shall be operated in compliance with the environmental legislations including:

- Air Pollution Control Ordinance (Cap. 311);
- Waste Disposal Ordinance (Cap. 354);
- Water Pollution Control Ordinance (Cap. 358); and
- Noise Control Ordinance (Cap. 400).

7. The owner, occupier and/or operator of the facility shall consult relevant government departments (such as the Planning Department, Buildings Department and Fire Services Department) for various aspects such as land use, town planning, building and fire safety, etc and seek for their respective approval, as the case may be. The applicant should make sure that the uses and developments on the land or premises concerned comply with the requirements of relevant legislations.

8. The facility shall be operated in an environmentally safe and acceptable manner. The glass container waste shall be treated within six months upon receipt by the facility and before exceeding the maximum glass container waste storage capacity of the facility unless prior approval for extending the treatment period has been obtained from the EPD. The operation shall make sure the recycled glass materials produced can satisfy the technical specifications for reuse or recycling in subsequent manufacturing processes. EPD may impose a requirement of attaining a recycling rate to reduce potential pollution nuisance and disposal burden to the local environment.

9. The areas used for the storage, handling, treatment and disposal of glass container waste, the storage of glass sand/cullet, other processed glass materials, rejected materials, residues and by-products (e.g. non-glass recyclable materials, non-recyclable

waste), and the handling and washing of glass container recycling bins shall be paved with impermeable floor made of suitable material, such as concrete, to avoid land contamination.

10. The mechanical plant, machinery, equipment and treatment processes in connection with the treatment, reprocessing and recycling operation of glass container waste shall be installed with enclosure or other effective means to avoid generation of excessive noise and dust where necessary.

11. Suitable drainage or flood prevention structure shall be installed to prevent discharge of large quantity of pollutants due to flooding of the site, buildings and operations therein. Surface runoff interceptor and/or sedimentation tank shall be installed to capture the first flush and/or surface runoff and/or wash water of the areas used for (i) the storage, handling, treatment and disposal of glass container waste, and (ii) the storage of glass sand/cullet, other processed glass materials, rejected materials, residues and by-products, for either local treatment or off-site treatment/disposal. With respect to area for handling and washing of glass container recycling bins, a collection and treatment system (either local treatment or off-site treatment/disposal) shall be in place to collect and treat wastewater generated therein.

**What are the documents required to be submitted together with the glass-WDL application form?**

12. The applicant has to attach the following documents to a duly completed application form:

- Proof showing that the applicant is the owner or lawful occupier of the waste disposal site (please refer to **Annex 1** for details);
- Copy of the Business Registration Certificate and Certificate of Incorporation if the applicant is a limited company or copy of documentary proof of being registered under the laws of Hong Kong, or copy of Hong Kong identity card<sup>2</sup> (or provision of his/her Hong Kong identity card in person for checking at an EPD regional office)/non-resident travel document if the business is run by a partnership or sole proprietorship;
- Authorisation letter showing that the person signing the declaration in the

---

<sup>2</sup> The copy of Hong Kong identity card / non-resident travel document will be properly discarded upon completion of licensing work.

application form is authorised by the company or the organisation to make such declaration (if the applicant is a limited company or an organisation);

- Method statement providing the details of operation covering reception, storage, treatment, reprocessing or recycling of glass container waste, its handling of treated glass materials, rejected materials, residues and by-products as well as environmental pollution control;
- Facility location plan showing the boundary of the facility, its surrounding land uses, the major access roads of the facility and any sensitive receivers nearby;
- Facility layout plan showing different areas of the facility (including the areas for the reception, storage, treatment, recycling or disposal of glass container waste, and the areas for storage of any products, rejected materials, by-products and residues), with all major structures, entrances, exits, installations and equipment within the premises, the material(s) used for paving the floor annotated, the pollution control installations and equipment, surface runoff interceptor, sedimentation tank, on-site effluent treatment facility, discharge points of treated effluent inside the premises, if any;
- Schematic flow diagram showing the operating procedures of the processes involving reception, storage, treatment, reprocessing or recycling of glass container waste in the facility, and indicating the function of each process and the mechanical equipment and installations used;
- Organisation chart showing the key management staff; and
- Copy of liability insurance.

### **How to submit a glass-WDL application and the application fee?**

13. New or renewal applications should be made by means of the application form (Form EPD-319) which is downloadable from EPD website. The duly completed application form together with the required supporting documents could be submitted electronically at the Environmental Protection Interactive Centre website under EPD (<https://www.epd.gov.hk/epd/epic/english/epichome.html>) or to any of the EPD regional offices, as appended to this document, by post or by hand (during office hours). EPD reserves the right to request the submission of true copy of the documents by post or hand where necessary.

14. The application fees for a new licence and a renewed one are HK\$29,820 and HK\$14,840 respectively. The application should be accompanied by the application fee which is non-refundable. The payment should be made according to the instructions

as stipulated on the Demand Note issued by EPD.

15. You may complete the application form by typing or writing with black or blue ink. If there is insufficient space in any column to fill in all the information, you may use separate sheet(s) of paper, which are numbered and duly signed by the applicant.

16. For the declaration in Section 7 of the application form, if the applicant is a sole proprietor, it must be filled by the individual who applies for a glass-WDL. In the case of a limited company or an organisation, this part must be filled by a person authorised by the limited company or the organisation, as the case may be. If it is a partnership business, it shall be filled by one of the partners. Documentary proof of authorisation is required unless the applicant is a sole proprietor.

### **When to submit a glass-WDL application?**

17. You are advised to submit your application as soon as you assess that you can fulfill the requirements and when your supporting documents are ready. The approval time required for each case varies, which depends on the complexity of the operation, the sufficiency of information submitted, capability of meeting the licensing requirements, and completion of necessary revisions and upgrading works. After receiving an application, the EPD will follow up the details of the information, documents and contents of the application as soon as possible, so as to facilitate the applicant to make supplement, clarification and response. If applicants can positively address the views and requirements on the application from the EPD, it would also help to shorten the approval time.

18. For a renewal application, it is recommended to be made not less than four months prior to expiry of the existing licence.

### **What will be considered in the processing of the applications?**

19. In processing the licence application, EPD will consider the information submitted by the applicant and carry out site visit(s). For each licence application in deciding whether to grant the licence, or if there is a need to include additional terms and conditions, EPD will assess the following:

- a. Whether the disposal operation will be able to achieve all the limits, requirements, quality standards and quality objectives prescribed in
  - Air Pollution Control Ordinance (Cap. 311);

- Water Pollution Control Ordinance (Cap. 358);
  - Noise Control Ordinance (Cap. 400).
- b. Whether any emission or discharge from the disposal operation will be likely to be a danger to public health, a source of pollution to the environment or a source of nuisance to the neighbouring area;
  - c. Whether the facility has the capacity to dispose of such maximum quantity of glass container waste stated in the application; and
  - d. Whether the facility is capable of disposing of glass container waste in the manner stated in the application.

**What are the penalties for noncompliance related to disposal of glass container waste?**

20. The key offences and maximum penalties related to disposal of glass container waste are as summarized below.

Section of WDO and Offence	Maximum penalty
<ul style="list-style-type: none"> <li>● s 16<sup>3</sup> - Dispose glass container waste without a glass-WDL</li> </ul>	<ul style="list-style-type: none"> <li>● A fine of HK\$200,000 and 6-month imprisonment for the first offence</li> <li>● A fine of HK\$500,000 and 6-month imprisonment for the subsequent offence</li> <li>● A daily fine of HK\$10,000 for a continuing offence</li> </ul>
<ul style="list-style-type: none"> <li>● s 23(8)<sup>4</sup> – Contravene any term and condition of a glass-WDL</li> </ul>	<ul style="list-style-type: none"> <li>● A fine of HK\$200,000 and 6-month imprisonment for the first offence</li> <li>● A fine of HK\$500,000 and 6-month imprisonment for the subsequent offence</li> <li>● A daily fine of HK\$10,000 for a continuing offence</li> </ul>

<sup>3</sup> A person shall not use or permit to be used, any land or premises for the disposal of waste unless he has a licence from the Director to use the land or premises for that purpose.

<sup>4</sup> If any person who has been granted a waste collection licence or waste disposal licence (as the case may be) contravenes any term or condition subject to which the licence was granted to him, he commits an offence and is liable

- (b) in the case of a waste disposal licence –
  - i. for the first offence, to a fine of \$200,000 and to imprisonment for 6 months;
  - ii. for a second or subsequent offence, to a fine of \$500,000 and to imprisonment for 6 months; and
  - iii. in addition, if the offence is a continuing offence to a fine of \$10,000 for each day during which it is proved to the satisfaction of the court that the offence has continued.

**Environmental Compliance Division  
Environmental Protection Department  
January 2023**

## For enquiries

Please contact the following EPD offices on glass-WDL:

<b>EPD Offices/Addresses</b>	<b>Responsible Area</b>	<b>Contact information</b>
Regional Office (East)  5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	Kwun Tong, Wong Tai Sin, Sai Kung, Tseung Kwan O, Yau Tsim Mong & Kowloon City	Tel: 2755 5518 Fax: 2756 8588 E-mail: <a href="mailto:enquiry@epd.gov.hk">enquiry@epd.gov.hk</a>
Regional Office (North)  10/F., Sha Tin Government Offices, No.1 Sheung Wo Che Road, Sha Tin, New Territories.	Yuen Long, Shatin, Tai Po & North	Tel: 2158 5757 Fax: 2685 1133 E-mail: <a href="mailto:enquiry@epd.gov.hk">enquiry@epd.gov.hk</a>
Regional Office (South)  2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	Hong Kong Island & Islands	Tel: 2516 1718 Fax: 2960 1760 E-mail: <a href="mailto:enquiry@epd.gov.hk">enquiry@epd.gov.hk</a>
Regional Office (West)  8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories.	Tuen Mun, Tsuen Wan, Kwai Tsing, Cheung Sha Wan & Sham Shui Po	Tel: 2417 6116 Fax: 2411 3073 E-mail: <a href="mailto:enquiry@epd.gov.hk">enquiry@epd.gov.hk</a>
Customer Service Hotline	General licensing requirements	Tel: 2838 3111 Fax: 2305 0453 E-mail: <a href="mailto:enquiry@epd.gov.hk">enquiry@epd.gov.hk</a>

**Requirements on Proof of Lawful Occupation of the Waste Disposal Site**

1. In submitting an application for a glass-WDL, if the applicant is not the current owner(s), the applicant must demonstrate its lawful occupation to the application site and the documentary proof include:
  - Statement of consent signed by all current owners; **or**
  - Duly stamped lease agreement signed by all current owners;
  
2. In case the documentary proof provided by the applicant cannot fully fulfill the abovementioned requirements (e.g. statement of consent or stamped lease agreement only signed by some current owners), the applicant must show that reasonable steps have been taken to give the owner's notification and obtain the owner's consent:
  - A. To send a request for consent to each and every current owner. Relevant evidence (e.g. records of registered mail) should be submitted together with the application; **or**
  - B. If the applicant is unable to contact the current owner(s) due to the absence / inadequacy of the relevant information, e.g. absence of or incomplete postal address of the current owner in the Land Registry record, the applicant may consider resorting to the following steps:
    - i. To publish a notice of the application once in one Chinese and one English local newspapers. The newspaper notice should be in the size of not smaller than 30 square centimetres (five square inches). A sample format of the newspaper notice is shown in **Annex 2**. The newspaper notice should be published in the local newspapers specified by EPD; **and**
  
    - ii(a). Either to post a notice of the application in a prominent position on or near the application site. The notice should be at least A4 size and legible from a public place (a sample format is shown in **Annex 3**); **or**
  
    - ii(b). To send a notice to the Owners' Corporation(s), Owners' Committee(s), Mutual Aid Committee(s) or management office(s), where applicable, of the building(s) erected on the application site or in which the application premises is located or, where appropriate, to the relevant Rural Committee. Relevant evidence (e.g. records of registered mail) should be submitted together with the application (a sample format is shown in **Annex 3**).

iii. For the notice mentioned in above Bi and Bii, it should allow comments or objections from the owner(s) concerned within 40 days for new application and within 30 days for renewal application after the notice is published.

3. The EPD will take into account the particulars provided in the application and determine whether the steps taken by the applicant are acceptable on a case-by-case basis.

**WASTE DISPOSAL ORDINANCE (Cap 354)**

**NOTICE OF APPLICATION FOR**

**A WASTE DISPOSAL LICENCE FOR GLASS CONTAINER WASTE**

Notice is hereby given to the owner(s) of the *(location of the application site i.e. address of the relevant lot / premises)* that I/we intend to apply for a Waste Disposal Licence under Waste Disposal Ordinance (Cap 354) for storage, treatment, reprocessing and recycling\* of glass container waste at the abovementioned location. Any comments regarding this applications should be made to the Environmental Protection Department by post (respective regional office address), fax (respective regional office fax number) or email (enquiry@epd.gov.hk) within 40 days of this notice.

*(The proposed use / development and major development parameters such as site area and the proposed plot ratio gross floor area / site coverage / building height etc. should be indicated in the notice.)*

*(Name of the applicant)*

(Date of notification)

\*delete where appropriate

**WASTE DISPOSAL ORDINANCE (Cap 354)**

**NOTICE OF APPLICATION FOR**

**A WASTE DISPOSAL LICENCE FOR GLASS CONTAINER WASTE**

Notice is hereby given to the owner(s) of the *(location of the application site i.e. address of the relevant lot / premises)* that I/we intend to apply for a Waste Disposal Licence under Waste Disposal Ordinance (Cap 354) for storage, treatment, reprocessing and recycling\* of glass container waste at the abovementioned location. Any comments regarding this applications should be made to the Environmental Protection Department by post (respective regional office address), fax (respective regional office fax number) or email (enquiry@epd.gov.hk) within 40 days of this notice.

*(The proposed use / development and major development parameters such as site area and the proposed plot ratio gross floor area / site coverage / building height etc. should be indicated in the notice.)*

Please post this notice on the notice board of your building / office\*, or other conspicuous place as you think fit, to inform the owners about this application.#

*(Name of the applicant)*

(Date of notification)

\*delete where appropriate

# not applicable for notice to be posted on site by the applicant