



Australian Government

Department of Climate Change, Energy,
the Environment and Water

Licence renewal application - Paper and cardboard

Section A: General information

Purpose of this form

To renew an existing waste paper and cardboard export licence under the [Recycling and Waste Reduction Act 2020](#) and [Recycling and Waste Reduction \(Export—Waste Paper and Cardboard\) Rules 2024](#).

Hazardous waste

Some waste exports are controlled under the [Hazardous Waste \(Regulation of Exports and Imports\) Act 1989](#) (the Hazardous Waste Act). The Hazardous Waste Act gives effect to the [Basel Convention](#) (the Convention) in Australia.

Exports of waste paper and cardboard will require a hazardous waste permit if any of the following apply:

- It does not meet contamination limit in the importing or transit countries.
- It is contaminated with other wastes (e.g. plastics, metals, food waste).
- It contains contaminants listed in Annex I of the Convention

Common potentially hazardous materials found in paper and cardboard include PFAS, mineral oils and adhesives. The source of the material may also suggest a hazardous characteristic (e.g. medical waste).

Your responsibilities:

- Check requirements and contamination thresholds with the Basel [Competent Authority](#) of **every country** involved. This includes transit countries. If you don't meet the requirements, you may be required to ship the waste back to Australia at your own expense.
- If your waste is controlled under the Hazardous Waste Act, you must hold a hazardous waste permit. If you hold a hazardous waste permit for the material, you do not need a separate waste export licence under the [Recycling and Waste Reduction Act 2020](#).
- If you are unsure whether your waste is hazardous, please contact the Hazardous Waste team. You can email hazardous.waste@dcceew.gov.au.

Find out more about [Exporting, importing or transiting hazardous waste - DCCEEW](#).

Before applying

The person completing this application:

- will be the contact person for this application
- must be authorised to complete it
- must have their own registered [Waste Export Licensing and Declaration \(WELD\) account](#)
- needs to make an applicant declaration before they submit it
- needs to demonstrate how the licence holder will ensure each and every consignment exported from 1 July 2026 will not exceed 5% total contamination by weight

Granting of a waste export licence does not override any rules or requirements in importing countries. It is your responsibility to check importing country requirements with the relevant authorities and to comply with these requirements.

Make sure you read our [Guide to exporting](#).

Note, you cannot apply to vary a licence that has a renewal in progress. If you wish to vary your licence as part of this renewal, you will need to submit a variation application prior to submitting for renewal.

Your application must include

All [Attachments](#) specified in this application form, including evidence demonstrating how you will ensure each and every consignment exported from 1 July 2026 will not exceed 5% total contamination by weight.

Information in all fields denoted with a red asterisk (*).

Deadlines for applying for a paper and cardboard licence renewal:

- for licences expiring 30 June 2026, a renewal application must be submitted at least 90 days prior to the expiry date
- for licences expiring after 1 July 2026, a renewal application must be submitted at least 30 days prior to the expiry date.

For more information

Email ExportWaste@dcceew.gov.au

Phone 1800 852 974 (Monday to Friday, 9am to 4pm AEST)

Section B: Application type

You are applying to renew your Paper and Cardboard licence.

Licence number *

WASTE-LIC-YYYY-XXXXXX

Licence duration *

Licences can be renewed for up to a maximum of 3 years from expiry.

E.g. 3 years

Section C: Applicant Legal Entity details

Fields marked * are mandatory and must be completed for this application to be accepted.

Licence holder (the 'applicant' legal entity)

Provide the details of the proposed licence holder. The licence holder will be the person or entity that owns the waste to be exported.

Type of entity *

- ☐ Sole trader
- ☐ Corporation/Company
- ☐ Incorporated association
- ☐ Trustee
- ☐ Partnership
- ☐ Unincorporated association
- ☐ Other

If 'Other' (please specify) *

Applicant Legal Entity name *

Other trading names

Australian Business Number (ABN) *

Required for applicants without a CCID (Customer Client Identifier).

[ABN Lookup](#)

Australian Company Number (ACN)

Customs Client Identifier (CCID)

Required for applicants without an ABN *

Applicant legal entity contact details

Email *

Phone *

At least one phone number is required

Work phone (include area code)**Mobile phone****Street address (PO Box will not be accepted) *****Suburb/town/city *****State/territory *****Postcode *****Country (if not Australia)****Applicant legal entity postal address ***

☐ Same as physical address

Street address or PO Box**Suburb/town/city****State/territory****Postcode****Country (if not Australia)****Contact person for the application**

The contact person for the application is the person completing this application. Details of this person are to be entered below.

Title *

Miss, Mr, Mrs, Ms, Dr, Other

Given name(s) *

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Family name *

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Date of birth (dd/mm/yyyy) *

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Section D: Agent details

If you are an export agent applying for your own licence, do not complete this section.

You can nominate an agent to act on your behalf. You can nominate one agent in this application. If your licence is granted, you can contact us to add more.

An agent can be an export agent or a freight forwarder and can have limited authority or full authority.

Agents with limited authority can only make export declarations. In the portal, they can see the declarations they and others make, and messages we send them.

Agents with full authority have the same access as the licence holder. They can apply for licence variations, renewals, and exemptions, and make export declarations. They can see the declarations and applications they make, messages and requests from us for further information, and applications others have submitted.

To act on your behalf, agents need to create their own registered [WELD](#) account. If your application is granted, we will link their account to yours. When an agent submits an application or makes a declaration on your behalf, we send a confirmation email based on your contact preference selection.

Note: As a licence holder, you will continue to be legally responsible for meeting your obligations. This is required under the [Recycling and Waste Reduction Act 2020](#), even if an agent is acting on your behalf.

Are you nominating an agent to manage exports in the [WELD](#) portal on your behalf? *

- ☐ Yes (complete the remaining fields of this section)
- ☐ No (proceed to Section E)

[If yes is selected]

What access will your agent have?

Indicate what responsibilities you would like your agent to have

- ☐ Limited authority [Can only complete export declarations on your behalf. They cannot view or access any other information in the portal.]
- ☐ Full authority [Can complete declaration, variations, and renewals on behalf of your Organisation and view all submitted data.]

What contact preferences will your agent have?

Indicate your communication preferences. Communications will include documentation regarding the outcome of the application, request for information and payment forms.

- ☐ Only send communications to the licence holder
- ☐ Only send communications to the agent
- ☐ Send communications to the licence holder and the agent

Agent business details

Agent business name *

Other trading names**Australian Business Number (ABN)**[ABN Lookup](#)**Australian Company Number (ACN)****Customs Client Identifier (CCID)****Agent business physical address****Street address (PO Box will not be accepted) *****Suburb/town/city *****State/territory *****Postcode *****Country (if not Australia)****Agent business postal address ***☐ Same as physical address**Street address or PO Box *****Suburb/town/city *****State/territory *****Postcode ***

Country (if not Australia)

Agent contact person

Title *

Given name(s) *

Family name *

Date of birth (dd/mm/yyyy) *

Email *

Phone *

At least one phone number is required.

Work phone (include area code)

Mobile phone

Section E: Waste details

Please review your current licence instrument through your WELD profile.

☐ I confirm that I have reviewed the current licence instrument to be renewed *

Note: You may need to apply for a hazardous waste permit. Please read the information on hazardous waste in Section A: General information before answering the following question.

Is your waste paper and cardboard considered hazardous waste for the purposes of the [Hazardous Waste \(Regulation of Exports and Imports\) Act 1989](#) or otherwise covered by the Basel Convention controlling transboundary movements of hazardous waste and their disposal? *

For further information, see the [department's hazardous waste webpage](#).

☐ Yes *[If yes, please obtain a Hazardous Waste permit instead of a Waste Export licence]*

☐ No

Do you hold, intend to apply for, have applied for, or been refused an export permit under the Hazardous Waste (Regulation of Exports and Imports) Act 1989? *

☐ Yes

☐ No

Export: Intended use

Has the intended use of your materials changed since your licence was granted? *

☐ Yes

☐ No

If yes, how will the Paper & Cardboard be used in the export destinations?

Section F: Contaminants

Evidence you can comply with the 5% contamination limit

If you are requesting a licence duration past 30 June 2026, you must provide evidence of your ability to comply with the contamination limit for each consignment of regulated waste paper and cardboard exported on or after 1 July 2026. This evidence must show that you have the capacity to ensure that the total weight of contaminants does not exceed 5% of the total weight of the consignment.

If you cannot provide sufficient information before expiry, your licence may be refused to be renewed, prohibiting exports until you obtain a new licence.

You **must provide** your strategy for ensuring every consignment you export can meet the 5% contamination limit under the [Recycling and Waste Reduction \(Export—Waste Paper and Cardboard\) Rules 2024](#), supported by evidence.*

Note: Some countries may have more stringent contamination limits. It is your responsibility to understand and meet all contamination requirements of importing and transiting countries.

Please refer to an attachment providing your strategy (.PDF or .doc/.docx preferred). *	<i>[Insert attachment title]</i>
Evidence may include: • Audit and inspection processes – details of internal or third-party audits and inspections at your facilities and for your export consignments. Include information such as audit frequency, processes, test results, images with captions, and how records are kept. • Quality assurance programs – information about any other systems, checks, or results you use to control contamination. In the event you secure additional suppliers, how you ensure they can consistently meet the 5% limit. • Sorting and processing facilities – if relevant, a summary of your facilities and equipment, and how they remove contamination from your source material and how you know they produce paper with a contamination level below 5%. If you use suppliers, you can include details of their facilities too. You may include photos, machinery descriptions, and processing steps. • Other evidence – any other evidence displaying how you ensure each consignment exported on or after 1 July 2026 will not contain more than 5% contamination by weight.	

NOTE: Your attached evidence emailed with this application must be clear and legible and be titled appropriately. **Each email has a size limit of 10 MB. Please send multiple emails as required.** *

Making export declarations

All paper and cardboard export licence holders must declare the percentage (%) of contamination for each export. This contamination level must not exceed 5% from 1 July 2026.

Section G: Management or Control

Provide details of all people in **Management or control** of the export business.

If the applicant is a company, the director(s) must be included in this section.

A person must be listed as being in **Management or control** of the export business if they:

- have the authority to direct the export operations or a substantial part of the export operations
- can direct someone with the above authority

Note: All people in **Management or control** will have the ability to make declarations and apply for licence variations, renewals and exemptions on behalf of the applicant. To complete these activities, people in management or control will need to register for a [WELD](#) account using the email address nominated in this section.

Add management contacts to the grid below.

‘Job title’ is the role the person performs in the company or organisation.

Management contacts

Title *	Given name(s) *	Family name *	Date of birth (dd/mm/yyyy) *	Place of birth *	Job title *
Miss, Mr, Mrs, Ms, Dr					

Street address *	Suburb/town/city *	State/territory *	Postcode *	Email *	Work phone (includes area code) *	Mobile phone *
					Provide a telephone number	Provide a telephone number

Section H: Fit and proper person

A fit and proper person check may be conducted on the licence holder and their associates. This may not be required if a check was conducted recently.

When you submit this application, you may be sent a request via your [WELD](#) account to provide:

- information pertaining to a Fit and Proper Person check of the legal entity applying to hold the licence
- documentation containing 100 points of identification for the person completing the application form

For information on the fit and proper person process, see [Fit and proper person](#) on the department's website.

For information on the identification documents you could provide, see [Paper and Cardboard Documents](#) on the department's website.

If any of the documents you provide are not in English, they must be accompanied by an official translation of the document from a [National Accreditation Authority for Translators & Interpreters \(NAATI\) accredited provider](#).

Section I: Applicant declaration

Declaration

- ☐ I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the [Criminal Code Act 1995](#) to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment. *
- ☐ In making this declaration, I acknowledge my obligations and responsibilities under the [Recycling and Waste Reduction Act 2020](#), and the powers of the Minister and their delegates under the Act; including the power to give directions in connection with the exercise of such powers, and powers of entry, inspection, and seizure.

Privacy and confidentiality notice

Please read our [Privacy and confidentiality notice](#).

- ☐ I confirm: *
- I consent to the collection and disclosure of all protected information, including any personal information, sensitive information and commercially sensitive information contained in this form for the purposes outlined in the Privacy and confidentiality notice.
 - I have obtained the express, current, specific and informed consent of all other persons whose protected information, including any personal information and sensitive information I have included in this form, to disclose that information to the department. I have also provided those persons with a copy of the department's [Privacy Policy](#), and Privacy and confidentiality notice

Name of Applicant *

Signature *

Date *

Privacy and confidentiality notice

To assess an application under the [Recycling and Waste Reduction Act 2020](#) (Cth), including for export licences, exemptions and product stewardship arrangements, the Department of Climate Change, Energy, the Environment and Water (**the Department**) may need to collect a range of information relating to the application. This may include information about the financial and operational aspects of the arrangement, licence, or exemption, and the individuals involved in the arrangement, licence or exemption.

Protected information

The information collected on this form may be 'protected information', which is information that was disclosed or obtained under or for the purposes of the [Recycling and Waste Reduction Act 2020](#) (Cth).

The Department is bound by law to handle protected information in accordance with its obligations under the [Recycling and Waste Reduction Act 2020](#) (Cth). The Department is bound to handle your personal information in accordance with the [Privacy Act 1988](#) (Cth) and the Department's [Privacy Policy](#). 'Personal information' under the [Privacy Act 1988](#) (Cth) means information or an opinion about an identified individual, or an individual who is reasonably identifiable. The personal information we collect includes names, addresses, contact details and information for identification purposes such as dates of birth and copies of identifying documents.

'Sensitive information' is a subset of personal information under the [Privacy Act 1988](#) (Cth) and includes any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal records, health or genetic information and biometric information or templates.

Collection of information

The Department is collecting protected information, including any personal information, for the purposes of determining applications under the [Recycling and Waste Reduction Act 2020](#) (Cth) and related purposes, including:

- to provide services to you, including processing and assessing applications for export licences, exemptions and product stewardship arrangements;
- to send communications to you, including to provide information and advice, and to seek feedback on matters relating to the waste export scheme; and
- for the administrative, planning, record-keeping, product and service development, quality control and research, project and grant purposes of the Department.

The Department will collect sensitive information, including information about criminal records, and information about persons completing export applications, persons in management or control positions, persons completing product stewardship arrangement applications and the associates of all such persons.

The Department will collect and store protected information collected on this form in a manner consistent with its obligations under the [Recycling and Waste Reduction Act 2020](#) (Cth); and where relevant, the [Privacy Act 1988](#) (Cth) and the Department's [Privacy Policy](#).

Disclosure of information

The Department may disclose protected information, including any personal information, collected for the purposes of assessing your application (including information contained on this form) to:

- contractors or service providers for the purposes of operating the Portal or our functions, fulfilling requests by you, and to otherwise provide information, products and services to you including web hosting providers, IT systems administrators, payment processors, data entry service providers, electronic network administrators and professional advisors such as accountants, solicitors, business advisors and consultants;
- suppliers and other third parties with whom we have commercial relationships for business, marketing, and related purposes;
- peer reviewers and committee members for the purpose of assessing your applications;
- our Minister, Parliamentary Secretary and portfolio agencies for the purposes of administering portfolio programs and functions; and/or
- a House or Committee of the Parliament of the Commonwealth of Australia.

The Department may disclose protected information, including personal and sensitive information, to the Australian Border Force and other Australian government agencies, persons, or organisations where necessary for the purposes of assessing your export application, compliance purposes and related purposes.

The Department is unlikely to disclose your personal information overseas.

The Department has not taken steps to ensure that any overseas recipients do not breach the [Australian Privacy Principles](#). This means that:

- overseas recipients may not be accountable under the [Privacy Act 1988](#) (Cth);
- you may not be able to seek redress under the [Privacy Act 1988](#) (Cth);
- you may not be able to seek redress in the overseas jurisdiction;
- the overseas recipient may not be subject to any privacy obligations or to any principles similar to the [Australian Privacy Principles](#).

Publication of information

The Department will publish on the Department's website information, including personal information, as required by the [Recycling and Waste Reduction Act 2020](#) (Cth). This includes information about export licences, exemptions and product stewardship arrangements.

Publication of data

The Department may disclose de-identified data (e.g. information on the net quantity of waste exported per product type and importing countries) to the Department's website for reporting purposes and to an Australian government database. This database will track Australia's waste and recycling trends and will be made available for public viewing. The Department will not publish any information if there is a risk that publishing the information might substantially prejudice the commercial interests of a person or publishing the information is not in the public interest.

Your consent

By completing and submitting this form you consent to the collection and disclosure of all protected information, including personal and sensitive information, contained in this form.

By completing and submitting this form you also agree that any information you send to the department in relation to your application under the [Recycling and Waste Reduction Act 2020](#) (Cth)

(whether through the Portal or otherwise) will have the relevant consent, as indicated above, attached to it.

You must have obtained the express, current, specific and informed consent of all other persons whose protected information, or personal and sensitive information, you have included in this form, to disclose the information to the Department. By completing and submitting this form you:

- will be taken to have declared to the Department that you have obtained the consent described above from all relevant persons; and
- consent to the collection and disclosure of all protected information (which may include personal or sensitive information or commercially sensitive information) contained in this form.

Giving false or misleading information is a serious offence.

Consequences of not collecting the protected information

If you fail to provide the relevant information the Department requests via the Portal or in any other manner, some or all of the following may happen:

- we may not be able to grant you access to the Portal or provide some or all of the services you have requested via the Portal;
- we may not be able to provide you with information about products and services that you may want; or
- your application may not be accepted.

Further information

See the Department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint about any breach of the [Australian Privacy Principles](#) or the Australian Government Agencies Privacy Code. Alternatively, you may telephone the Department on 1800 852 974.