Online Waste Levy System (OWLS 2.0)

User guide for waste disposal facility operators

Version 10, 2024

Ministry for the Environment
Manatū Mō Te Taiao

Te Kāwanatanga o Aotearoa
New Zealand Government

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Contents

About this guide

This guide is designed to help waste disposal facility operators use the Online Waste Levy System (OWLS 2.0) to register, submit waste returns and activity category reports, and apply for extensions of time, waivers, methodologies and refunds.

How to use this guide

This guide has been designed to help with using OWLS 2.0. It explains the purpose of the screens, how to use the screens and other important information about using the system.

You will need to use this guide together with the Waste disposal levy and reporting requirements guide for site operators, which covers information about the:

- Waste Minimisation Act 2008
- Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009
- Waste Minimisation (Information Requirements) Regulations 2021
- Disposal facility operator’s responsibilities regarding the levy.

Where to go for help

An online Help function is available from every screen within OWLS 2.0.

If you need more advice, or help with using OWLS 2.0, please call our helpdesk on 0800 WDLEVY (0800 935 389) or email info@wastelevy.govt.nz.

Further information

Further information about the waste disposal levy is available from the Ministry for the Environment via the OWLS Helpdesk

Phone: 0800 WDLEVY (0800 935 389)

Email: info@wastelevy.govt.nz

Ministry web facility: environment.govt.nz/what-government-is-doing/areas-of-work/waste/waste-disposal-levy

OWLS 2.0 web facility: www.wastelevy.govt.nz

When you contact us via 0800 WDLEVY, depending on your query, we may need to verify your identity. We will do this using information you provided when you registered.

Chapter 1: Introduction to OWLS 2.0

This chapter provides an overview of the Online Waste Levy System (OWLS 2.0) and tells you how to set up new users, log in to and move around OWLS 2.0. It contains the following topics:

Overview

Introduction

OWLS 2.0 is the Ministry for the Environment's internet application that enables disposal facility operators to carry out waste disposal levy requirements online. It has been designed to minimise compliance costs disposal facility operators incur to meet their obligations under the Waste Minimisation Act 2008, Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009, and the Waste Minimisation (Information Requirements) Regulations 2021.

OWLS 2.0 allows operators to register, submit waste returns and activity category reports, and apply for extensions of time, waivers, methodologies and refunds.

Registering on OWLS 2.0

Once you have registered with us, you will be given access to OWLS 2.0. This is a secure website. The only people who can access your information are people you authorise, and our staff or contractors authorised to administer the levy.

User access types

Disposal facilities have the following types of user access:

- **Site Data entry** – Can submit returns that will be placed in a status of 'Pending Verification'; can submit activity category reports, can view Client/site details, returns, reports and statements
- **Site Verifier** – Can update personnel, submit/verify returns, submit activity category reports, update Client/Site details and create applications.

Site Verifier must be the first user created when registering a Client and/or Facility.

It is recommended that Disposal facilities have more than one person registered against a facility. This will help you in ensuring your reporting obligations are completed on time, in case one person is unavailable, for example, because of staff holidays or sickness.

The table below shows the functions for each user type.

	Functions that users can perform	Disposal facility users	
		Data entry	**Verifier**
Contacts and users	View or change operator address details	View	View / change
	View or change disposal facility contact and finance details	View	View / change
	View or change contact people details	View	View / change
	Add personnel	No access – contact OWLS	No access – contact OWLS
Waste returns	View returns summary	View	View
	Submit or verify new return	Submit	Submit / verify
	View or change a verified return	View	View
	Submit an amendment	No access – contact OWLS	No access – contact OWLS
	View and download statements	View / download	View / download
Activity category reports	View reports summary	View	View
	Submit a new activity category report	Submit	Submit
	View or change a report	View	View
	Submit an amendment	No access – contact OWLS	No access – contact OWLS
Applications and methodologies	View applications summary	View	View
	Add new applications	No access	Access
	Change a pending application	No access – contact OWLS	No access – contact OWLS
	View methodologies	View	View
Reports	View reports online or download	View / download	View / download

Applying to register for OWLS 2.0

When to use

Use these steps if you want to register your organisation, facility and personnel within OWLS 2.0.

Notes:

- If you have already signed up for OWLS, but need to create a new facility, please see Creating a new facility within OWLS 2.0.
- New users must have a RealMe login for authentication to access OWLS 2.0, please see What is RealMe.

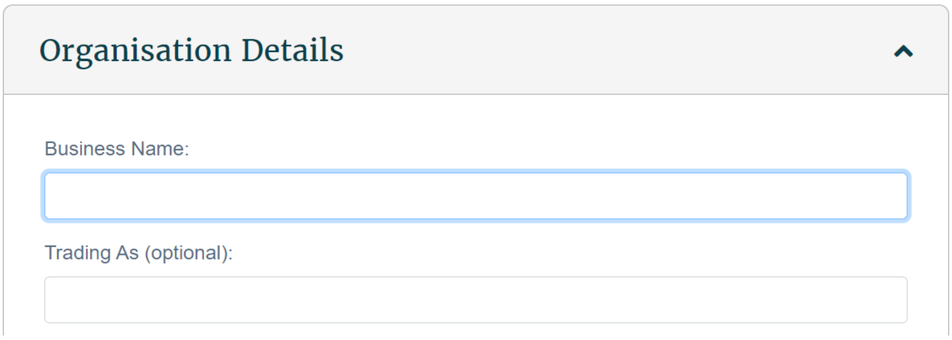
Role

- Site Verifier must be the first user created when registering a Client and/or Facility.

Overview

Organisations can submit an online application form to register for the Online Waste Levy System. Organisations can register multiple facilities at once, making it easy to get started with OWLS and begin meeting your reporting requirements.

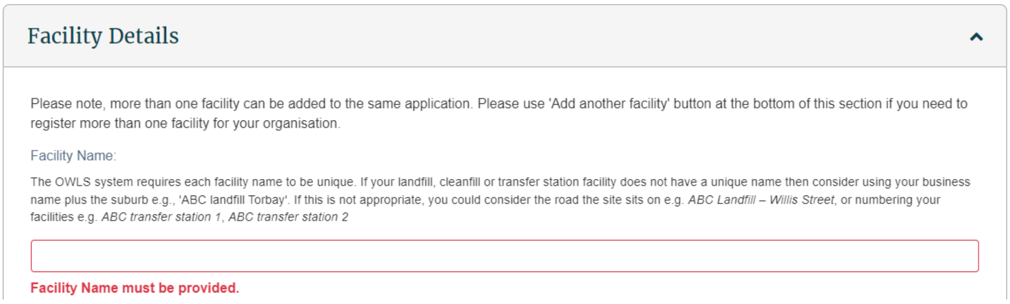
Steps

Step	Action
1	Open the Application to Register for the Online Waste Levy System page.
2	The application form contains three parts – Organisation Details, Facility Details, Verifier Details. <table><tr><th>Section</th><th>Description</th></tr><tr><td>Organisation Details</td><td>The details of the organisation being registered.</td></tr><tr><td>Facility Details</td><td>The details of the facilities you wish to register within OWLS</td></tr><tr><td>Verifier Details</td><td>The person that will be created as a verifier for all registered facilities. **Note:** It is mandatory to add a Verifier user when completing the Online registration. We also recommend adding additional users for each of the registered facilities. For more information on personnel roles please see User access types</td></tr></table>
3	Organisation Details 

Step **Action**

Field	Description
Legal Name	Enter the legal name of the organisation.
Trading As	(Optional) Enter the trading name of the organisation (the name you use publicly).
NZBN	(Optional) Enter the NZBN number of the organisation. Your NZBN can be found on the New Zealand Companies Register website. (This is not applicable for Territorial Authorities.)
Certificate of Incorporation	Upload a copy of your Certificate of Incorporation (this can be found on the New Zealand Companies Register website) or other evidence of your entity being legal. This file will be deleted once your application has been assessed. (This is not applicable for territorial authorities.)
Ownership Type	Select the ownership type of the organisation.
Date of Incorporation	Enter the Date of Incorporation for the facility.
Organisation Postal Address	Enter the Postal Address of the organisation (the address for all correspondence).
Organisation Physical Address	Enter the physical address of the organisation.
Contact Number	Enter a valid contact phone number for the organisation.
Contact Email	Enter a valid contact email address for the organisation.

4 Facility Details



Facility Details

Please note, more than one facility can be added to the same application. Please use 'Add another facility' button at the bottom of this section if you need to register more than one facility for your organisation.

Facility Name:

The OWLS system requires each facility name to be unique. If your landfill, cleanfill or transfer station facility does not have a unique name then consider using your business name plus the suburb e.g., 'ABC landfill Torbay'. If this is not appropriate, you could consider the road the site sits on e.g. *ABC Landfill – Willis Street*, or numbering your facilities e.g. *ABC transfer station 1*, *ABC transfer station 2*

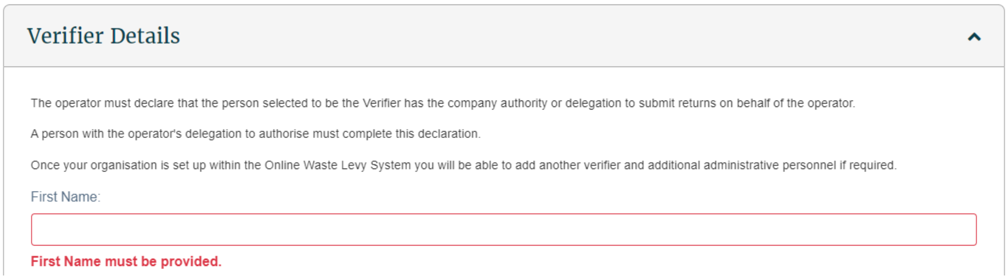
Facility Name must be provided.

Field	Description
Name	Enter the name of the facility.
Territorial Authority	Select the territorial authority for the region, eg, Auckland Council.
Demographic Type	Select the main demographic makeup of the area your facility is in.
Facility Start Date	The date the facility became operational. Please note, waste returns and activity reports will be generated from this start date.
Site Latitude	Enter the site latitude coordinates of the **disposal facility location.** Right clicking the searched address on Google Maps will provide this.
Site Longitude	Enter the site longitude coordinates of the **disposal facility location.** Right clicking the searched address on Google Maps will provide this.
Facility Physical Address	Enter the physical address of the facility. This should match the coordinates entered above.

Step	Action

Contact Number	Enter the contact number of the facility. If this is the same as the organisation contact number, use the “Same as Organisation Contact Number” checkbox.
Contact Email	Enter the contact email address of the facility. If this is the same as the organisation email address number, use the “Same as Organisation Contact Email” checkbox.
Estimated Annual Tonnage	Enter the estimated annual tonnage of waste. If your annual tonnage is less than 1,000 tonnes, you may wish to apply for permission to submit annual returns.
Cover Material Sourced	Select the source of the cover material used at the facility.
Site Class	Select the class of your facility. Your class type should be determined using the information on this fact sheet. Your class waste acceptance may differ from your council consent.
Methodology	Select the method(s) your disposal facility uses or proposes to use to calculate waste and diverted material tonnage. Please note: If your facility has a compliant and functioning weighbridge on site, it must be the methodology used unless approval is granted for another prescribed method. For more information on this see Waste levy – Measuring waste tonnages.
Methodology – Start Date	Enter the Start date of each methodology for returns.
Add Another Facility	If you wish to add additional facilities, click this button.

5 Verifier Details



Verifier Details

The operator must declare that the person selected to be the Verifier has the company authority or delegation to submit returns on behalf of the operator.

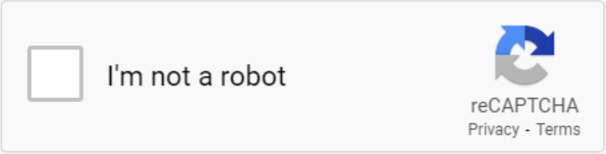
A person with the operator's delegation to authorise must complete this declaration.

Once your organisation is set up within the Online Waste Levy System you will be able to add another verifier and additional administrative personnel if required.

First Name:

First Name must be provided.

Field	Description
First Name	Enter first name.
Preferred Name	(Optional) Enter a preferred name.
Surname	Enter surname.
Position	(Optional) Enter position.
Contact Area(s)	(Optional) Select contact areas.
Contact Number	Enter a contact number. **Note:** If this is the same as the organisation contact number, use the “Same as Organisation Contact Number” checkbox.
Contact Email	Type the contact email address. **Note:** If this is the same as the organisation email address number, use the “Same as Organisation Contact Email” checkbox.
Proof of ID	Upload proof of ID for verification purposes (driver’s licence, passport, or birth certificate). This file will be deleted once your application has been assessed.

Step	Action
5	Click the checkbox next to the “I’m not a robot” text, and if needed complete the CAPTCHA test. 
6	Click Submit Application.
7	Once the Waste Levy team has assessed your application an email will be sent either approving or rejecting your application. If your application is rejected you will need to submit a new application form, taking note to correct any issues outlined in the rejection email. If your application is approved, you will receive an email outlining the approved facilities and containing a link to log in to OWLS for the first time. For more information on logging into OWLS for the first time, please see Logging in as a new user.

What happens next?

If your application has been approved, you can complete your sign up for OWLS by following the link in the approval email.

Adding a new user to OWLS 2.0

When to use

Use these steps when you want to create a login for someone else.

Roles that can perform the action

Any request to add a new user to OWLS should be directed to 0800 WDLEVY (0800 935 389) or info@wastelevy.govt.nz. This function can only be performed by contacting OWLS.

Note: You must be an existing Verifier of a facility to approve another user being added to the facility.

What happens next?

We will set up the new user and email the login details. Once the user receives this email, they can register a RealMe account and log into OWLS 2.0.

Note: The email is valid for 24 hours. If you miss activating your login within that time, you will need to contact the help desk at 0800 WDLEVY (0800 935 389) or email info@wastelevy.govt.nz.

Logging in as a new user

When to use

Use these steps if you need to log in for the first time.

Note: If you are **not** logging in for the first time, please see the Logging in to OWLS 2.0 steps.

Roles

- Site data entry
- Site verifier

Overview

OWLS 2.0 uses RealMe for login and authentication management. You will need to either use an existing RealMe account or set up a RealMe account to log in to OWLS 2.0, as outlined in the steps below.

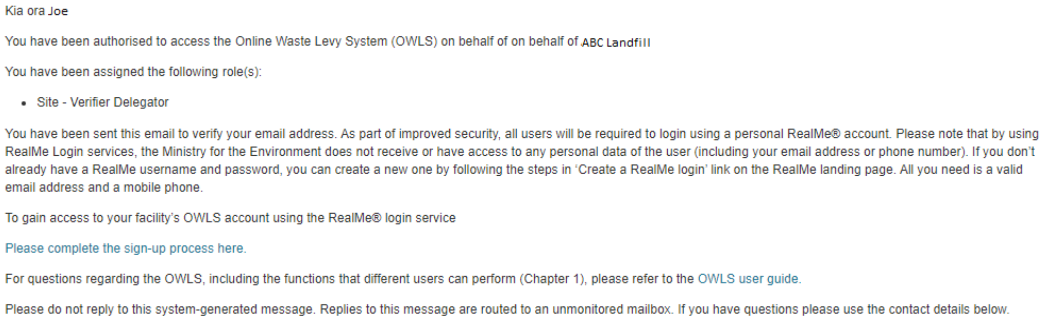
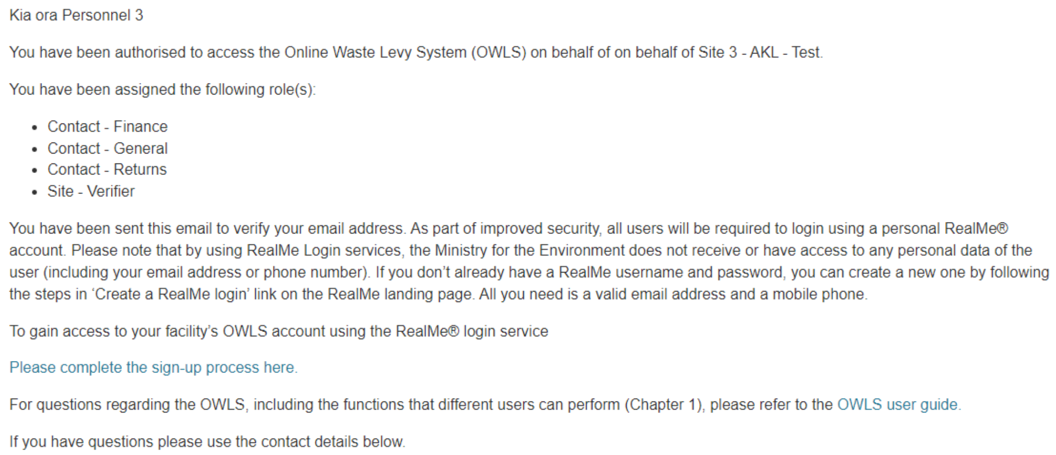
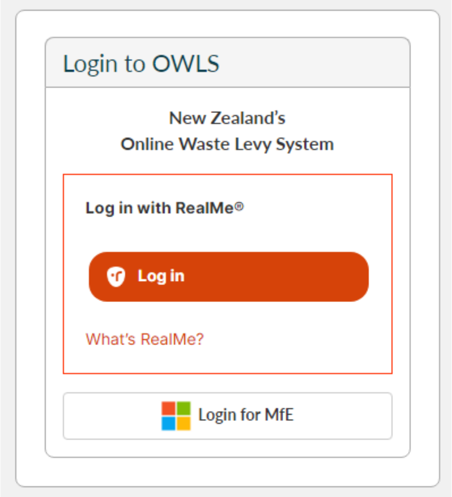
What is RealMe® and how do you access it?

Your RealMe login is a single username and password you can use to securely access services online.

More on RealMe:

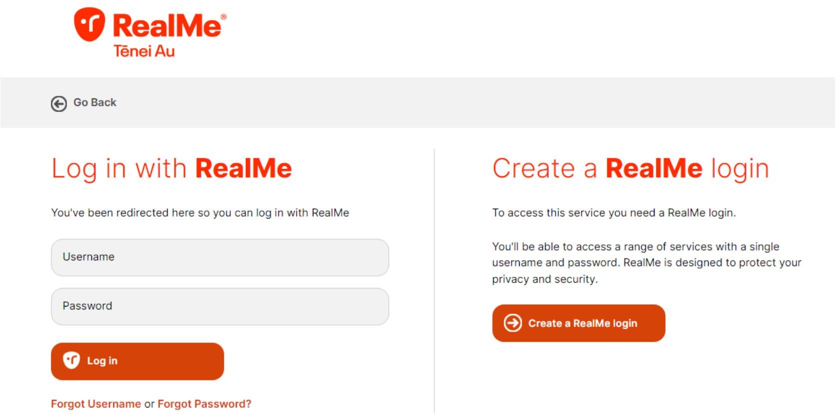
- Privacy and security – www.realme.govt.nz/privacy-and-security
- Two Factor Authentication – www.realme.govt.nz/help/#second-factor-authentication
- Where is it currently used? – www.realme.govt.nz/where-to-use-realme

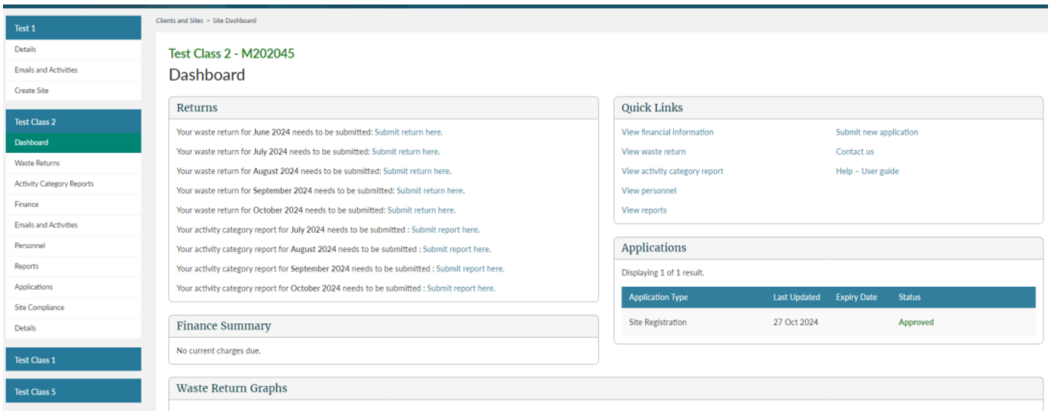
Steps – Existing RealMe login

Step	Action
1	Find the email you received from OWLS 2.0 when you registered. Go to step 2. **Note**: The email is valid for 24 hours. If you miss activating your login within that time, you will need to contact the help desk at 0800 WDLEVY (0800 935 389) / info@wastelevy.govt.nz. Please check your spam folder if there is a delay in receiving it.
2	Open the email and click the **Please complete the sign-up process here** link.  Kia ora Joe You have been authorised to access the Online Waste Levy System (OWLS) on behalf of on behalf of ABC Landfill You have been assigned the following role(s): - Site - Verifier Delegator You have been sent this email to verify your email address. As part of improved security, all users will be required to login using a personal RealMe® account. Please note that by using RealMe Login services, the Ministry for the Environment does not receive or have access to any personal data of the user (including your email address or phone number). If you don't already have a RealMe username and password, you can create a new one by following the steps in 'Create a RealMe login' link on the RealMe landing page. All you need is a valid email address and a mobile phone. To gain access to your facility's OWLS account using the RealMe® login service Please complete the sign-up process here. For questions regarding the OWLS, including the functions that different users can perform (Chapter 1), please refer to the OWLS user guide. Please do not reply to this system-generated message. Replies to this message are routed to an unmonitored mailbox. If you have questions please use the contact details below.  Kia ora Personnel 3 You have been authorised to access the Online Waste Levy System (OWLS) on behalf of on behalf of Site 3 - AKL - Test. You have been assigned the following role(s): - Contact - Finance - Contact - General - Contact - Returns - Site - Verifier You have been sent this email to verify your email address. As part of improved security, all users will be required to login using a personal RealMe® account. Please note that by using RealMe Login services, the Ministry for the Environment does not receive or have access to any personal data of the user (including your email address or phone number). If you don't already have a RealMe username and password, you can create a new one by following the steps in 'Create a RealMe login' link on the RealMe landing page. All you need is a valid email address and a mobile phone. To gain access to your facility's OWLS account using the RealMe® login service Please complete the sign-up process here. For questions regarding the OWLS, including the functions that different users can perform (Chapter 1), please refer to the OWLS user guide. If you have questions please use the contact details below. **Result**: You will be redirected to the OWLS 2.0 login page. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>
<p>Click Login with RealMe.</p>
<p>Result: You will be redirected to the RealMe login page where you can:</p>

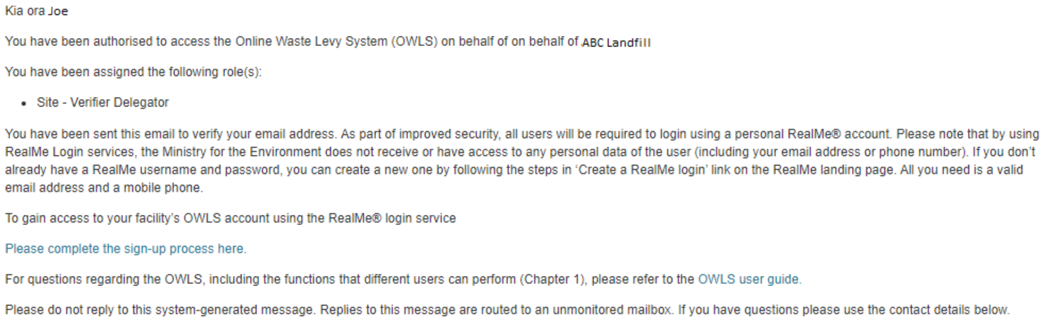
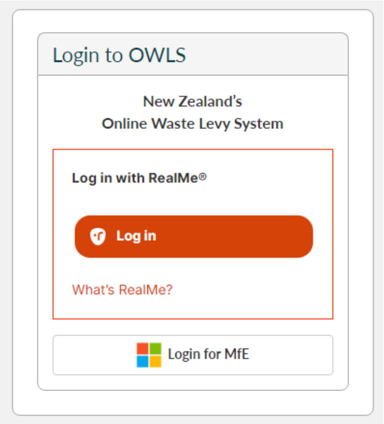
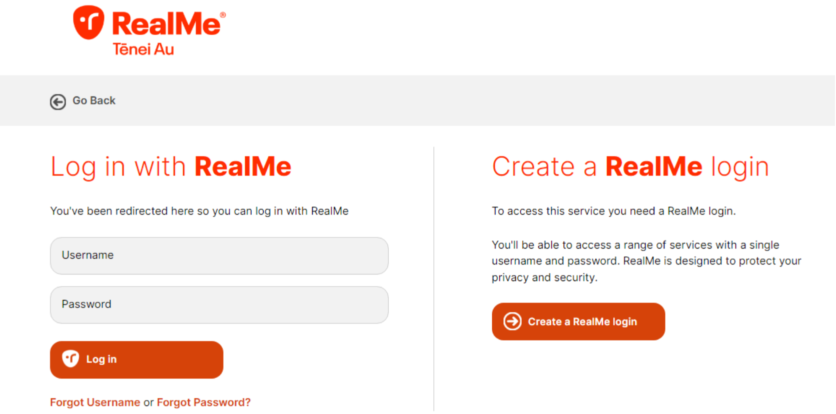
log in using an existing RealMe login
set up a new RealMe login.



<p>Log in with RealMe</p>
<p>You've been redirected here so you can log in with RealMe</p>
<p>Create a RealMe login</p>
<p>To access this service you need a RealMe login.</p>
<p>You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.</p>
</td></tr>
<tr><td>4</td><td>
<p>If you are logging in with an existing RealMe login, complete the required fields under “Login with RealMe” and click Login.</p>
<p>Result: You will be logged in and redirected to the OWLS 2.0 dashboard.</p>


<p>Test Class 2 - M202045</p>
<p>Dashboard</p>
<p>Returns</p>
<p>Your waste return for June 2024 needs to be submitted: Submit return here.
Your waste return for July 2024 needs to be submitted: Submit return here.
Your waste return for August 2024 needs to be submitted: Submit return here.
Your waste return for September 2024 needs to be submitted: Submit return here.
Your waste return for October 2024 needs to be submitted: Submit return here.
Your activity category report for July 2024 needs to be submitted : Submit report here.
Your activity category report for August 2024 needs to be submitted : Submit report here.
Your activity category report for September 2024 needs to be submitted : Submit report here.
Your activity category report for October 2024 needs to be submitted : Submit report here.</p>
<p>Finance Summary</p>
<p>No current charges due.</p>
<p>Quick Links</p>
<p>Applications</p>
<p>Displaying 1 of 1 result.</p>
<table>
<tr><th>Application Type</th><th>Last Updated</th><th>Expiry Date</th><th>Status</th></tr>
<tr><td>Site Registration</td><td>27 Oct 2024</td><td></td><td>Approved</td></tr>
</table>
</td></tr>
</table>

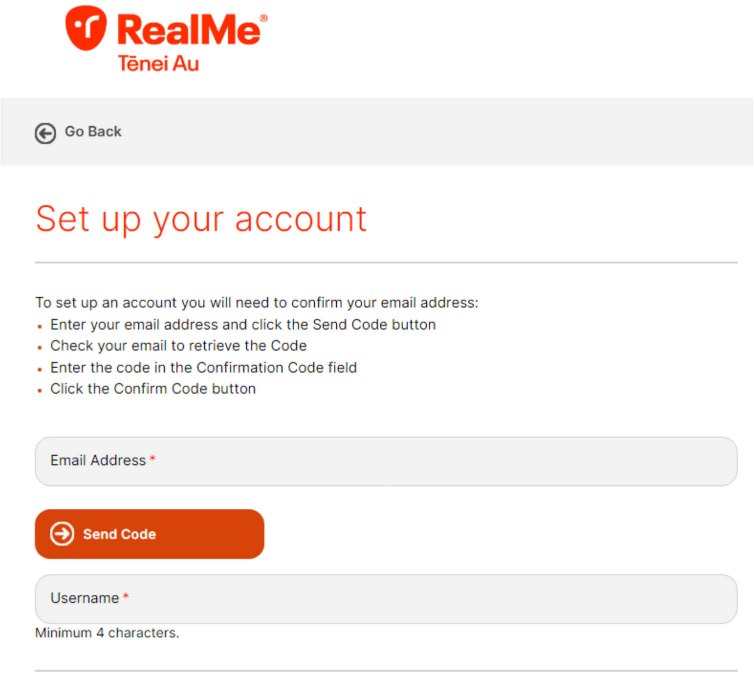
Steps – New RealMe login

Step	Action
1	Find the email you received from OWLS 2.0 when you registered. Go to step 2. **Note**: The email is valid for 24 hours. If you miss activating your login within that time, you will need to contact the help desk at 0800 WDLEVY (0800 935 389) or by emailing info@wastelevy.govt.nz. Please check your spam folder if there is a delay in receiving it.
2	Open the email and click the **Please complete the sign-up process here** link.  Kia ora Joe You have been authorised to access the Online Waste Levy System (OWLS) on behalf of on behalf of ABC Landfill You have been assigned the following role(s): - Site - Verifier Delegator You have been sent this email to verify your email address. As part of improved security, all users will be required to login using a personal RealMe® account. Please note that by using RealMe Login services, the Ministry for the Environment does not receive or have access to any personal data of the user (including your email address or phone number). If you don't already have a RealMe username and password, you can create a new one by following the steps in 'Create a RealMe login' link on the RealMe landing page. All you need is a valid email address and a mobile phone. To gain access to your facility's OWLS account using the RealMe® login service Please complete the sign-up process here. For questions regarding the OWLS, including the functions that different users can perform (Chapter 1), please refer to the OWLS user guide. Please do not reply to this system-generated message. Replies to this message are routed to an unmonitored mailbox. If you have questions please use the contact details below. **Result**: You will be redirected to the OWLS 2.0 login page. 
3	Click Login with RealMe. **Result**: You will be redirected to the RealMe login page where you can: • log in using an existing RealMe login • set up a new RealMe login. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>

If you need to set up a new RealMe login, click **Create your RealMe login** instead.

Result: The RealMe “Set up your account” page displays.



Set up your account

To set up an account you will need to confirm your email address:
- Enter your email address and click the Send Code button
- Check your email to retrieve the Code
- Enter the code in the Confirmation Code field
- Click the Confirm Code button

Email Address *

Username *

Minimum 4 characters.

</td></tr>
<tr><td>5</td><td>

Enter the following information.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Email address</td><td>Type the email address you wish to use with RealMe.</td></tr>
<tr><td>Username</td><td>Type the username you wish to use with RealMe.</td></tr>
</table>

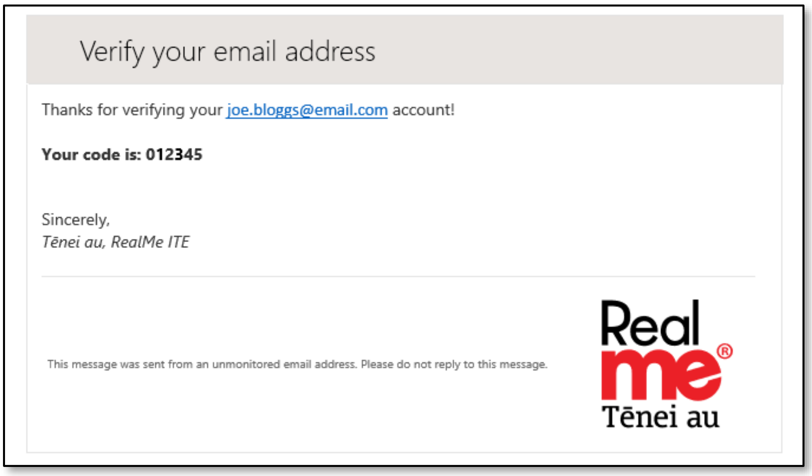
</td></tr>
<tr><td>6</td><td>

You will need to confirm your email using a code.

To do this, click **SEND CODE**.

</td></tr>
<tr><td>7</td><td>

Check your email inbox for the confirmation code.



Verify your email address

Thanks for verifying your joe.bloggs@email.com account!

Your code is: 012345

Sincerely,
Tēnei au, RealMe ITE

This message was sent from an unmonitored email address. Please do not reply to this message.

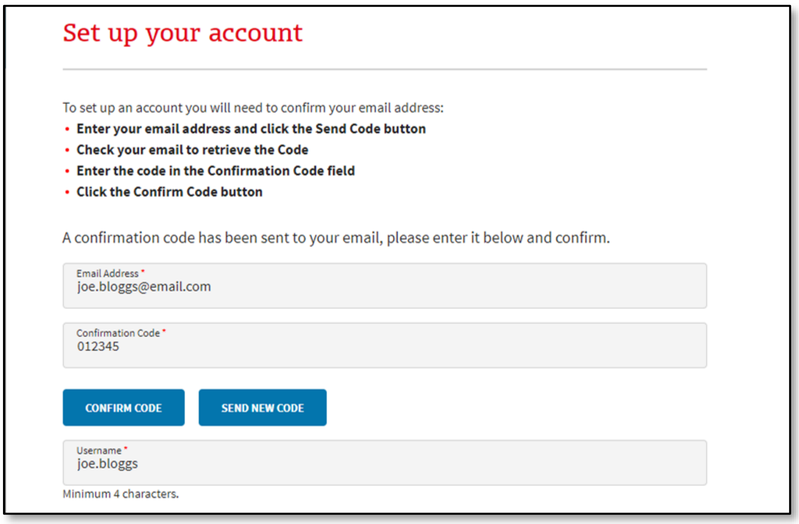
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>

On the RealMe “Set up your account” page, enter the confirmation code as per the email.

Click CONFIRM CODE.

Result: Your email will be verified for use with RealMe.



Set up your account

To set up an account you will need to confirm your email address:

- **Enter your email address and click the Send Code button**
- **Check your email to retrieve the Code**
- **Enter the code in the Confirmation Code field**
- **Click the Confirm Code button**

A confirmation code has been sent to your email, please enter it below and confirm.

Email Address * joe.bloggs@email.com

Confirmation Code * 012345

Username * joe.bloggs

Minimum 4 characters.

Note: if you require a new code, click **SEND NEW CODE**. A new confirmation code will be sent to your email.

</td></tr>
<tr><td>9</td><td>

Enter the password you wish to use.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Password</td><td>

Type the password you wish to use with RealMe.

Note: A RealMe password must be at least 7 characters long. If it is fewer than 12 characters, it must contain at least 3 of the following:

- UPPERCASE (A–Z)
- lowercase (a–z)
- numbers (0–9)
- symbols (eg, #, $, !, @, ^, &, *, etc).

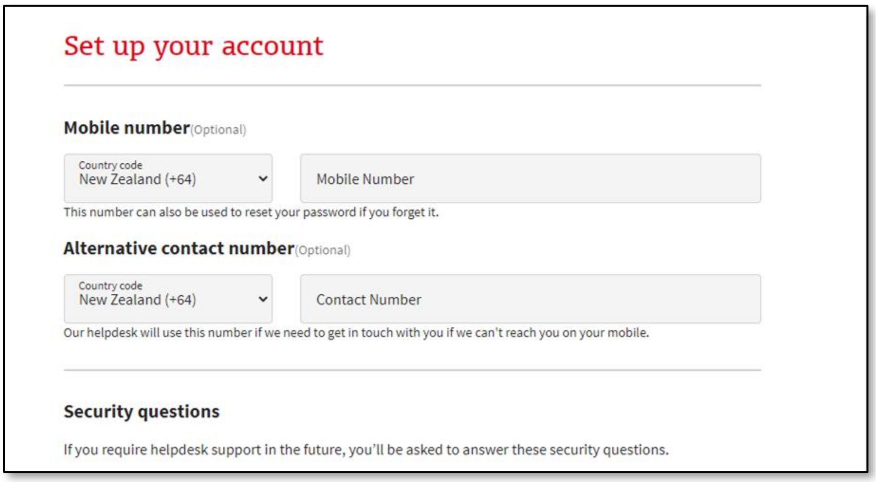
Type the password again in the next field.

</td></tr>
</table>

</td></tr>
<tr><td>10</td><td>

When you have finished entering a password, click **Continue** to proceed.

Result: The next **RealMe Set up your account** page displays**.**



Set up your account

Mobile number(Optional)

Country code New Zealand (+64) | Mobile Number

This number can also be used to reset your password if you forget it.

Alternative contact number(Optional)

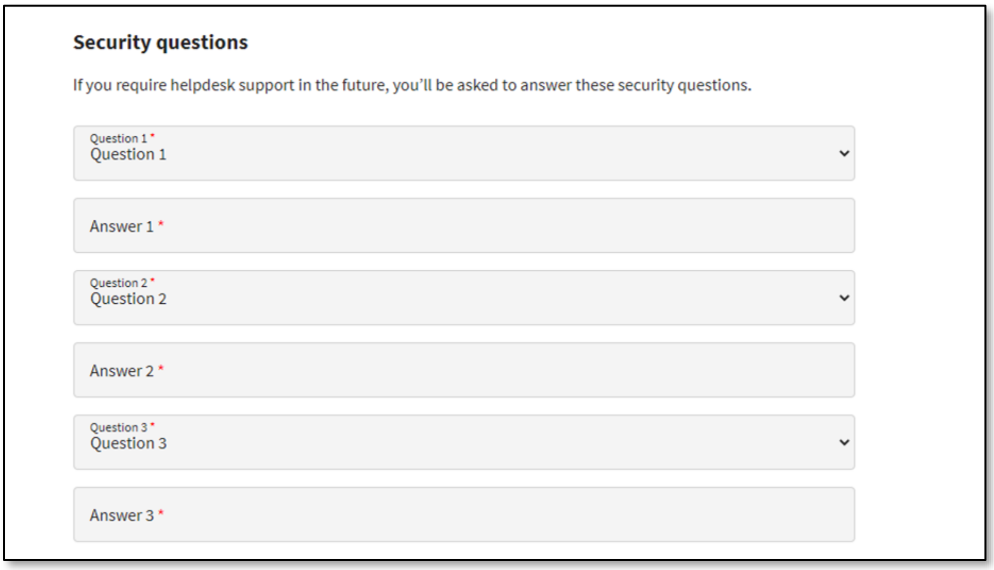
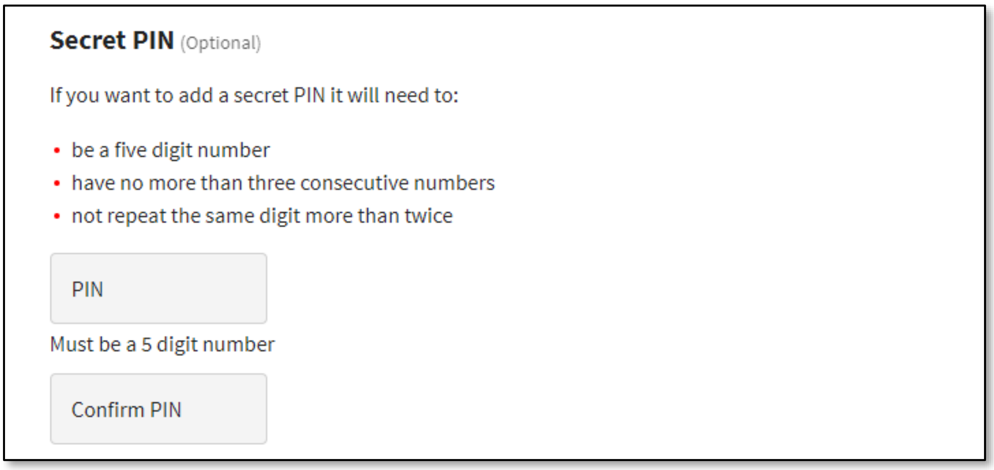
Country code New Zealand (+64) | Contact Number

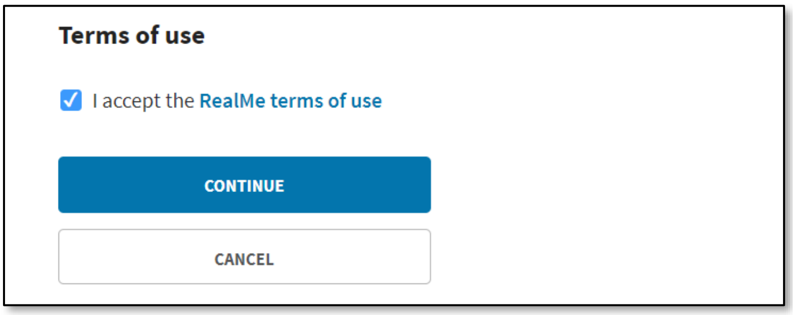
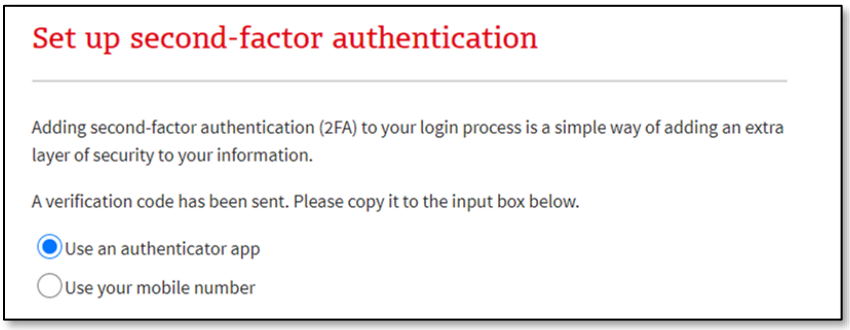
Our helpdesk will use this number if we need to get in touch with you if we can't reach you on your mobile.

Security questions

If you require helpdesk support in the future, you'll be asked to answer these security questions.

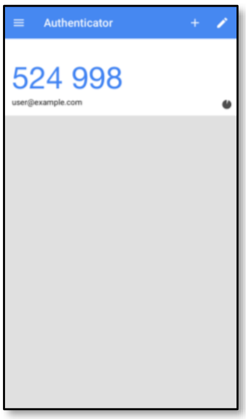
</td></tr>
</table>

Step	Action
11	If you wish to provide a mobile number, type it in the relevant field. You can also provide an alternative number. If you wish to do so, type it in the relevant field.
12	Next, you will need to select three security questions. Use the drop-down menus on each row to select the questions. Type your answer(s) in the relevant field(s).  **Security questions** If you require helpdesk support in the future, you'll be asked to answer these security questions.
13	The secret PIN is **optional**. If you wish to add a secret PIN to your RealMe login, type it in the relevant field. **Note**: If you enter a secret PIN, it must: • be a five-digit number • have no more than three consecutive numbers • not repeat the same digit more than twice. Confirm the PIN by typing it again in the next field.  **Secret PIN** (Optional) If you want to add a secret PIN it will need to: • be a five digit number • have no more than three consecutive numbers • not repeat the same digit more than twice Must be a 5 digit number

Step	Action
14	Tick the box to accept the RealMe Terms of Use. Then, click **Continue**. **Result**: The RealMe "Second-factor authentication" page displays.  **Terms of use** ☑ I accept the **RealMe terms of use**
15	You will need your mobile phone to set up second-factor authentication. Select the method by which you'd like to receive your unique code. • Use an authenticator app – a unique code will be generated via an authenticator app. Refer to step 17 for download instructions. (Preferred method.) • Use your mobile number – a unique code will be sent to your mobile number.  **Set up second-factor authentication** Adding second-factor authentication (2FA) to your login process is a simple way of adding an extra layer of security to your information. A verification code has been sent. Please copy it to the input box below. ● Use an authenticator app ○ Use your mobile number
16	To generate your code via an authenticator app, you will need to have installed the **Google Authenticator** app on a compatible mobile phone. **Note**: You can download the app from either the Apple App Store or Google Play Store by clicking on the logos.  **1. Open your Authenticator App or download here:**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>17</td><td>Open the **Google Authenticator** app on your phone.

Result: The Authenticator app will display.


 </td></tr>
<tr><td>18</td><td>Tap the + icon.

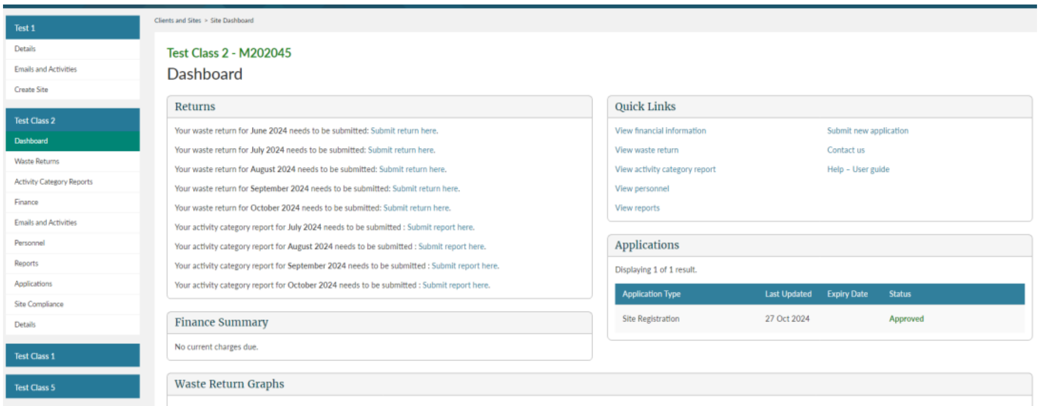
Next, tap **Scan Barcode**.

Use your phone’s camera to scan the QR code generated by RealMe.

Result: Google Authenticator will generate a unique code on your phone.</td></tr>
<tr><td>19</td><td>Enter the code generated by **Google Authenticator** on the RealMe **Set Up Google Authenticator** page. The unique code will only remain valid for 60 seconds.

Result: You will be logged in and redirected to the OWLS 2.0 dashboard.

Note: If you opt to use **Google Authenticator** to generate a unique code, you will need to access the app each time you log into OWLS 2.0. The app will generate a unique code for each login.



Your waste return for June 2024 needs to be submitted: Submit return here.
Your waste return for July 2024 needs to be submitted: Submit return here.
Your waste return for August 2024 needs to be submitted: Submit return here.
Your waste return for September 2024 needs to be submitted: Submit return here.
Your waste return for October 2024 needs to be submitted: Submit return here.
Your activity category report for July 2024 needs to be submitted : Submit report here.
Your activity category report for August 2024 needs to be submitted : Submit report here.
Your activity category report for September 2024 needs to be submitted : Submit report here.
Your activity category report for October 2024 needs to be submitted : Submit report here.

Displaying 1 of 1 result.
<table><tr><th>Application Type</th><th>Last Updated</th><th>Expiry Date</th><th>Status</th></tr><tr><td>Site Registration</td><td>27 Oct 2024</td><td></td><td>Approved</td></tr></table>
No current charges due.</td></tr>
</table>

What happens next?

You can now access OWLS 2.0 using a RealMe login.

Logging in to OWLS 2.0

When to use

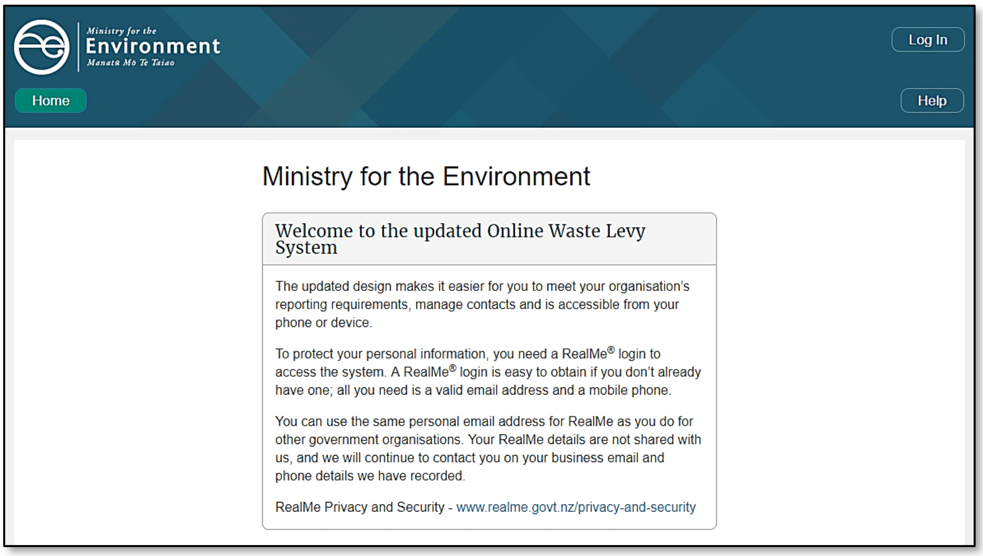
Use these steps to log in to OWLS 2.0 using your existing RealMe login details.

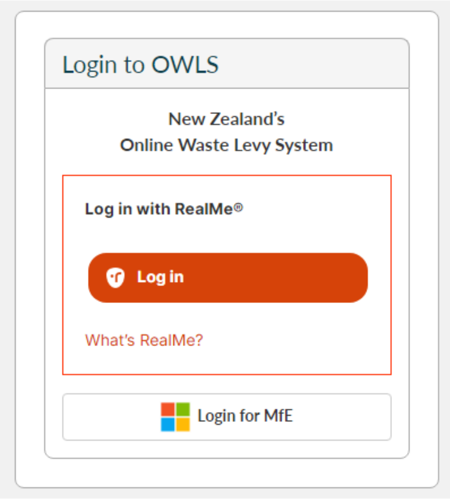
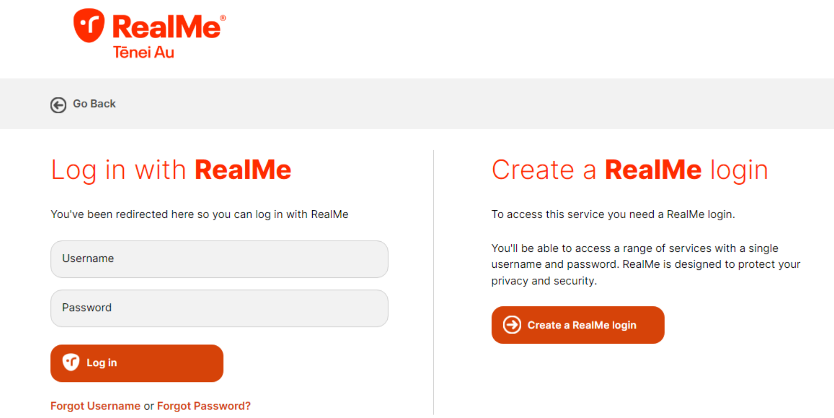
Note: If you are logging in for the first time, see the Logging in as a new user steps.

Roles

- Site data entry
- Site verifier

Steps

Step	Action
1	Open your browser, and go to the website www.wastelevy.govt.nz **Result**: The **Home** page displays. You can click: • **Home** – Return to Ministry for the Environment home page. • **Log in** – Access the log in page. • **Help** – Access to the help section.  Ministry for the Environment Welcome to the updated Online Waste Levy System The updated design makes it easier for you to meet your organisation's reporting requirements, manage contacts and is accessible from your phone or device. To protect your personal information, you need a RealMe® login to access the system. A RealMe® login is easy to obtain if you don't already have one; all you need is a valid email address and a mobile phone. You can use the same personal email address for RealMe as you do for other government organisations. Your RealMe details are not shared with us, and we will continue to contact you on your business email and phone details we have recorded. RealMe Privacy and Security - www.realme.govt.nz/privacy-and-security

Step	Action
2	Click **Login**. **Result**: The OWLS 2.0 login page displays.  Login to OWLS New Zealand's Online Waste Levy System
3	Click **Login with RealMe** to access OWLS 2.0 using your RealMe login credentials. **Result**: You will be redirected to the RealMe Login page where you can enter your username and password. **Notes**: - The password is case sensitive. - You must use the RealMe account you used to register with OWLS 2.0. - If you have forgotten your username or password, please refer to the RealMe login page and click **Forgot Username** or **Forgot Password** or contact the RealMe 24/7 helpdesk at **0800 664 774**.  Log in with RealMe You've been redirected here so you can log in with RealMe Create a RealMe login To access this service you need a RealMe login. You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

What happens next?

You can use the OWLS 2.0 functions for your disposal facility as required.

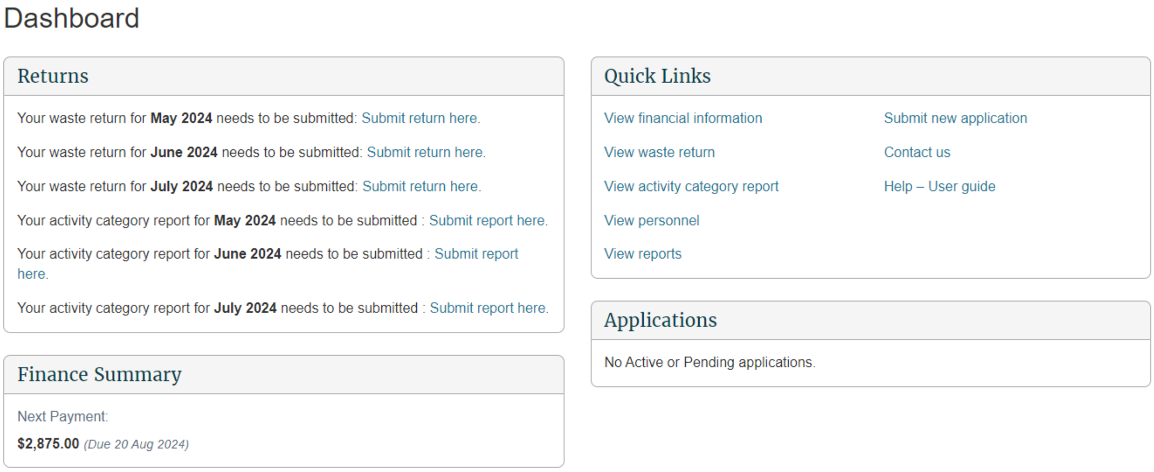
Moving around OWLS 2.0

Disposal facility dashboard

When you first log in to OWLS 2.0 you are presented with your disposal facility dashboard. From here you can access all the functions available to you.

Your dashboard tells you:

- any balance due for payment
- when your next invoice is due
- which returns have not been submitted
- which reports have not been submitted
- a summary of your applications
- a **Quick Links** field, from which you can access:
  - financial information
  - levy returns
  - activity category reports
  - personnel
  - reports
  - new application submissions
  - contact details for support
  - a help section, including the user guide.



Your waste return for **May 2024** needs to be submitted: Submit return here.

Your waste return for **June 2024** needs to be submitted: Submit return here.

Your waste return for **July 2024** needs to be submitted: Submit return here.

Your activity category report for **May 2024** needs to be submitted : Submit report here.

Your activity category report for **June 2024** needs to be submitted : Submit report here.

Your activity category report for **July 2024** needs to be submitted : Submit report here.

Next Payment:

$2,875.00 *(Due 20 Aug 2024)*

No Active or Pending applications.

Content menu

Use the content menu to access different areas of OWLS 2.0. Depending on your level of authorisation, you may not have access to all areas.

The topmost section refers to the “client” or company.

Use the content menu to access:

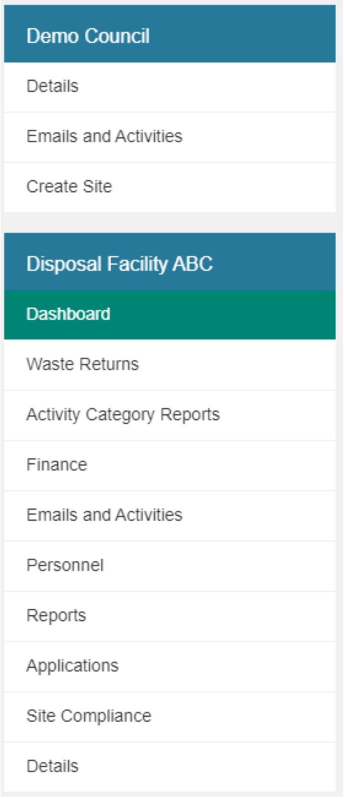
- client details
- emails and activities.

The following section relates to the disposal facilities under the client's management.

Use the content menu to access:

- disposal facility dashboard
- waste returns
- activity category reports
- finance
- emails and activities
- disposal facility personnel
- reports
- disposal facility applications
- disposal facility compliance
- disposal facility details.

Note: The content menu tells you which area you are currently in with a green-coloured field.



Directory display

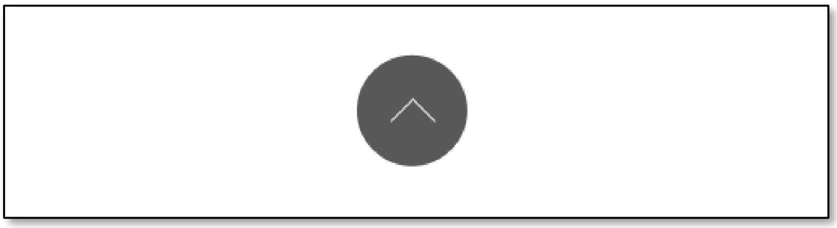
The directory display will also tell you which area you are in.

You can click on the name of an area to go there.

Home > Client Dashboard > Site Dashboard > Personnel

Home button

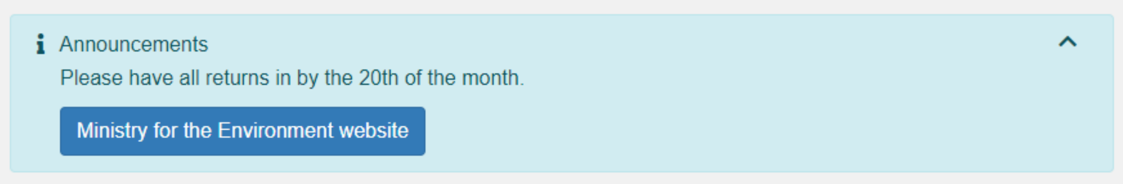
Use the home button to return to the top of the screen.



Notifications banner

The banner at the top of the screen contains important information and notifications from the Waste Levy team.

If a link with additional information is available, this is displayed as a button under the main banner text.



Announcements

Please have all returns in by the 20th of the month.

Field types and validation

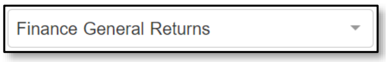
Four field types are used in OWLS 2.0. To move from one field to the next, you can either use your mouse, or press the **Tab** key on your keyboard.

1,234.00

Free text field – users can edit and update these fields

5,678.00

System-populated field – users cannot edit these fields

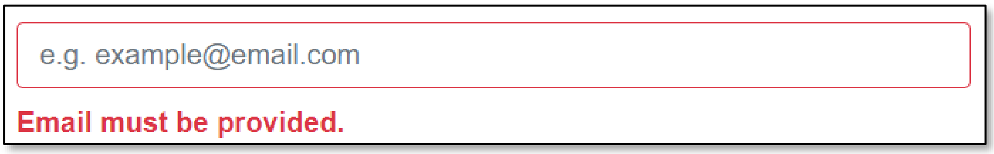


Finance General Returns

Drop-down list – users can select options from the list

☐ Check box – users can either select or de-select the box

Some fields have built in validation. If your entry is incorrect or is not valid for the field (eg, no @ in an email address, or a required field has been left blank), a message prompting you to update the field displays next to the field name.



Email must be provided.

Some fields require you to enter information. If you leave a blank entry (eg, if you try to submit a return with no information), the following banner will appear.


Please provide related activity to the site or select no activity.

The colour of the disposal facility name will indicate whether a facility is open or closed.

If the disposal facility name is in green, this indicates an open, active facility.


Landfill Site ABC - M138075

If the disposal facility name is in red, this indicates a closed facility.


Landfill Site ABC - M138075

Help

An online help function is available from every screen within OWLS 2.0.

Click the Help icon on the top-right corner to open the specific help page for the screen.

Creating a new facility within OWLS 2.0

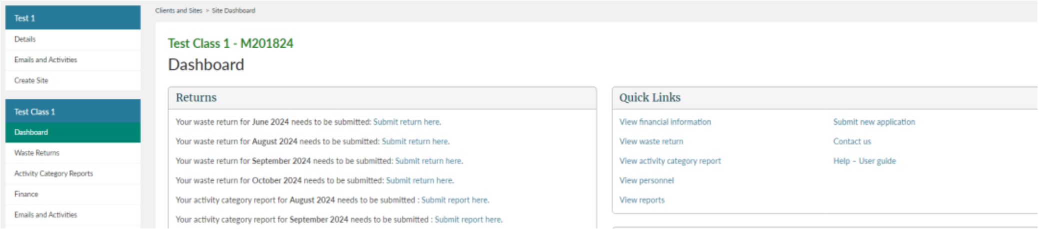
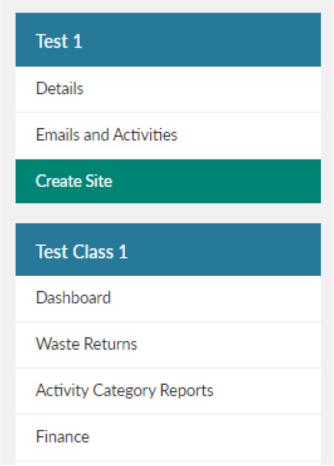
When to use

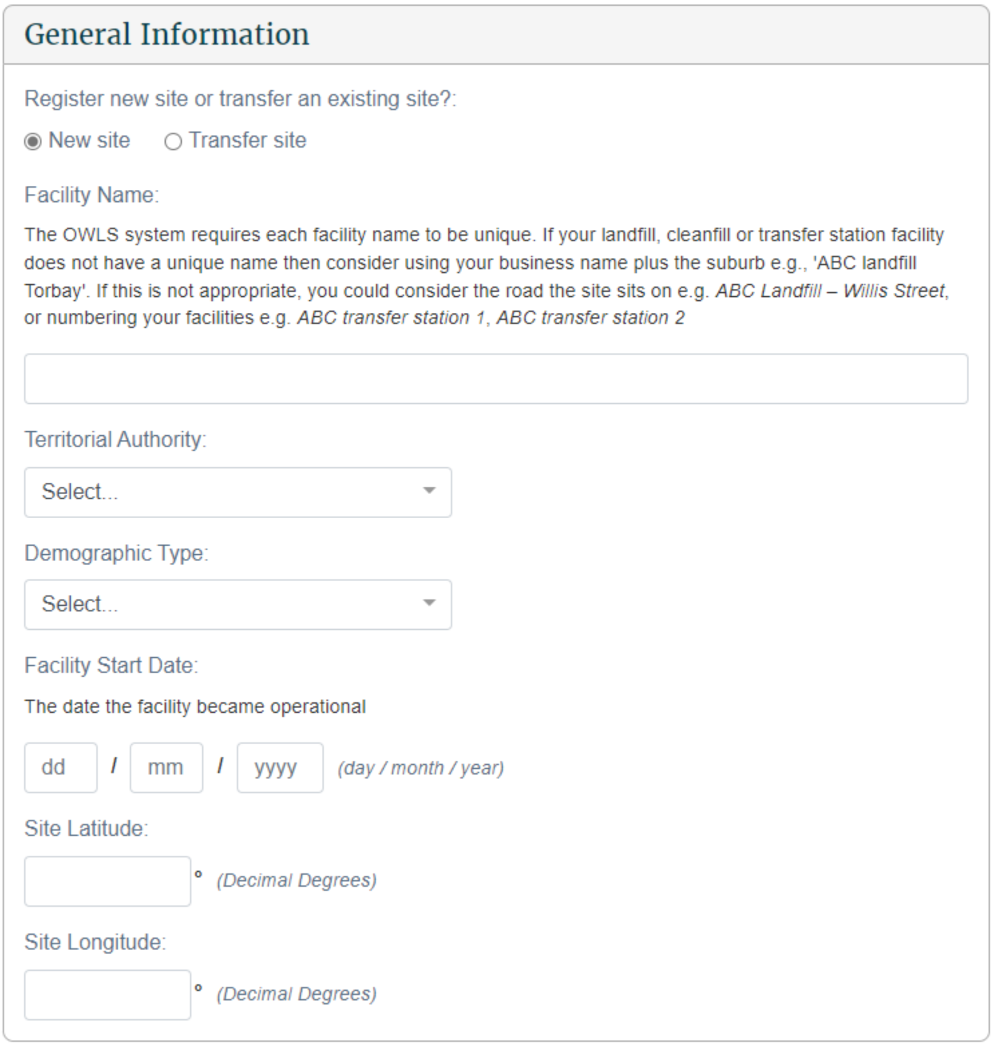
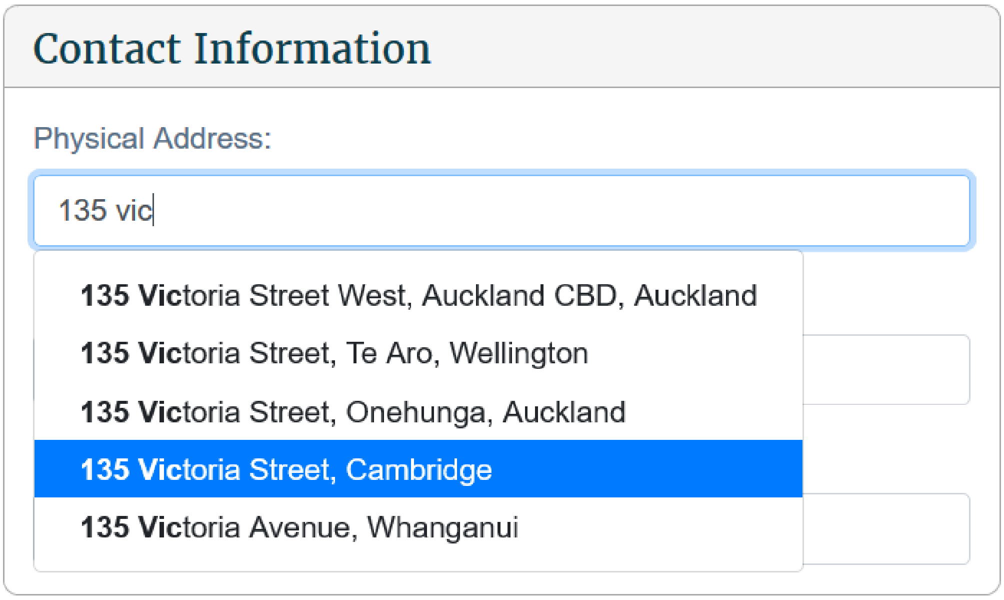
Use these steps to create a new facility within OWLS 2.0 under your current organisation.

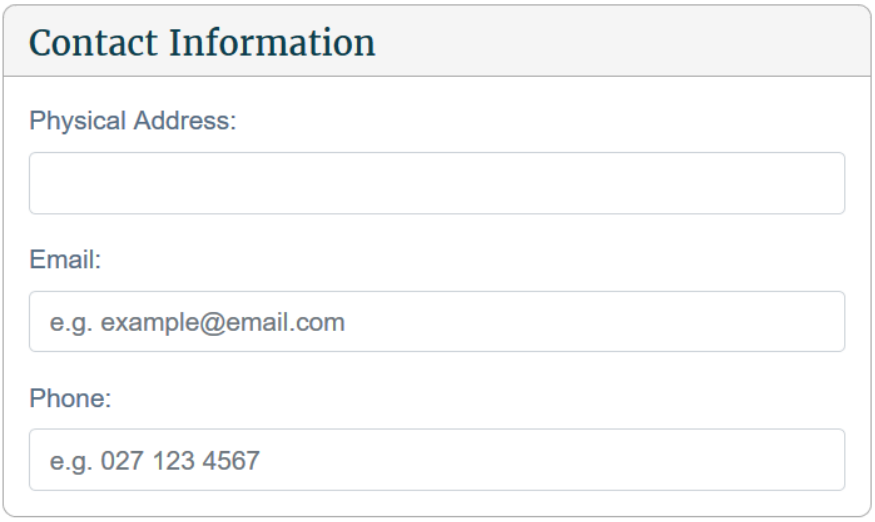
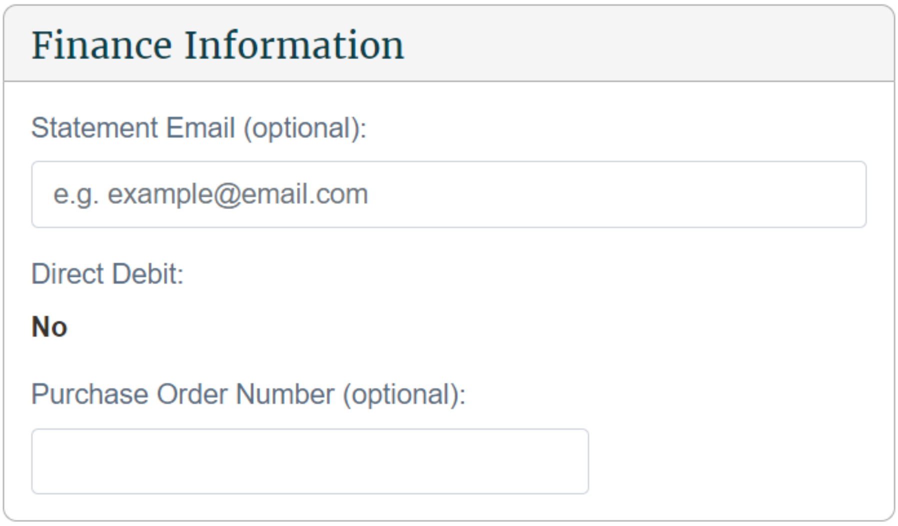
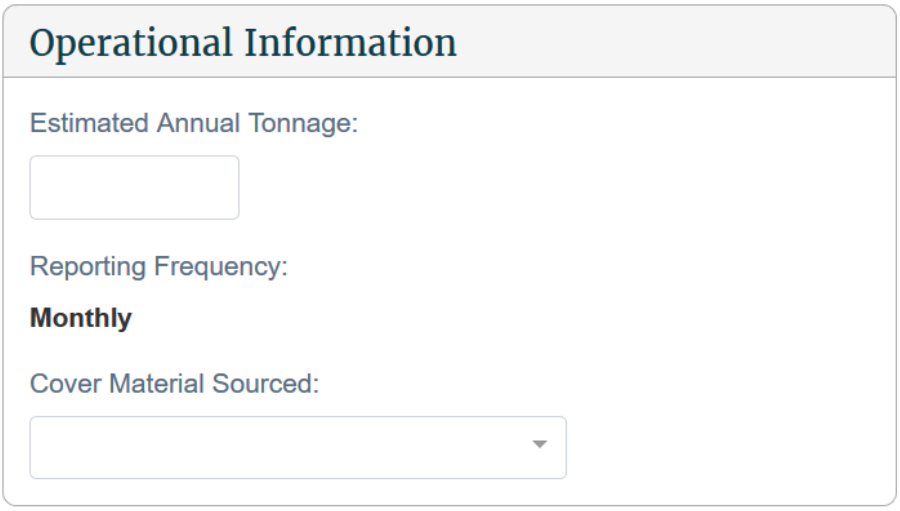
Role

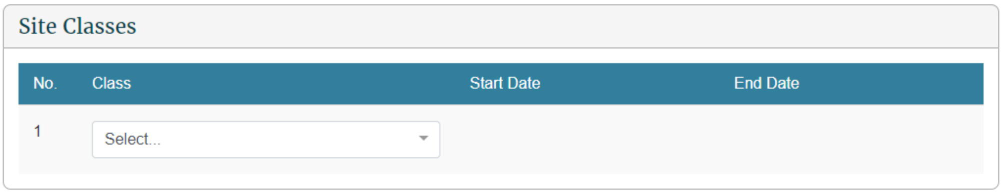
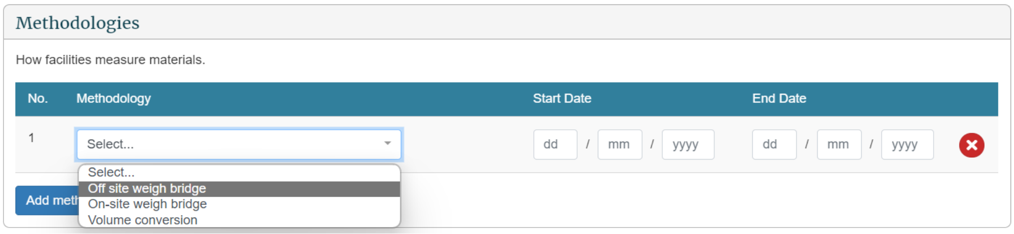
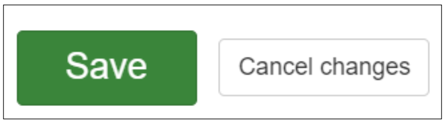
- Site verifier – Can create a new facility.

Steps

Step	Action
1	Once logged into OWLS, select the “Create Site” link from the left-hand menu.  Test Class 1 - M201824 Dashboard Returns Your waste return for June 2024 needs to be submitted: Submit return here. Your waste return for August 2024 needs to be submitted: Submit return here. Your waste return for September 2024 needs to be submitted: Submit return here. Your waste return for October 2024 needs to be submitted: Submit return here. Your activity category report for August 2024 needs to be submitted : Submit report here. Your activity category report for September 2024 needs to be submitted : Submit report here.  **Result**: You are taken to the Site creation screen. **Note**: The terms ‘site’ and ‘facility’ are used interchangeably throughout OWLS.
2	**General Information** Enter the Name, Territorial Authority, Demographic Type, Facility Start Date and Site Latitude and Longitude. The facility start date is the date waste returns and activity category reports will be generated from. Please make sure you have the site latitude and longitude correct. To find this, search the facility address in Google Maps, and right click on the facility location.

Step	Action
	 **General Information** Register new site or transfer an existing site?: ● New site ○ Transfer site Facility Name: The OWLS system requires each facility name to be unique. If your landfill, cleanfill or transfer station facility does not have a unique name then consider using your business name plus the suburb e.g., 'ABC landfill Torbay'. If this is not appropriate, you could consider the road the site sits on e.g. *ABC Landfill – Willis Street*, or numbering your facilities e.g. *ABC transfer station 1*, *ABC transfer station 2* Territorial Authority: Select... Demographic Type: Select... Facility Start Date: The date the facility became operational dd / mm / yyyy *(day / month / year)* Site Latitude: ° *(Decimal Degrees)* Site Longitude: ° *(Decimal Degrees)*
3	**Contact Information** Start entering the Physical Address of the facility and select from the drop-down list. If the address does not appear in the list, enter the full address of the facility.  **Contact Information** Physical Address: 135 vic **135 Vic**toria Street West, Auckland CBD, Auckland **135 Vic**toria Street, Te Aro, Wellington **135 Vic**toria Street, Onehunga, Auckland **135 Vic**toria Street, Cambridge **135 Vic**toria Avenue, Whanganui

Step	Action
	Enter the Site Email and Site Phone Number.  Contact Information Physical Address: Email: e.g. example@email.com Phone: e.g. 027 123 4567
	Finance Information Optionally enter a Statement Email Address and Purchase Order Number.  Finance Information Statement Email (optional): e.g. example@email.com Direct Debit: **No** Purchase Order Number (optional):
5	**Operational Information** Insert the Estimated Annual Tonnage and the Cover Material Sourced.  Operational Information Estimated Annual Tonnage: Reporting Frequency: **Monthly** Cover Material Sourced:

Step	Action
6	**Site Classes** Select your class from the drop-down list. Your class type should be determined using the information from Waste Levy – Determining your disposal facility class; please note that your class type may differ from your council consent. 
7	**Methodologies** Select each methodology for measuring materials used by the facility, along with the start date of that measuring methodology. Please note: If your facility has a compliant and functioning weighbridge on site, it must be the methodology used unless approval is granted for another prescribed method. For more information, see Waste levy – Measuring waste tonnages.  How facilities measure materials.
	Confirmation Confirm that all the details for the site are correct and click **Save.** 

What happens next?

We will consider your application and advise you of the outcome via email. Once approved, your new site will be available for you to use immediately in OWLS.

Chapter 2: Monthly, quarterly and annual returns

This chapter provides information on submitting and updating monthly, quarterly and annual returns. It contains the following topics:

Topic
Overview
Waste return summary screen
Submitting a waste return
Verifying a waste return
Amending a waste return
View tax invoice and statement (monthly reporting facilities only)

Overview

Introduction

Facility operators must submit returns to us on a monthly, quarterly or annual basis, depending on their site class. For more information on when facilities are required to start reporting, see the Waste Levy – Determining your disposal facility class factsheet.

As at the publication of this document, the reporting frequencies are as follows.

- **Monthly – Levy liable facilities**
  - Class 1 – Municipal facility
  - Class 2 – Construction and demolition facility
  - Class 3 and 4 – Managed or controlled fill disposal facility
- **Quarterly – Non-levy liable facilities**
  - Class 5 – Cleanfill facility
  - Transfer station facility
  - Industrial monofill facility
- **Annual – Approved facilities**
  - This option is only available to certain facilities via an application, those of which the expected net tonnage for the financial year (1 July to 30 June) is 1,000 tonnes or less.

Monthly returns are due on or before the 20th of the month after waste has been deposited. Quarterly returns are due on or before the 20th of the month after the last month of the quarter to which the return relates. For annual returns, you will need to submit a final return of actual tonnage of waste deposited for the previous financial year, 1 July to 31 June, before 20 July.

Refer to *Waste disposal levy and reporting requirements guide for disposal facilities*, for more information.

Waste material received

Gross tonnage is the total metric tonnes of waste received at your disposal facility. This includes any material you may also be recording as diverted or as cover.

Diverted tonnage is the waste you have diverted for reuse and recycling that has previously been recorded as your total gross tonnage.

Cover material (voluntary)

As part of your return submission, OWLS 2.0 provides the option of entering information about cover material used at your disposal facility.

Collection of this data will help us better understand the usage and source of cover material at disposal facilities.

Cover material can either be sourced on facility and/or off facility.

All waste (including waste that is used as cover) should be included as waste material received (gross tonnage) in your return.

Note: Because the cover material box is optional, it does not factor into the waste levy net tonnage calculation.

Estimated returns (levy liable facilities only)

If you do not submit and verify a complete and accurate return by the due date, we will begin the estimation process to calculate the amount of waste levy due for that month.

If you submit a return once the estimate process has started, but before it has been finalised, this will not calculate the levy. However, we may opt to use this information to calculate the final estimate amount.

We will issue the final estimate within 15 days of the due date for the return.

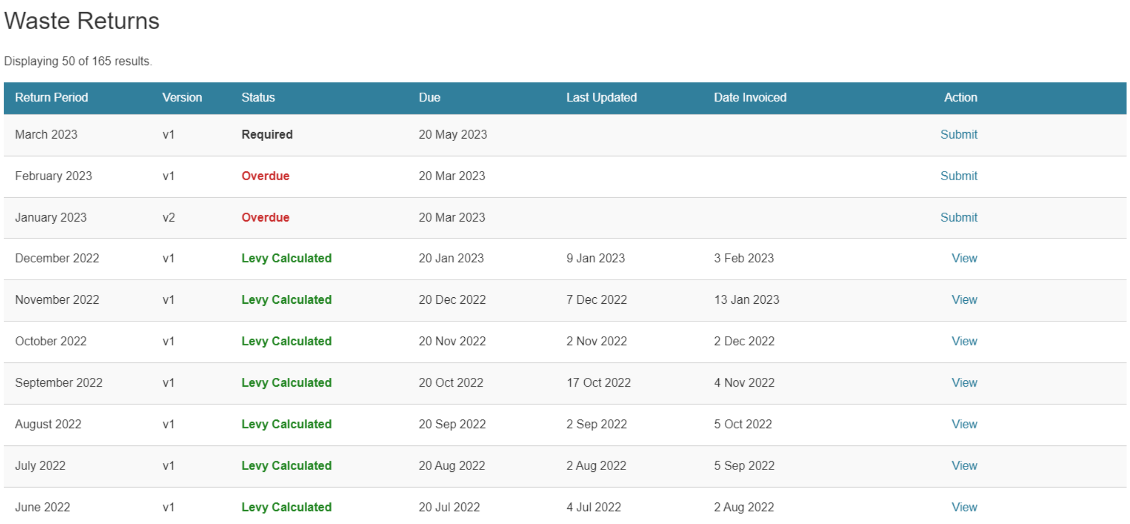
Invoices generated from estimated returns cannot be amended later.

An estimate displays as an additional line on the **Waste Return Summary** screen.

Waste return summary screen

Using the **Waste Return Summary** screen, you can view the status of:

- pending and previously submitted returns, and
- any estimate records.



Waste Returns

Displaying 50 of 165 results.

Return Period	Version	Status	Due	Last Updated	Date Invoiced	Action
March 2023	v1	**Required**	20 May 2023			Submit
February 2023	v1	**Overdue**	20 Mar 2023			Submit
January 2023	v2	**Overdue**	20 Mar 2023			Submit
December 2022	v1	**Levy Calculated**	20 Jan 2023	9 Jan 2023	3 Feb 2023	View
November 2022	v1	**Levy Calculated**	20 Dec 2022	7 Dec 2022	13 Jan 2023	View
October 2022	v1	**Levy Calculated**	20 Nov 2022	2 Nov 2022	2 Dec 2022	View
September 2022	v1	**Levy Calculated**	20 Oct 2022	17 Oct 2022	4 Nov 2022	View
August 2022	v1	**Levy Calculated**	20 Sep 2022	2 Sep 2022	5 Oct 2022	View
July 2022	v1	**Levy Calculated**	20 Aug 2022	2 Aug 2022	5 Sep 2022	View
June 2022	v1	**Levy Calculated**	20 Jul 2022	4 Jul 2022	2 Aug 2022	View

The status of the waste return or estimate determines the type of action a user may take.

Waste returns

The version number of the return indicates if:

- a waste return is the original required or completed return for the period (v1) or
- a waste return has been amended (v2 or higher).

Status	Description/action
Required	A blank waste return has been created by the system and requires completion. • If no data has yet been entered, data entry users and verifiers can **Submit** the Return. • If draft data has been entered and saved, data entry users and verifiers can **Update** the Return.
Overdue	A waste return is required, and the due date has passed. The same actions available for Required returns are available for Overdue returns.
Verification Required	A waste return has been submitted but needs to be verified before it can be used to calculate the levy. • Data entry users can **View** the return until it is verified. • Verifiers can **Verify** or **View** the waste return.
Tolerance Level Alert Assessment	A tolerance breach has been detected on a waste return. The waste return will be assessed by us. We can reject the waste return if the tolerance alert reason is deemed insufficient, which will change the status of the return back to **Required** for v1 returns or to **Rejected** for amended returns. Data entry users and verifiers can **View** a return while it is awaiting a tolerance assessment from us.
Verified	A waste return has been verified but the levy has not been calculated using the return because an estimate exists. • Data entry users can **View** the waste return. • Verifiers can **View** the waste return.

Status	Description/action
Levy Calculated	The waste return has been verified and if applicable the levy has been calculated, and an invoice generated for the return. • Users can **View** the return. Most waste returns will have the levy calculated immediately upon verification or approval of a tolerance alert assessment.
Rejected	A tolerance level alert has been detected on an amended return and the reason provided was not deemed sufficient, so the amended version of the waste return has been rejected.

Estimates (monthly reporting facilities only)

Status	Description/action
Initial Estimate	We have issued an **Initial Estimate**, and an email has been sent to the disposal facility. Data entry users and verifiers can **View** the initial estimate. The estimate can only be updated if the facility submits/verifies the overdue return for the month. Any waste return submitted may be considered when the **Final Estimate** is generated.
Updated Estimate	The disposal facility has submitted/verified the return after the due date, which has updated the initial estimate. We may take the updated amount into account when generating the Final Estimate. Data entry users and verifiers can **View** the updated estimate.
Final Estimate	We have approved the **Final Estimate** and the levy has been calculated and invoiced. Data entry users and verifiers can **View** the final estimate. If the return for the month remains overdue or unverified, it can still be submitted. However, any return submitted once the Final Estimate has been generated will have no effect on the levy payment required.

Submitting a waste return

When to use

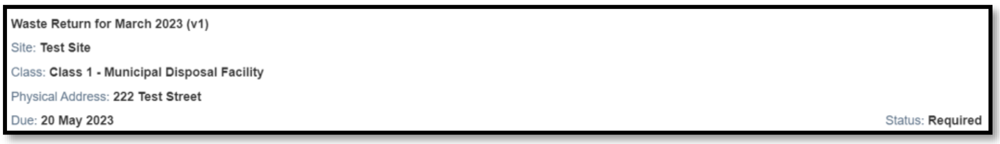
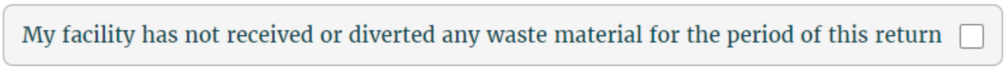
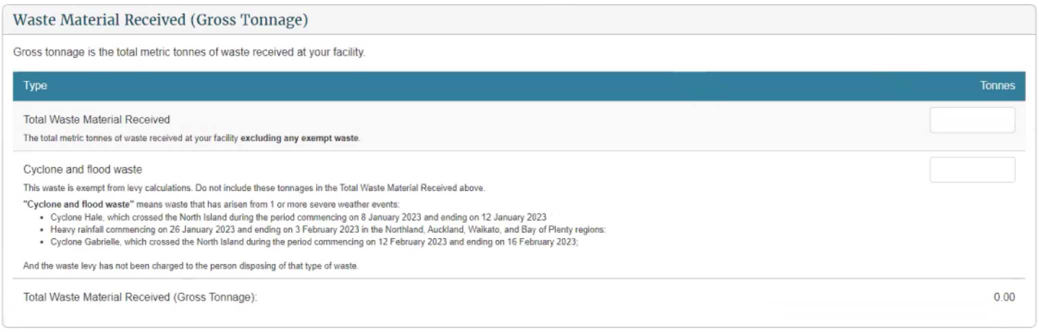
Use these steps to submit a return.

Refer to *Waste disposal levy and reporting requirements guide for site operators* for information about calculating gross and diverted tonnage, cover material and extensions for storage of material over six months.

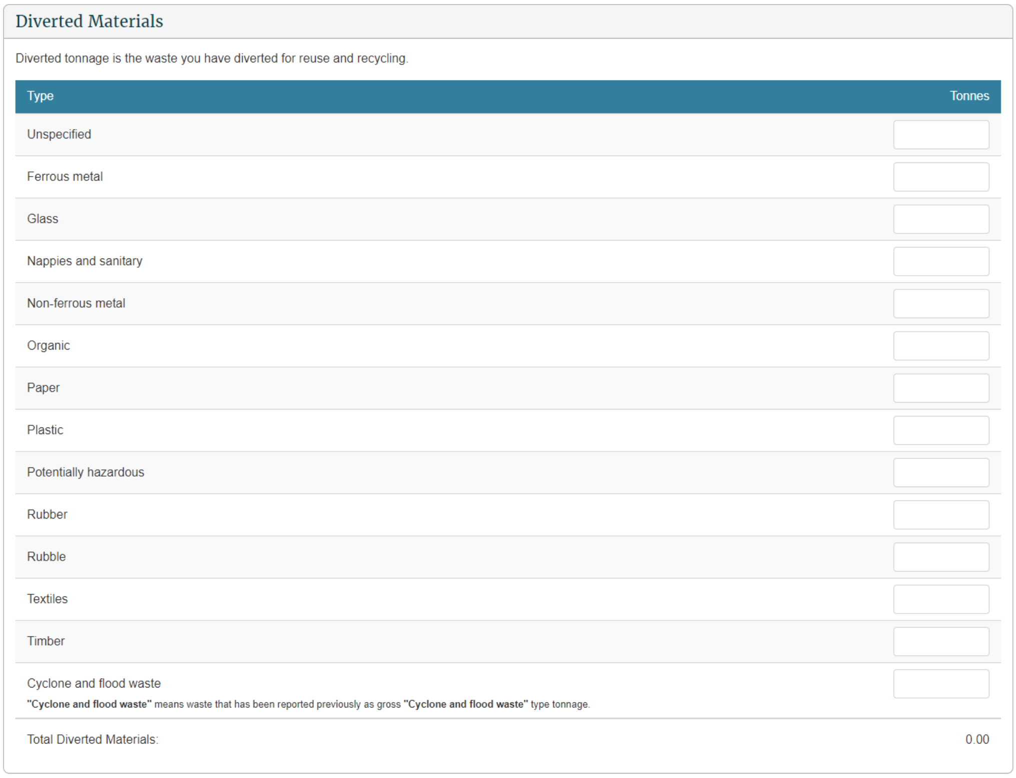
Roles

- Site data entry – Can submit returns that will be placed in a status of ‘Pending Verification’.
- Site verifier – Can submit/verify returns.

Steps

Step	Action
1	Click the **Waste Returns** link in the content menu.
2	Click the **Submit** link in the **Action** column for the relevant month/year. **Result**: The **Waste Return** screen displays. The return header will display: • the period of the return (eg, month, quarter, year) • the version of the return (eg, v1) (**note:** A required final annual return will show as v2) • the site name • class and class description of return (eg, Class 1 – Municipal Disposal Facility) • physical address of the site • due date of the return • ff applicable, when the return was last updated • status of the return.  **Waste Return for March 2023 (v1)** Site: **Test Site** Class: **Class 1 - Municipal Disposal Facility** Physical Address: **222 Test Street** Due: **20 May 2023** Status: **Required**  **Waste Return for January 2023 (v1)** Site: **Test Site** Class: **Class 1 - Municipal Disposal Facility** Physical Address: **222 Test Street** Last updated by: **Jacqui Marriah - jacqueline.marriah@finnz.com** Status: **Tolerance Assessment** Due: **20 May 2023** Last Updated: **18 Apr 2023** *(Note: Information in this section is captured as at the time of submission.)* **Note**: • If there are either multiple applicable levy rates or a storage time extension application has been granted for that month, additional diverted material columns will be displayed.
3	If no activity occurred at your facility during the period, click the check box above the **Waste Material Received** (Gross Tonnage) section. Otherwise, enter the metric tonnes for each waste source you are reporting on.  My facility has not received or diverted any waste material for the period of this return ☐ **Notes:** • The system calculates the sum of the amounts in the **Total** fields. • If you select **No Activity**, any tonnages entered will be removed automatically.
4	In metric tonnes, enter any **Waste Materials Received (Gross Tonnage)** in the appropriate column.  Waste Material Received (Gross Tonnage) Gross tonnage is the total metric tonnes of waste received at your facility. Type — Tonnes Total Waste Material Received The total metric tonnes of waste received at your facility **excluding any exempt waste**. Cyclone and flood waste This waste is exempt from levy calculations. Do not include these tonnages in the Total Waste Material Received above. **"Cyclone and flood waste"** means waste that has arisen from 1 or more severe weather events: • Cyclone Hale, which crossed the North Island during the period commencing on 8 January 2023 and ending on 12 January 2023 • Heavy rainfall commencing on 26 January 2023 and ending on 3 February 2023 in the Northland, Auckland, Waikato, and Bay of Plenty regions: • Cyclone Gabrielle, which crossed the North Island during the period commencing on 12 February 2023 and ending on 16 February 2023; And the waste levy has not been charged to the person disposing of that type of waste. Total Waste Material Received (Gross Tonnage): 0.00

Step	Action
4	Enter any **Diverted Materials** tonnage in the relevant fields for the period.

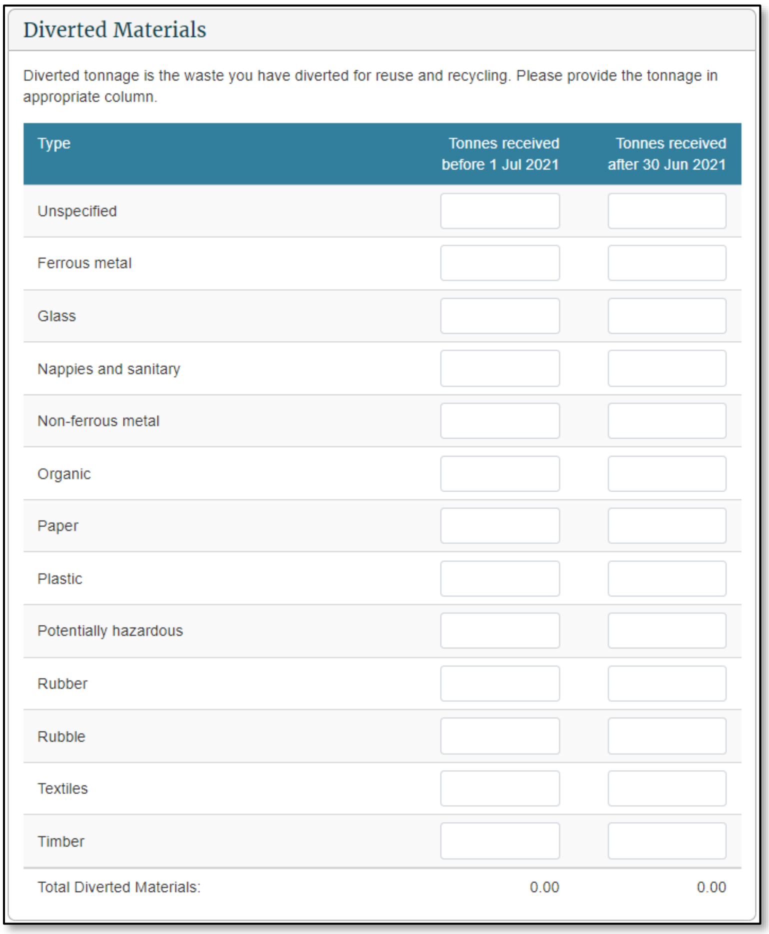


Diverted Materials

Diverted tonnage is the waste you have diverted for reuse and recycling.

Type	Tonnes
Unspecified	
Ferrous metal	
Glass	
Nappies and sanitary	
Non-ferrous metal	
Organic	
Paper	
Plastic	
Potentially hazardous	
Rubber	
Rubble	
Textiles	
Timber	
Cyclone and flood waste **"Cyclone and flood waste"** means waste that has been reported previously as gross **"Cyclone and flood waste"** type tonnage.	
Total Diverted Materials:	0.00

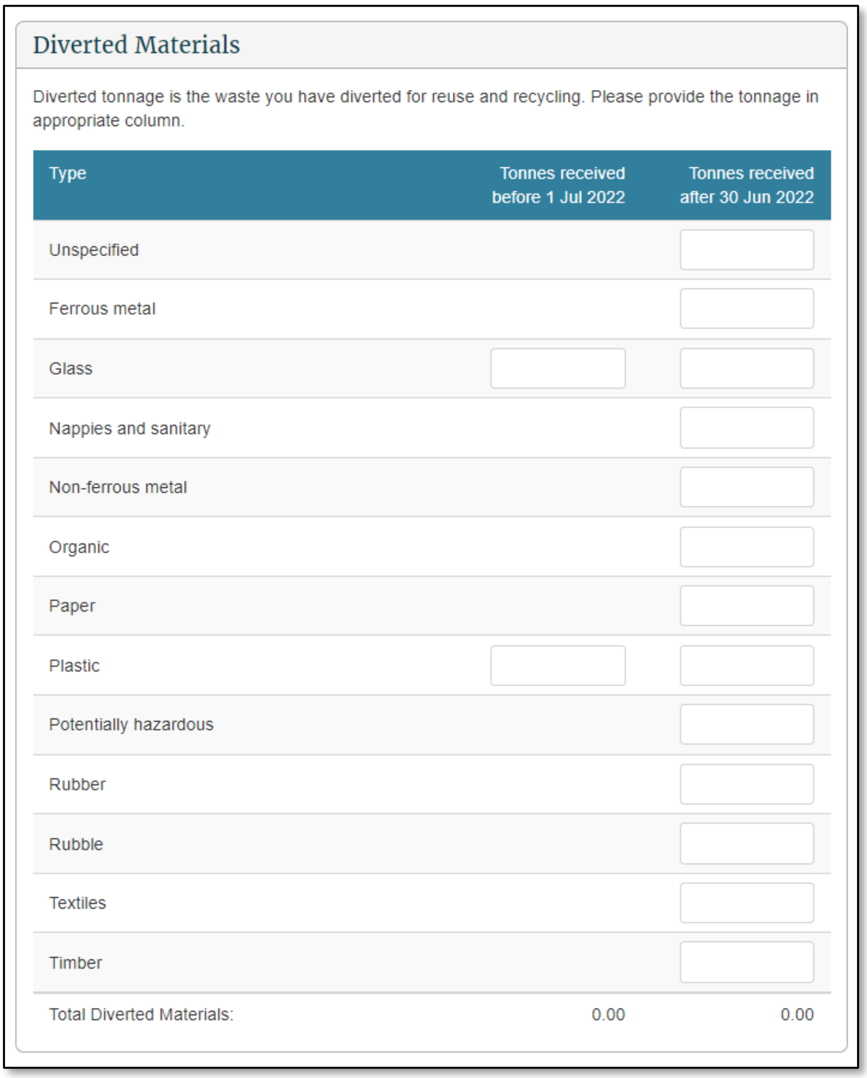
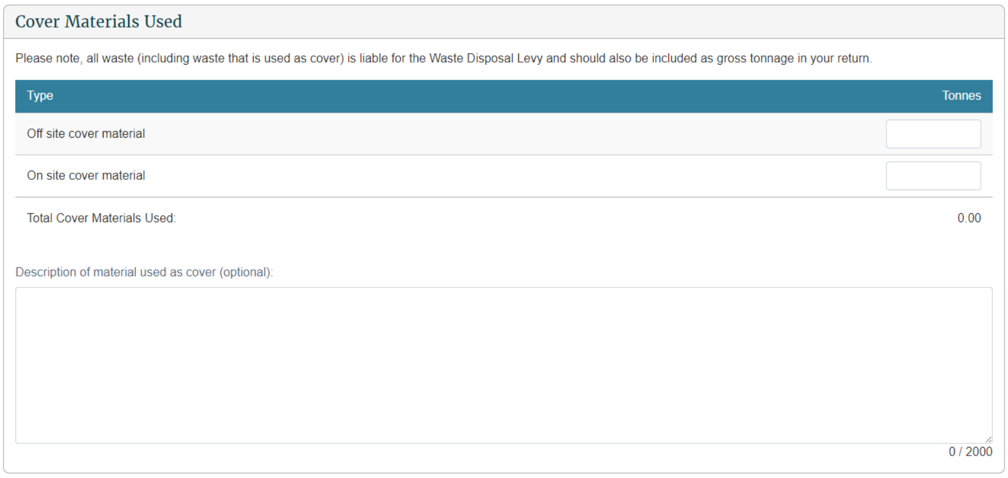
Step	Action
6	Diverted Materials at the old and new rate can be entered for six months after a new levy rate is started. In this case, enter **Diverted Materials** tonnage in the appropriate column.



Diverted Materials

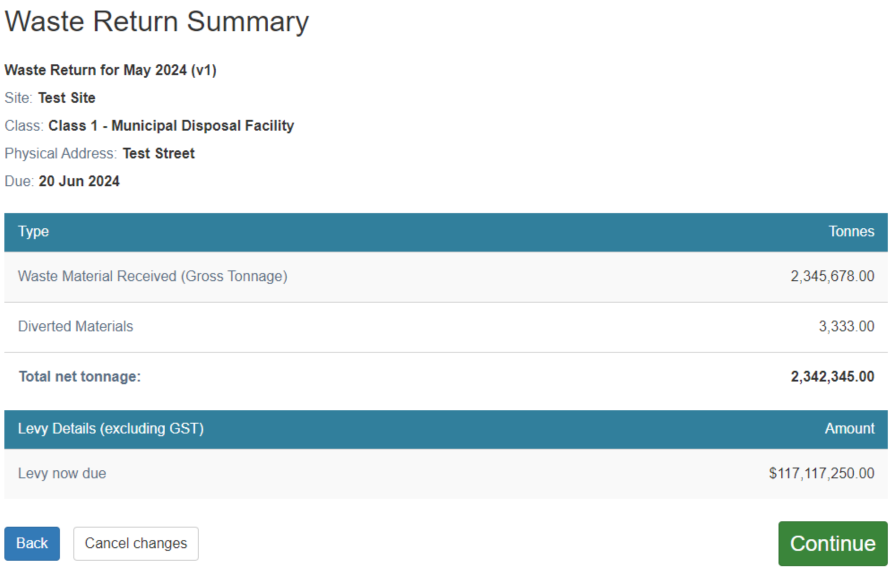
Diverted tonnage is the waste you have diverted for reuse and recycling. Please provide the tonnage in appropriate column.

Type	Tonnes received before 1 Jul 2021	Tonnes received after 30 Jun 2021
Unspecified		
Ferrous metal		
Glass		
Nappies and sanitary		
Non-ferrous metal		
Organic		
Paper		
Plastic		
Potentially hazardous		
Rubber		
Rubble		
Textiles		
Timber		
Total Diverted Materials:	0.00	0.00

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>
If there is an approved Storage Time Extension Application at previous levy rate for this period, you can enter the Diverted Materials at that rate against materials from that application.

Diverted Materials
Diverted tonnage is the waste you have diverted for reuse and recycling. Please provide the tonnage in appropriate column.
<table>
<tr><th>Type</th><th>Tonnes received before 1 Jul 2022</th><th>Tonnes received after 30 Jun 2022</th></tr>
<tr><td>Unspecified</td><td></td><td>☐</td></tr>
<tr><td>Ferrous metal</td><td></td><td>☐</td></tr>
<tr><td>Glass</td><td>☐</td><td>☐</td></tr>
<tr><td>Nappies and sanitary</td><td></td><td>☐</td></tr>
<tr><td>Non-ferrous metal</td><td></td><td>☐</td></tr>
<tr><td>Organic</td><td></td><td>☐</td></tr>
<tr><td>Paper</td><td></td><td>☐</td></tr>
<tr><td>Plastic</td><td>☐</td><td>☐</td></tr>
<tr><td>Potentially hazardous</td><td></td><td>☐</td></tr>
<tr><td>Rubber</td><td></td><td>☐</td></tr>
<tr><td>Rubble</td><td></td><td>☐</td></tr>
<tr><td>Textiles</td><td></td><td>☐</td></tr>
<tr><td>Timber</td><td></td><td>☐</td></tr>
<tr><td>Total Diverted Materials:</td><td>0.00</td><td>0.00</td></tr>
</table>
</td></tr>
<tr><td>8</td><td>
Completing the details in the Cover Materials Used section is voluntary and will not affect the gross or diverted tonnage amounts reported. All waste (including waste that is used as cover) should also be included as waste material received (gross tonnage) in your return, because this waste could still be liable for the levy as determined by your class.
Note: Should you decide not to report on cover material, leave the fields blank.

Cover Materials Used
Please note, all waste (including waste that is used as cover) is liable for the Waste Disposal Levy and should also be included as gross tonnage in your return.
<table>
<tr><th>Type</th><th>Tonnes</th></tr>
<tr><td>Off site cover material</td><td>☐</td></tr>
<tr><td>On site cover material</td><td>☐</td></tr>
<tr><td>Total Cover Materials Used:</td><td>0.00</td></tr>
</table>
Description of material used as cover (optional):
0 / 2000
</td></tr>
</table>

Step	Action
9	Check that the totals are correct, and then click the **Continue** button.

Result: The **Waste return summary** screen displays the net tonnage and levy due.



Waste Return Summary

Waste Return for May 2024 (v1)
Site: **Test Site**
Class: **Class 1 - Municipal Disposal Facility**
Physical Address: **Test Street**
Due: **20 Jun 2024**

Type	Tonnes
Waste Material Received (Gross Tonnage)	2,345,678.00
Diverted Materials	3,333.00
Total net tonnage:	**2,342,345.00**

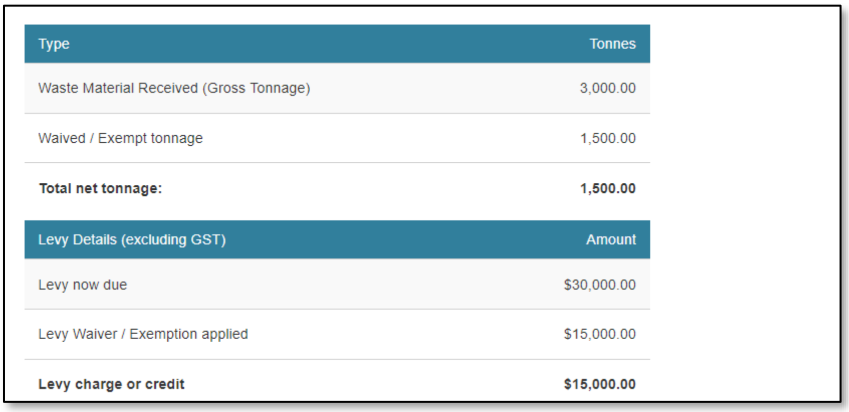
Levy Details (excluding GST)	Amount
Levy now due	$117,117,250.00

Note: Diverted Materials entered at different rates at Step 5 will be calculated at their respective rates and listed in **waste return summary**.

Type	Tonnes
Waste Material Received (Gross Tonnage)	15,000.00
Diverted Materials received after 30 Jun 2021	4,000.00
Diverted Materials received before 1 Jul 2021	1,350.00
Total net tonnage:	**9,650.00**

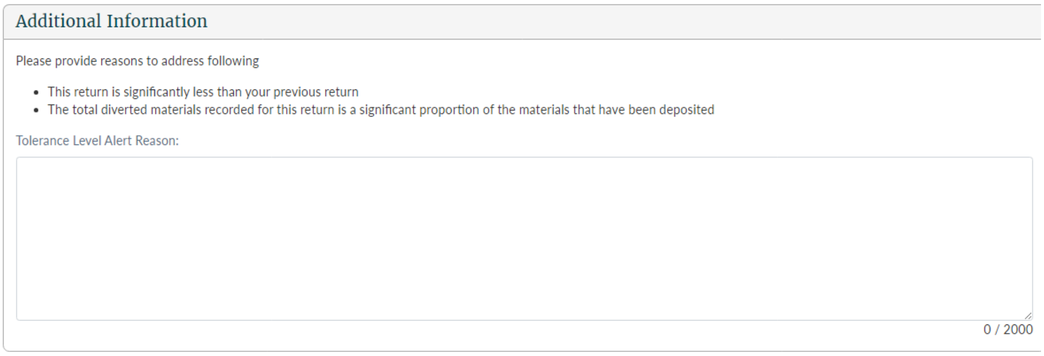
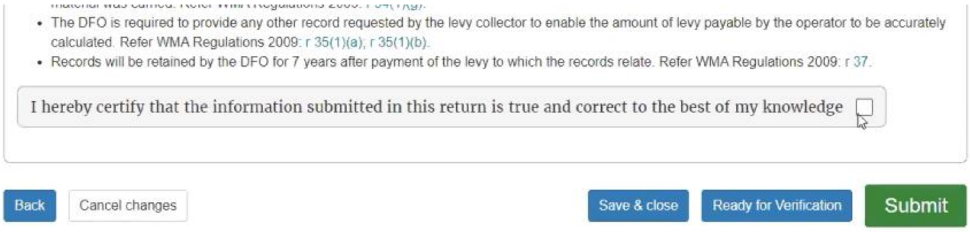
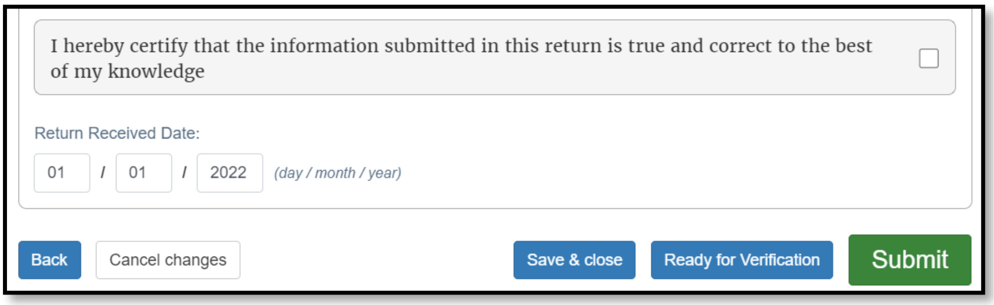
Levy Details (excluding GST)	Amount
Levy now due	$206,500.00

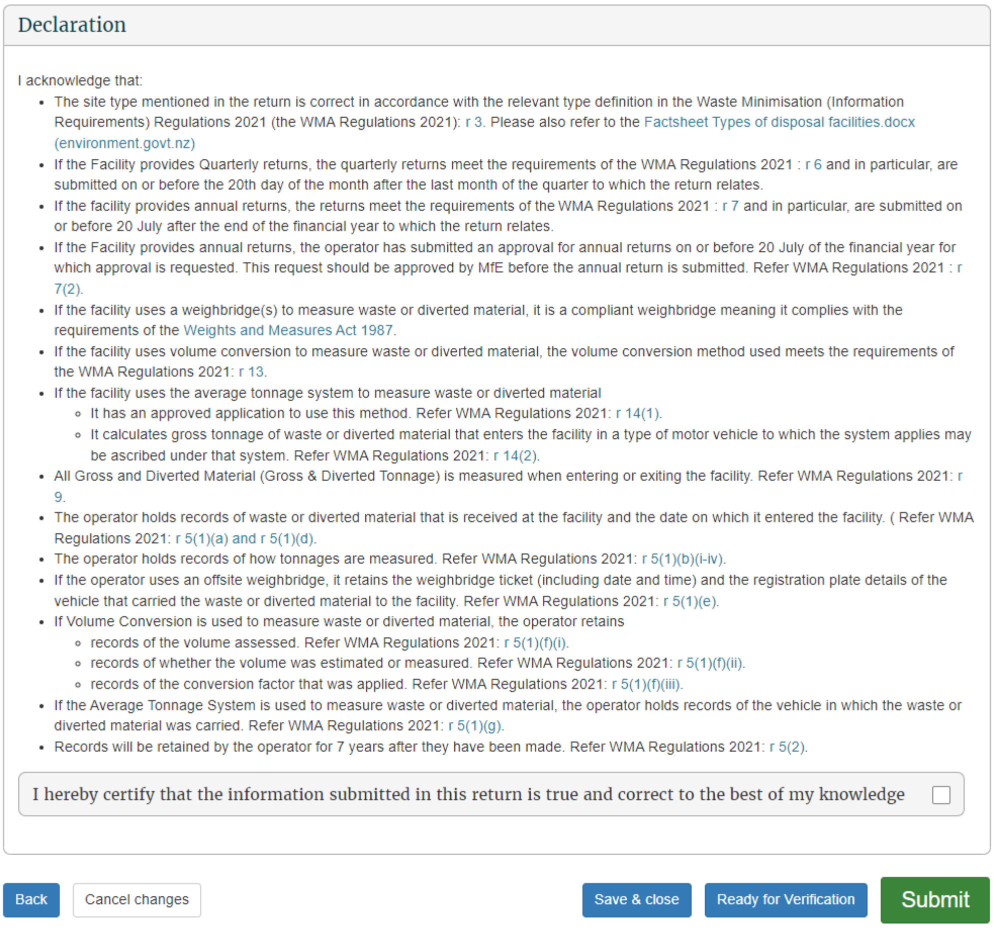
Note: If a waiver or exemption is applied, this will also appear on the return summary screen.



Type	Tonnes
Waste Material Received (Gross Tonnage)	3,000.00
Waived / Exempt tonnage	1,500.00
Total net tonnage:	**1,500.00**

Levy Details (excluding GST)	Amount
Levy now due	$30,000.00
Levy Waiver / Exemption applied	$15,000.00
Levy charge or credit	**$15,000.00**

Step	Action
10	If the information in your return triggers a tolerance alert, you will need to provide additional information. Text will display under the **Additional Information** header describing the system-generated tolerance alert. Type an explanation of why the return could have triggered the alert reason.  Additional Information Please provide reasons to address following • This return is significantly less than your previous return • The total diverted materials recorded for this return is a significant proportion of the materials that have been deposited Tolerance Level Alert Reason: 0 / 2000
11	Data entry users can click **Save & Close** to complete the waste return later **OR** click **Ready for Verification** to submit the return. **Result**: You are taken back to the Waste Return Summary screen and the return status will change. If you clicked **Ready for Verification**, the status of the waste return will change to Verification Required. Data entry users can **Update** the return (and cover material) until it is verified.  • 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 information submitted in this return is true and correct to the best of my knowledge ☐  I hereby certify that the information submitted in this return is true and correct to the best of my knowledge ☐ Return Received Date: 01 / 01 / 2022 (day / month / year) **Note**: If the entries are incorrect, click the **Back** button and edit them.
12	Verifiers can click the **Declaration** check box and: • click **Save & Close** to complete or update the waste return later • click **Ready for Verification** to submit the waste return for verification • click **Submit** to submit the completed waste return. **Result**: You are taken back to the Waste Return Summary screen and the return status will change. If you clicked **Ready for Verification**, the status of the waste return will change to **Verification Required**. If you clicked **Submit**, the status of the waste return will change to either **Levy Calculated** or **Tolerance Assessment** if the return has triggered a tolerance alert.

Step	Action
	

Declaration

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 to the Factsheet Types of disposal facilities.docx (environment.govt.nz)
- 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 information submitted in this return is true and correct to the best of my knowledge ☐

What happens next?

If not completed, the verifier verifies the return.

Note: If the return is not verified by the due date, an estimate will be generated for your disposal facility.

Verifying a waste return

When to use

Use these steps to verify a waste return. You must verify the return before the due date of the return, to ensure your disposal facility avoids being issued with an estimate.

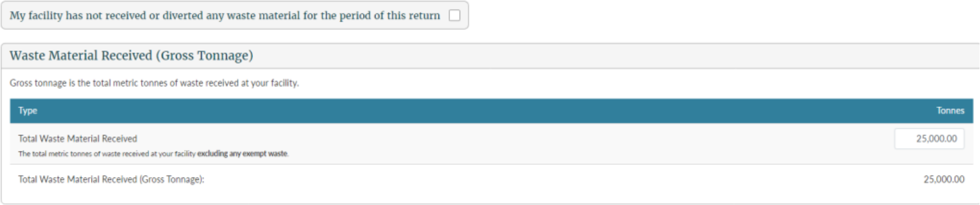
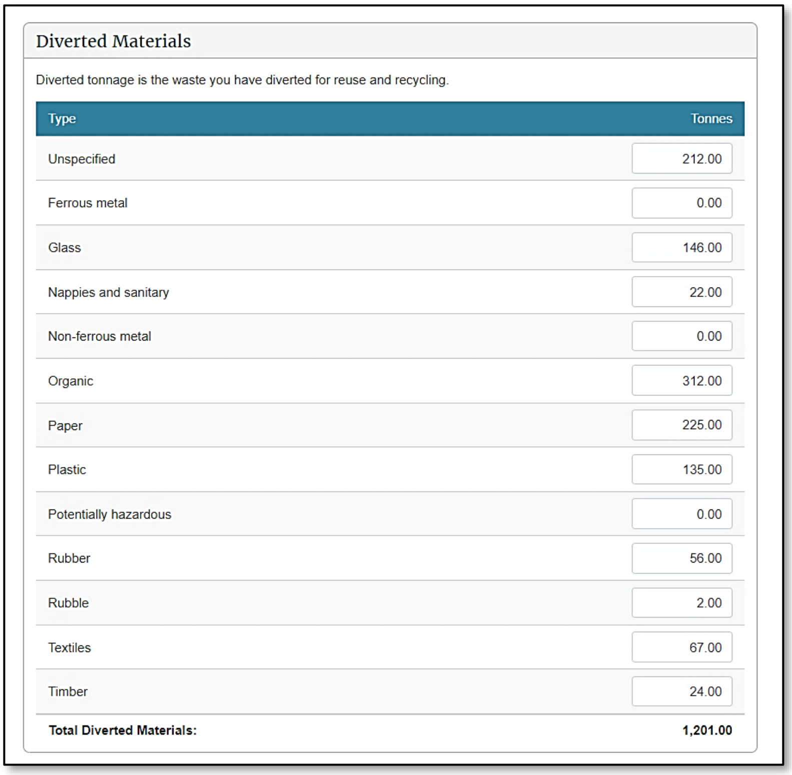
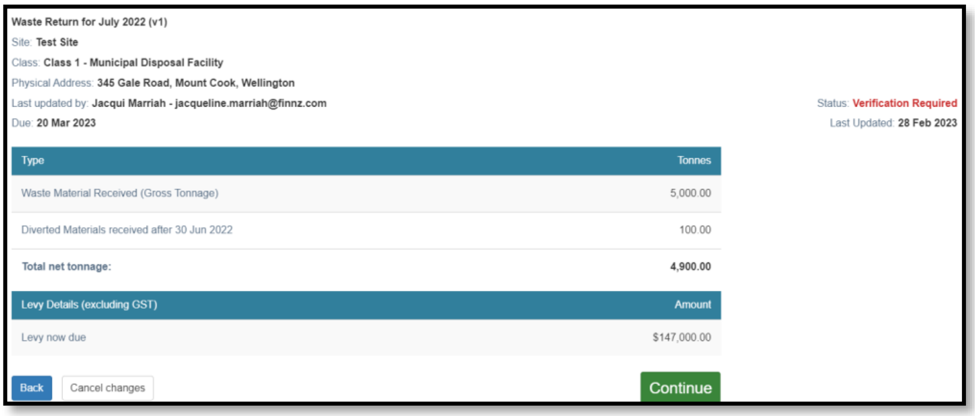
Refer to Waste disposal levy and reporting requirements guide for site operators for information about calculating waste material received (gross tonnage) and diverted tonnage, cover material and extensions for storage of material over six months.

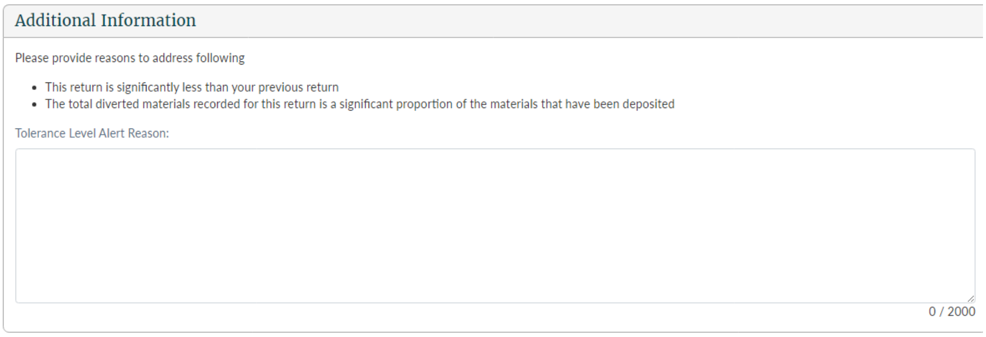
Note: If you want to continue to submit annual returns, you also need to complete an annual return application by the due date. See the section *Applying to submit an annual return*.

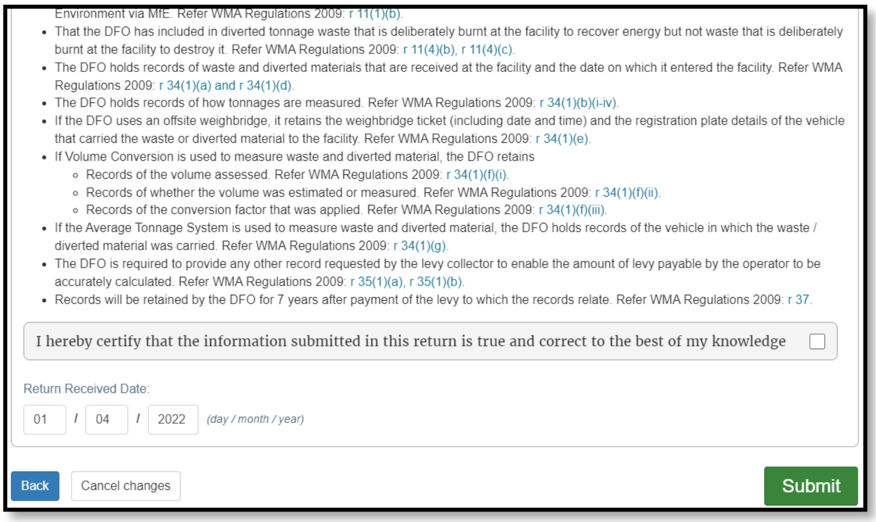
Role

- Site verifier – Can submit/verify returns.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the **Waste Returns** link in the content menu.</td></tr>
<tr><td>2</td><td>Click the **Verify link** in the **Action** column for the relevant month (where the status is Verification Required).
Result: The Waste Return screen displays showing the original data entered.

My facility has not received or diverted any waste material for the period of this return ☐
Waste Material Received (Gross Tonnage)
Gross tonnage is the total metric tonnes of waste received at your facility.
<table>
<tr><th>Type</th><th>Tonnes</th></tr>
<tr><td>Total Waste Material Received
The total metric tonnes of waste received at your facility **excluding any exempt waste**.</td><td>25,000.00</td></tr>
<tr><td>Total Waste Material Received (Gross Tonnage):</td><td>25,000.00</td></tr>
</table></td></tr>
<tr><td>3</td><td>Check that all entries are correct, and update if required.

Diverted Materials
Diverted tonnage is the waste you have diverted for reuse and recycling.
<table>
<tr><th>Type</th><th>Tonnes</th></tr>
<tr><td>Unspecified</td><td>212.00</td></tr>
<tr><td>Ferrous metal</td><td>0.00</td></tr>
<tr><td>Glass</td><td>146.00</td></tr>
<tr><td>Nappies and sanitary</td><td>22.00</td></tr>
<tr><td>Non-ferrous metal</td><td>0.00</td></tr>
<tr><td>Organic</td><td>312.00</td></tr>
<tr><td>Paper</td><td>225.00</td></tr>
<tr><td>Plastic</td><td>135.00</td></tr>
<tr><td>Potentially hazardous</td><td>0.00</td></tr>
<tr><td>Rubber</td><td>56.00</td></tr>
<tr><td>Rubble</td><td>2.00</td></tr>
<tr><td>Textiles</td><td>67.00</td></tr>
<tr><td>Timber</td><td>24.00</td></tr>
<tr><td>**Total Diverted Materials:**</td><td>**1,201.00**</td></tr>
</table></td></tr>
<tr><td>4</td><td>After you have checked all entries, click the **Continue** button.
Result: The Waste Return summary screen displays.

Waste Return for July 2022 (v1)
Site: **Test Site**
Class: **Class 1 - Municipal Disposal Facility**
Physical Address: **345 Gale Road, Mount Cook, Wellington**
Last updated by: **Jacqui Marriah - jacqueline.marriah@finnz.com**
Due: **20 Mar 2023**
Status: **Verification Required**
Last Updated: **28 Feb 2023**
<table>
<tr><th>Type</th><th>Tonnes</th></tr>
<tr><td>Waste Material Received (Gross Tonnage)</td><td>5,000.00</td></tr>
<tr><td>Diverted Materials received after 30 Jun 2022</td><td>100.00</td></tr>
<tr><td>**Total net tonnage:**</td><td>**4,900.00**</td></tr>
</table>
<table>
<tr><th>Levy Details (excluding GST)</th><th>Amount</th></tr>
<tr><td>Levy now due</td><td>$147,000.00</td></tr>
</table>
</td></tr>
</table>

Step	Action
5	If the information in your return triggers a tolerance alert, you will need to provide additional information. Text will display under the **Additional Information** header describing the system-generated tolerance alert. Type an explanation of why the return could have triggered the alert reason. **Note:** We may contact you for further clarification.  Additional Information Please provide reasons to address following • This return is significantly less than your previous return • The total diverted materials recorded for this return is a significant proportion of the materials that have been deposited Tolerance Level Alert Reason: 0 / 2000

6	Click the **Declaration** check box, and then click the **Submit** button.
	Result: You are taken back to the Waste Return summary screen and the status has changed to Verified.
	
	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 information submitted in this return is true and correct to the best of my knowledge ☐
	Return Received Date:
	01 / 04 / 2022 (day / month / year)
	Back Cancel changes Submit

What happens next?

We process your return and generate the invoice. You can view your statements in the **Charges and Payments** screen. See View tax invoice and statement.

If the return has a tolerance alert, we will need to assess it.

We can:

- accept the return and calculate the levy
- reject the return, in which case the disposal facility would be required to correct and resubmit the return.

Amending a waste return

If you have made a mistake, please contact the help desk at 0800 WDLEVY (0800 935 389) or email info@wastelevy.govt.nz for help.

View tax invoice and statement (monthly reporting facilities only)

When to use

Use these steps to view and/or download statement details. This includes previously issued invoices and any payments you have made since your last statement.

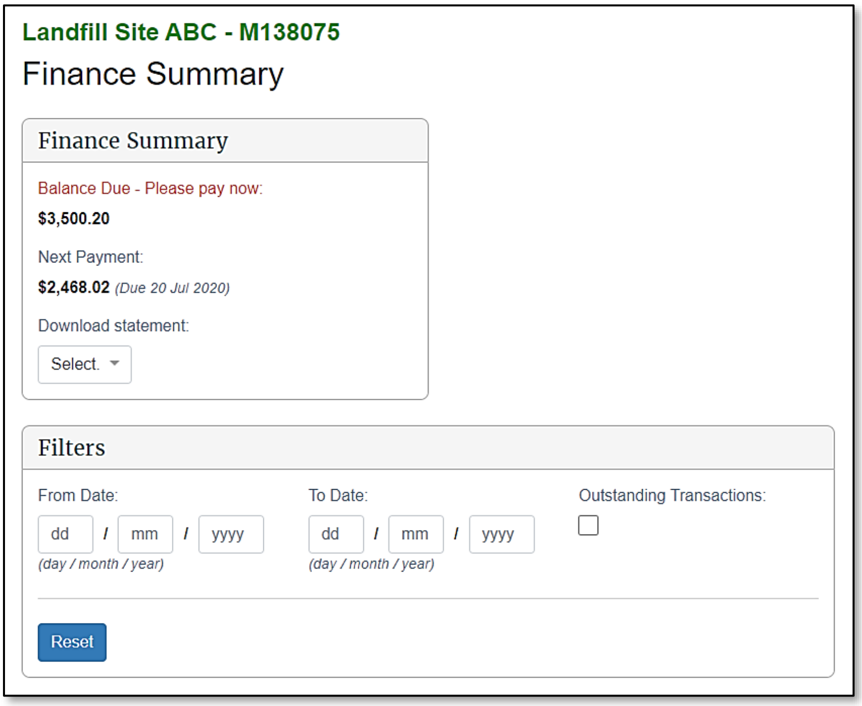
Statements are only available for download as PDF files.

Note: Charges and payments will display after you have submitted a return, and the levy for that period has been calculated.

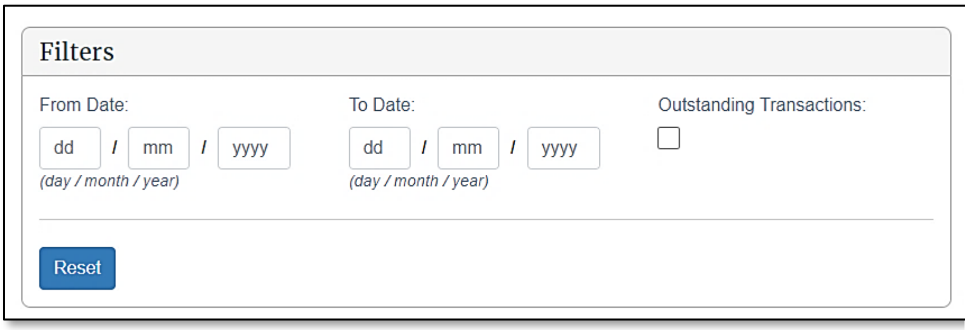
Roles

- Site data entry – Can view/download statements.
- Site verifier – Can view/download statements.

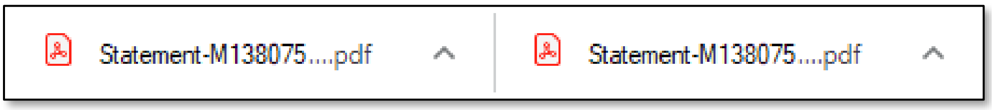
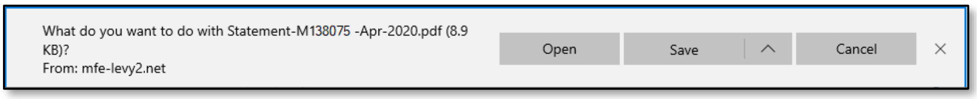
Steps

Step	Action
1	Click the **Finance** link in the content menu. **Result**: The **Finance Summary** screen displays.  Landfill Site ABC - M138075 Finance Summary Finance Summary Balance Due - Please pay now: **$3,500.20** Next Payment: **$2,468.02** *(Due 20 Jul 2020)* Download statement: Select. Filters From Date: dd / mm / yyyy *(day / month / year)* To Date: dd / mm / yyyy *(day / month / year)* Outstanding Transactions: ☐ Reset

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>The Finance Summary field will display.
<table>
<tr><th>Type</th><th>Description</th></tr>
<tr><td>Balance due (please pay now)</td><td>Any transactions that are due in the current month or previous months that are still outstanding.</td></tr>
<tr><td>Next payment</td><td>The sum of the next transactions due including the due date (eg, <i>Due 20 Aug 2020</i>).</td></tr>
<tr><td>Download statement</td><td>A drop-down list of all statements the disposal facility has received.
To download a statement, please see step 5.</td></tr>
</table></td></tr>
<tr><td>3</td><td>Filters can be applied to narrow your search.


</td></tr>
<tr><td></td><td>The following filters can be applied.
<table>
<tr><th>Type</th><th>Action/description</th></tr>
<tr><td>From date</td><td>Displays transactions from this date.
By default these fields are empty.
To apply a date range filter, enter the Day (DD), Month (MM) and Year (YYYY).</td></tr>
<tr><td>To date</td><td>Displays transactions to this date.
By default these fields are empty.
To apply a date range filter, enter the Day (DD), Month (MM) and Year (YYYY) in the field.</td></tr>
<tr><td>Outstanding transactions</td><td>Display transactions that have a balance greater than $0.00.
By default this is left unchecked.
To display outstanding transactions, check the Outstanding transaction box.</td></tr>
<tr><td>Reset</td><td>To clear all filters and reset to default values, click Reset.</td></tr>
</table>
Result: Transactions matching the filters entered will display.</td></tr>
<tr><td>4</td><td>The Results field displays all invoices and payments associated with a disposal facility:
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Date</td><td>Displays the transaction date in format Day (DD), Month (MM) and Year (YYYY).</td></tr>
<tr><td>Reference</td><td>This is the unique identifier for a transaction (eg, <i>PYT0000123</i>).</td></tr>
<tr><td>Description</td><td>Includes a description of the type of transaction, such as interest or payment.
Levy transactions (Invoices & Credits) display related to a return month. For example, a June 2020 waste return generates a levy invoice that will display as Levy Invoice (Jun 2020).</td></tr>
</table></td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
<table>
<tr><td>Status</td><td>The following are transaction statuses:
• Due – the transaction is due over 10 days from now
• Due soon – the transaction due within 10 days
• Overdue – the transaction is overdue
• Paid – the transaction has $0.00 balance
• Paid late – the transaction has $0.00 balance, but was paid after its due date (overdue)
• In dispute – the transaction is being disputed
• Amount remaining – balance is greater than $0.00
• Fully remaining – balance is $0.00.</td></tr>
<tr><td>Due / Applied</td><td>Due indicates the due date of:
• Debit notes
• Interest
• Levy invoice/s
• Payment dishonour/s
• Waiver credit reversal transactions.
Applied indicates the date that a credit was applied:
• Credit notes
• Interest reversal
• Levy credit
• Payment
• Direct debit payment
• Waiver credit transactions.</td></tr>
<tr><td>Amount ($)</td><td>The full amount of a transaction.</td></tr>
<tr><td>Balance ($)</td><td>The amount of a transaction less any other transactions applied.
For example, a levy invoice of $200.00 where a payment of $50.00 has been applied. This would display as:
• Amount = $200.00
• Balance = $150.00.</td></tr>
</table>
</td></tr>
<tr><td></td><td>Notes: Debit transactions are debit notes, interest, levy invoice(s), payment dishonour(s) and waiver credit reversal(s).
Credit transactions are credit notes, interest reversal, levy credit(s), payment(s), direct debit payments and waiver credit(s).
• If a credit transaction is applied against a debit transaction, the credit transaction will appear underneath the debit transaction.
• The amount will be the applied amount to the debit.
• If a credit transaction has a balance remaining (balance > $0.00) and has been partially applied to a debit transaction, the credit transaction will appear twice:
1. Appear underneath the debit transaction that it is applied to
2. Its own line with a status of ‘Amount remaining’ and the remaining balance.
Selecting the View more button at the bottom of the results will display more transactions.</td></tr>
<tr><td>5</td><td>To download a copy of a statement, select the relevant month from the Download statement drop-down list.
Result: Depending on your settings and internet browser, the file may download automatically and appear in the Downloads list.
Note: If a file pop-up displays, go to step 6.</td></tr>
</table>

Step	Action
	
6	If a file download pop-up displays, click: **Open** to open the PDF. **Save** to save a copy of the report to your computer. **Result**: If you clicked **Open,** the file will open. If you clicked **Save**, you will be prompted to select a folder to save the PDF in.  What do you want to do with Statement-M138075 -Apr-2020.pdf (8.9 KB)? From: mfe-levy2.net

What happens next?

If you have any queries about your statement balance, invoices or payments, please call 0800 WDLEVY (0800 935 389) or email info@wastelevy.govt.nz.

Chapter 3: Activity category reporting

This chapter provides information on submitting your activity category report. It contains the following topics.

Topic
Overview
Activity category report summary screen
Submit an activity category report
Amend an activity category report

Overview

Introduction

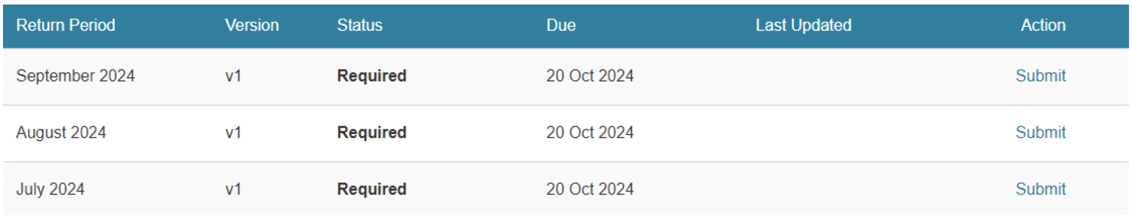
Facility operators must submit their activity category reporting as frequently as they submit their waste return, depending on their site class.

Monthly activity category reports are due on the 20th of the month after waste has been deposited. Quarterly activity category reports are due on or before the 20th of the month after the last month of the quarter to which the return relates. A facility approved for annual waste returns will also submit its activity category reporting annually, by 20 July.

For more information on activity category reporting, see Activity category reporting for disposal facility operators and Waste data – How to record and report the activity category.

Activity category report summary screen

Using the **Activity category report summary** screen, you can view the status of pending and previously submitted reports.



Return Period	Version	Status	Due	Last Updated	Action
September 2024	v1	**Required**	20 Oct 2024		Submit
August 2024	v1	**Required**	20 Oct 2024		Submit
July 2024	v1	**Required**	20 Oct 2024		Submit

The status of the report determines the type of action a user may take.

Reports

The version number of the report indicates if:

- a report is the original required or completed return for the period (v1) or
- a report has been amended (v2 or higher).

Status	Description/action
Required	A blank report has been created by the system and requires completion. • If no data has yet been entered, any user in OWLS can **Submit** the activity category report. • If draft data has been entered and saved, any users in OWLS can **Update** the activity category report.
Overdue	A report is required, and the due date has passed. The same actions available for Required reports are available for Overdue reports.
Submitted	The report has been submitted. • Users can **View** the report.

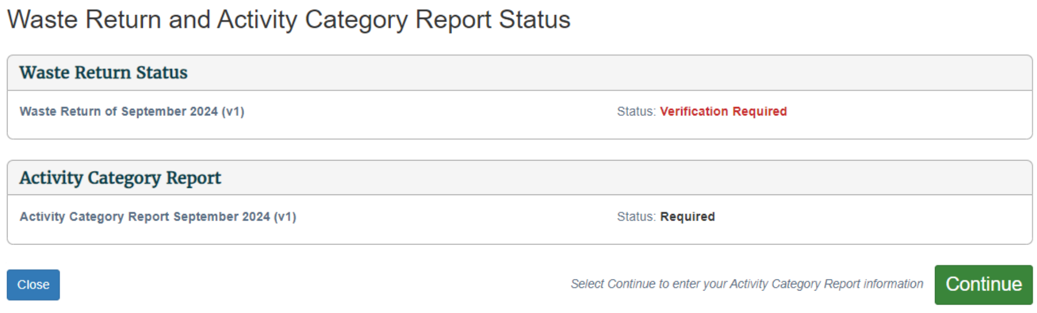
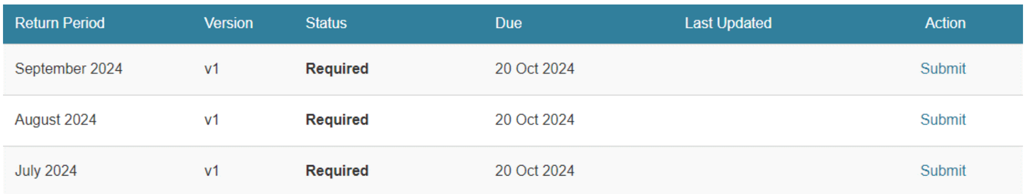
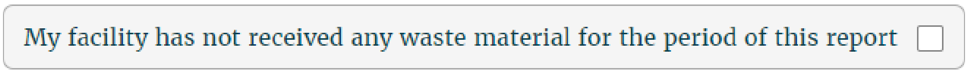
Submitting an activity category report

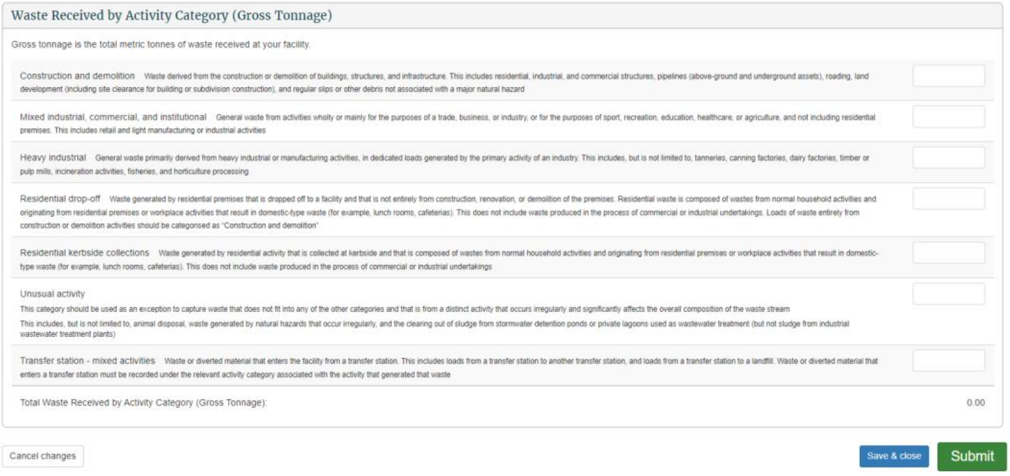
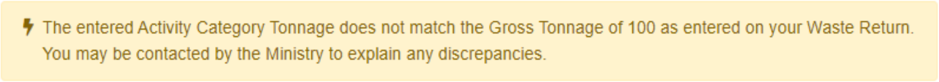
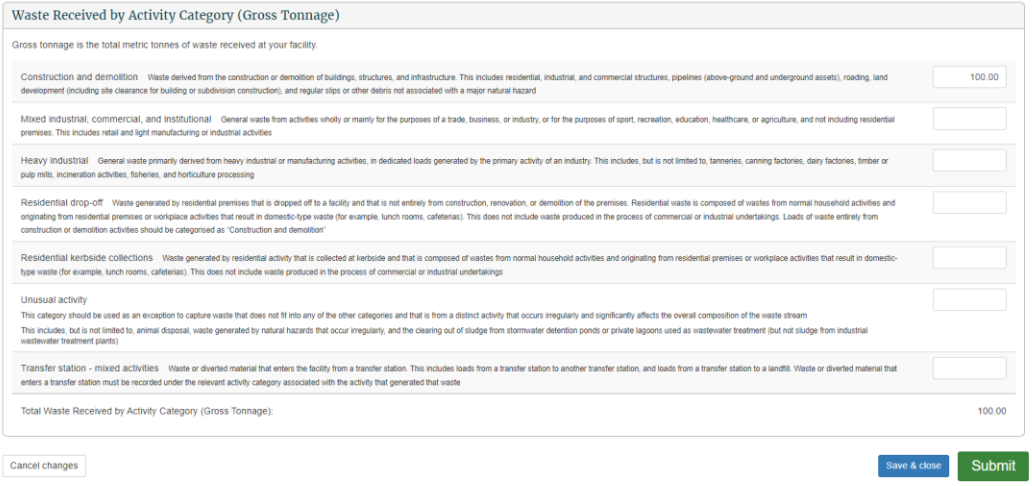
Use these steps to submit an activity category report.

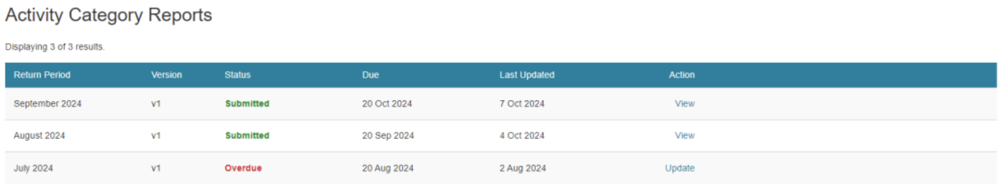
Roles

- Site data entry – Can submit an activity category report.
- Site verifier – Can submit an activity category report.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1a</td><td>
<p>If submitting your report, after you have submitted your waste return.</p>
<p>Click the Continue button on the screen after you have successfully submitted your Waste Return or sent your Waste Return for verification (if you are a data entry person).</p>

<p>Waste Return and Activity Category Report Status</p>
<p>Waste Return Status</p>
<p>Waste Return of September 2024 (v1) Status: Verification Required</p>
<p>Activity Category Report</p>
<p>Activity Category Report September 2024 (v1) Status: Required</p>
<p>Close</p>
<p>Select Continue to enter your Activity Category Report information</p>
<p>Continue</p>
</td></tr>
<tr><td>1b</td><td>
<p>If submitting your report from the Activity Report summary screen</p>
<p>Click the Submit button in the action column, for the correct report period.</p>

<table>
<tr><th>Return Period</th><th>Version</th><th>Status</th><th>Due</th><th>Last Updated</th><th>Action</th></tr>
<tr><td>September 2024</td><td>v1</td><td>Required</td><td>20 Oct 2024</td><td></td><td>Submit</td></tr>
<tr><td>August 2024</td><td>v1</td><td>Required</td><td>20 Oct 2024</td><td></td><td>Submit</td></tr>
<tr><td>July 2024</td><td>v1</td><td>Required</td><td>20 Oct 2024</td><td></td><td>Submit</td></tr>
</table>
</td></tr>
<tr><td>2</td><td>
<p>If no activity occurred at your facility during the period, click the check box at the top of the Activity Categories. Otherwise, enter the metric tonnes for each waste source you are reporting on, as described in steps 1–4.</p>

<p>My facility has not received any waste material for the period of this report ☐</p>
</td></tr>
</table>

Step	Action
	Note: - If you select **No Activity**, any tonnages entered will be removed automatically.
3	In metric tonnes, enter any Waste Materials Received (Gross Tonnage) in the appropriate column. Ensure the values are equivalent to the gross waste tonnage entered in the corresponding month's waste return. This means you need to include any diverted waste tonnages. For more information around measuring the Activity Categories, see Waste data – How to record and report the activity category Waste Received by Activity Category (Gross Tonnage) Gross tonnage is the total metric tonnes of waste received at your facility. Construction and demolition Waste derived from the construction or demolition of buildings, structures, and infrastructure. This includes residential, industrial, and commercial structures, pipelines (above-ground and underground assets), roading, land development (including site clearance for building or subdivision construction), and regular slips or other debris not associated with a major natural hazard Mixed industrial, commercial, and institutional General waste from activities wholly or mainly for the purposes of a trade, business, or industry, or for the purposes of sport, recreation, education, healthcare, or agriculture, and not including residential premises. This includes retail and light manufacturing or industrial activities Heavy industrial General waste primarily derived from heavy industrial or manufacturing activities, in dedicated loads generated by the primary activity of an industry. This includes, but is not limited to, tanneries, canning factories, dairy factories, timber or pulp mills, incineration activities, fisheries, and horticulture processing Residential drop-off Waste generated by residential premises that is dropped off to a facility and that is not entirely from construction, renovation, or demolition of the premises. Residential waste is composed of wastes from normal household activities and originating from residential premises or workplace activities that result in domestic-type waste (for example, lunch rooms, cafeterias). This does not include waste produced in the process of commercial or industrial undertakings. Loads of waste entirely from construction or demolition activities should be categorised as "Construction and demolition" Residential kerbside collections Waste generated by residential activity that is collected at kerbside and that is composed of wastes from normal household activities and originating from residential premises or workplace activities that result in domestic-type waste (for example, lunch rooms, cafeterias). This does not include waste produced in the process of commercial or industrial undertakings Unusual activity This category should be used as an exception to capture waste that does not fit into any of the other categories and that is from a distinct activity that occurs irregularly and significantly affects the overall composition of the waste stream This includes, but is not limited to, animal disposal, waste generated by natural hazards that occur irregularly, and the clearing out of sludge from stormwater detention ponds or private lagoons used as wastewater treatment (but not sludge from industrial wastewater treatment plants) Transfer station - mixed activities Waste or diverted material that enters the facility from a transfer station. This includes loads from a transfer station to another transfer station, and loads from a transfer station to a landfill. Waste or diverted material that enters a transfer station must be recorded under the relevant activity category associated with the activity that generated that waste Total Waste Received by Activity Category (Gross Tonnage): 0.00 **Notes:** - The system calculates the sum of the amounts in the Total fields. - If you see a yellow error message at the bottom of the categories, it indicates that your values do not match the gross tonnage you entered in your Waste Return. - You are not restricted from submitting your data, however, please confirm the values entered are correct, as your waste return and activity category report should match. The entered Activity Category Tonnage does not match the Gross Tonnage of 100 as entered on your Waste Return. You may be contacted by the Ministry to explain any discrepancies.
4	Click **Submit** once you have entered the gross tonnage for each activity category. Ensure that all entries are correct and complete before submitting. No further verification is required for your activity category report. Waste Received by Activity Category (Gross Tonnage) Gross tonnage is the total metric tonnes of waste received at your facility. Construction and demolition Waste derived from the construction or demolition of buildings, structures, and infrastructure. This includes residential, industrial, and commercial structures, pipelines (above-ground and underground assets), roading, land development (including site clearance for building or subdivision construction), and regular slips or other debris not associated with a major natural hazard 100.00 Mixed industrial, commercial, and institutional General waste from activities wholly or mainly for the purposes of a trade, business, or industry, or for the purposes of sport, recreation, education, healthcare, or agriculture, and not including residential premises. This includes retail and light manufacturing or industrial activities Heavy industrial General waste primarily derived from heavy industrial or manufacturing activities, in dedicated loads generated by the primary activity of an industry. This includes, but is not limited to, tanneries, canning factories, dairy factories, timber or pulp mills, incineration activities, fisheries, and horticulture processing Residential drop-off Waste generated by residential premises that is dropped off to a facility and that is not entirely from construction, renovation, or demolition of the premises. Residential waste is composed of wastes from normal household activities and originating from residential premises or workplace activities that result in domestic-type waste (for example, lunch rooms, cafeterias). This does not include waste produced in the process of commercial or industrial undertakings. Loads of waste entirely from construction or demolition activities should be categorised as "Construction and demolition" Residential kerbside collections Waste generated by residential activity that is collected at kerbside and that is composed of wastes from normal household activities and originating from residential premises or workplace activities that result in domestic-type waste (for example, lunch rooms, cafeterias). This does not include waste produced in the process of commercial or industrial undertakings Unusual activity This category should be used as an exception to capture waste that does not fit into any of the other categories and that is from a distinct activity that occurs irregularly and significantly affects the overall composition of the waste stream This includes, but is not limited to, animal disposal, waste generated by natural hazards that occur irregularly, and the clearing out of sludge from stormwater detention ponds or private lagoons used as wastewater treatment (but not sludge from industrial wastewater treatment plants) Transfer station - mixed activities Waste or diverted material that enters the facility from a transfer station. This includes loads from a transfer station to another transfer station, and loads from a transfer station to a landfill. Waste or diverted material that enters a transfer station must be recorded under the relevant activity category associated with the activity that generated that waste Total Waste Received by Activity Category (Gross Tonnage): 100.00

Step	Action
5	You will be redirected to the Activity Category Reports summary page and the status of your activity category report will show **Submitted** in green. 

Activity Category Reports

Displaying 3 of 3 results.

Return Period	Version	Status	Due	Last Updated	Action
September 2024	v1	Submitted	20 Oct 2024	7 Oct 2024	View
August 2024	v1	Submitted	20 Sep 2024	4 Oct 2024	View
July 2024	v1	Overdue	20 Aug 2024	2 Aug 2024	Update

Amending an activity category report

OWLS will not accept amendments to submitted activity category reports directly from facility operators. If you have made a mistake, please contact the help desk at 0800 WDLEVY (0800 935 389) or email info@wastelevy.govt.nz.

Chapter 4: Applications

This chapter provides information on the applications disposal facilities can make. It contains the following topics.

Overview

Introduction

OWLS 2.0 enables the authorised verifier for a disposal facility to make applications as listed below.

Note: Data entry users can only 'view' applications.

Application	When to use
Annual permission application	Apply to submit returns annually instead of monthly. You are only eligible to apply if your disposal facility's expected net tonnage for the year is 1,000 tonnes or less. **Note**: The application form to request annual permission for the following financial year is only available from 1 June to 20 July. You must submit the application on or before 20 July (for that financial year).
Average tonnage application	Apply to use an average tonnage method for selected motor vehicles. If you want to apply to change any other type of method, call 0800 WDLEVY (0800 935 389) or email info@wastelevy.govt.nz.
Return extension application	Apply for an extension of time to submit a return.
Payment extension application	Apply for an extension of time to pay an invoice.
Storage time extension application	Apply to extend the time diverted material (which has previously been reported as gross tonnage) is stored on facility beyond the automatically allowable six months.
Waiver application	Apply to have some, or all, of the levy amount waived in exceptional circumstances or for remediating a contaminated site.

Application	When to use
Levy refund application	Apply for a refund of the levy money already paid on material for which a waiver was granted. **Note**: Do not enter requests for reimbursements in OWLS 2.0. Direct any request for a reimbursement to 0800 WDLEVY (0800 935 389) or email info@wastelevy.govt.nz.

Applying to submit an annual return

When to use

Use these steps to apply to change from monthly waste returns and activity category reports to an annual waste return and activity category report, or to apply to continue to submit annually.

Notes:

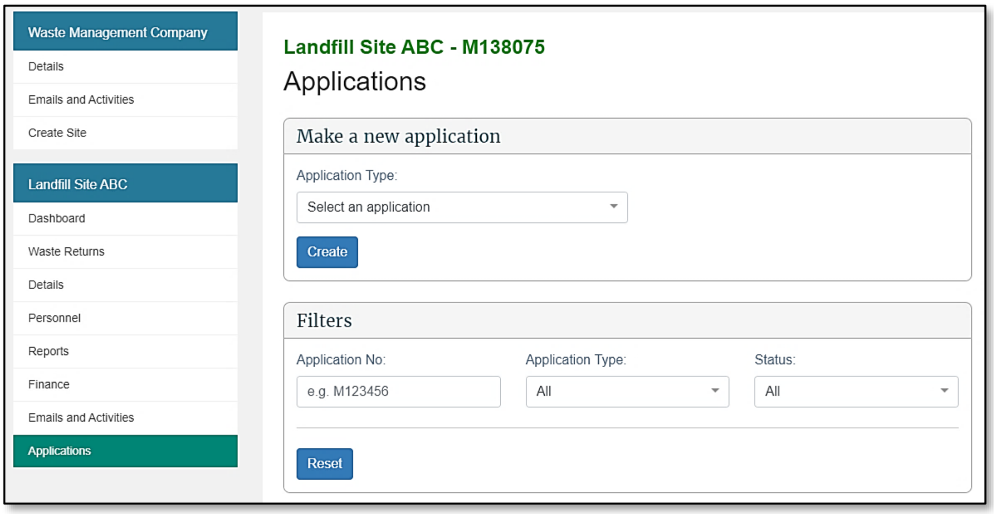
- You can only apply to submit annual returns and reports between 1 June and 20 July.
- The change will only take effect at the start of a financial year.

Refer to *Waste disposal levy and reporting requirements guide for site operators* for more information.

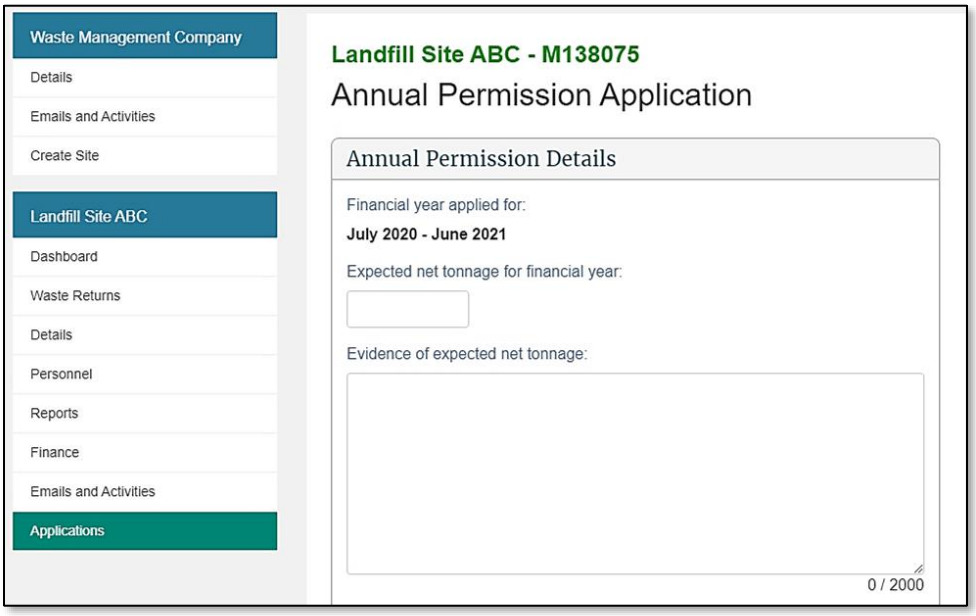
Who is responsible?

- Site verifier – Can submit applications.

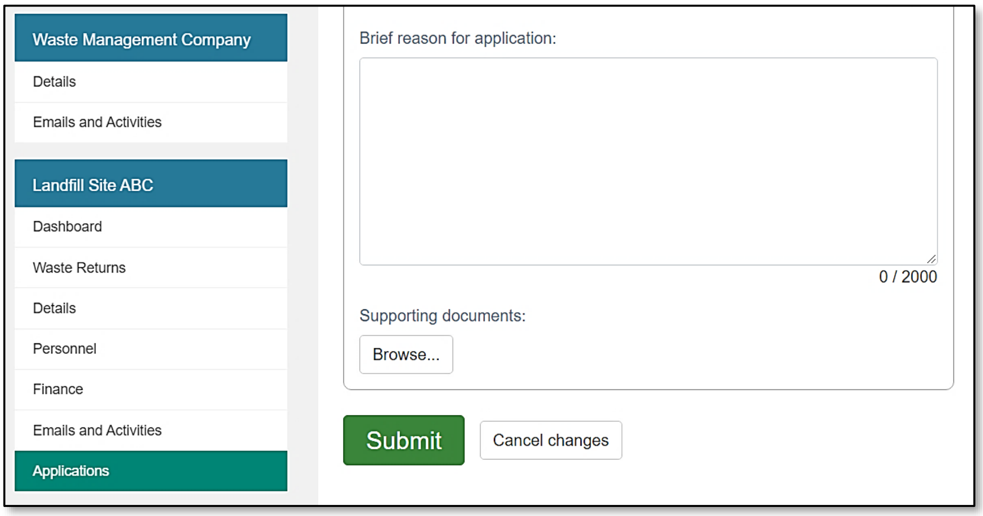
Steps

Step	Action
1	Click the **Applications** link in the content menu. **Result**: The **Applications** screen displays. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>
<p>Select Annual Permission from the Application Type drop-down list.</p>
<p>Click the Create button.</p>
<p>Result: The Annual Permission Application screen displays.</p>



<p>Landfill Site ABC - M138075</p>
<p>Annual Permission Application</p>
<p>Annual Permission Details</p>
<p>Financial year applied for:
July 2020 - June 2021</p>
<p>Expected net tonnage for financial year:</p>
<p>Evidence of expected net tonnage:</p>
</td></tr>
<tr><td>3</td><td>
<p>Complete the following fields.</p>



<p>Brief reason for application:</p>
<p>Supporting documents:</p>
</td></tr>
<tr><td>4</td><td>
<p>Provide a Brief Reason for Application.</p>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Expected net tonnage for financial year</td><td>Type your expected net tonnage for the financial year in metric tonnes.</td></tr>
<tr><td>Evidence of expected net tonnage</td><td>Type a description of how you calculated this figure.
If your evidence is longer than 2,000 characters, please attach a file containing the details (see step 5).</td></tr>
</table>
</td></tr>
</table>

Step	Action
5	Attach evidence of how the expected net tonnage was calculated. To attach a file to the application, click the **Browse…** button, select the relevant files, and click **Open**. **Notes**: • To attach additional files, click the **Browse…** button. • The maximum file size is 4 MB.
6	Click the **Submit** button. **Result:** You are returned to the Application summary screen and the Annual Permission application appears in the list with the status **Submitted**.

What happens next?

We will consider your application and let you know the outcome by 1 August.

If your application is declined, you will need to continue to submit monthly waste returns and activity category reports.

Note:

- A successful application will still receive monthly levy invoices.

Applying to use the average tonnage method for motor vehicles

When to use

Use these steps to apply to use the average tonnage method for your disposal facility. This method allows you to weigh a sample of the motor vehicles delivering waste to your disposal facility and calculate an average weight of waste carried. This can then be used for your waste returns and activity category reports.

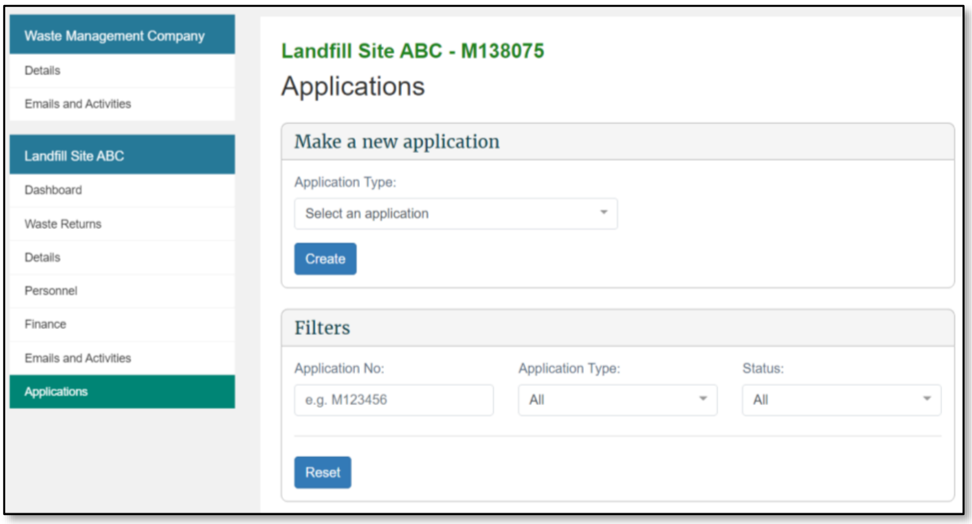
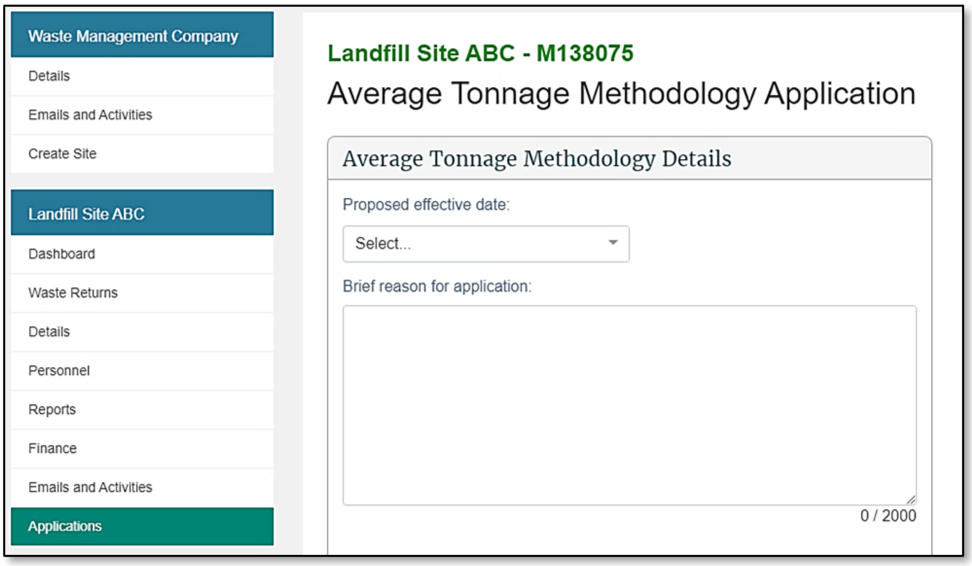
Note: Please contact us on 0800 WDLEVY (0800 935 389) to discuss your situation before you submit an application, or to change your method to any other type.

Refer to Waste disposal levy and reporting requirements guide for site operators for more information about methods used to calculate tonnage.

Role

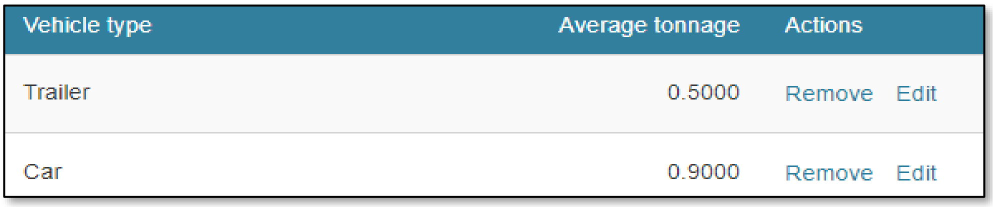
- Site verifier – Can create applications.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Applications link in the content menu.
Result: The Applications screen displays.
 </td></tr>
<tr><td>2</td><td>Select Average Tonnage Methodology from the Application Type drop-down list.
Click the Create button.
Result: The Average Tonnage Application screen displays.
 </td></tr>
<tr><td>3</td><td>Complete the following fields, including the motor vehicle details.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Effective from date</td><td>Select the date the change is to take effect from.</td></tr>
<tr><td>Brief reason for application</td><td>Type the reason you wish to change to the average tonnage method.
Note: If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 8).</td></tr>
<tr><td>Vehicle type</td><td>Type the light vehicle type (eg, car, van, trailer, lorry, truck and trailer).</td></tr>
<tr><td>Average tonnage</td><td>Type the average waste tonnage for that vehicle type.
Note: Ensure you type this figure in tonnes. For example, 50 kg will be 0.05.</td></tr>
</table></td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
<table>
<tr><td>How average tonnage calculated</td><td>Type a description of how you calculated the average tonnage.
Attach supporting evidence for your application. To do this, see step 8.</td></tr>
<tr><td>Evidence of statistical validity</td><td>Type a description of the evidence of statistical validity of your average tonnage.
If possible, attach supporting evidence for your application.</td></tr>
</table>
<p>Note: If your calculations or evidence are longer than 2,000 characters, please attach a file containing the details (see step 8).</p>
</td></tr>
<tr><td>4</td><td>
<p>If you would like to add any other vehicles, click Add Another Vehicle. If not, skip to step 7.</p>
<p>Complete the following fields for that vehicle.</p>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Vehicle type</td><td>Type the motor vehicle type (eg, car, van, trailer, lorry, truck and trailer).</td></tr>
<tr><td>Average tonnage</td><td>Type the average waste tonnage for that vehicle type.
Note: Ensure you type this figure in tonnes. For example, 50 kg will be 0.05.</td></tr>
<tr><td>How average tonnage calculated</td><td>Type a description of how you calculated the average tonnage.
Attach supporting evidence for your application. To do this, see step 8.</td></tr>
<tr><td>Evidence of statistical validity</td><td>Type a description of the evidence of statistical validity of your average tonnage.
If possible, attach supporting evidence for your application.</td></tr>
</table>
<p>Note: If your calculations or evidence are longer than 2,000 characters, please attach a file containing the details (see step 8).</p>
</td></tr>
<tr><td>5</td><td>
<p>Once added, use the links in the Actions column to update the information. Use:</p>

Edit to update the vehicle information
Remove to delete the vehicle information.


<table>
<tr><th>Vehicle type</th><th>Average tonnage</th><th>Actions</th></tr>
<tr><td>Trailer</td><td>0.5000</td><td>Remove Edit</td></tr>
<tr><td>Car</td><td>0.9000</td><td>Remove Edit</td></tr>
</table>
</td></tr>
<tr><td>6</td><td>If you want to add any additional vehicles, return to step 4.</td></tr>
<tr><td>7</td><td>
<p>To attach supporting evidence to your application, click the Browse… button, select the relevant files, and click Open.</p>
<p>Supporting evidence may include:</p>

details about your survey method, for example:

how and when you performed the survey
who your survey groups were

statistical data in Excel format (or similar), for example, weighbridge records.

<p>Note:</p>

To attach additional files, click the Browse… button.
The maximum file size is 4 MB.

</td></tr>
<tr><td>8</td><td>
<p>Click the Submit button.</p>
<p>Result: You are returned to the Application summary screen and the Average Tonnage application appears in the list with the status Submitted.</p>
</td></tr>
</table>

What happens next?

We will consider your application and advise you of the outcome. If the application is declined, your existing calculation method will remain in force.

Approved Average Tonnage applications (and other methodologies) for the disposal facility are viewable on the **Details** screen in the **Methodologies** field.

Applying for an extension of time to submit your monthly return

When to use

Use these steps to request an extension of time to submit a monthly return if, due to unusual circumstances, you cannot submit your return on time. This will allow you an additional month to submit your return.

Notes:

- The deadline for an extension request is on or before the day that is 15 days before the due day for the return.
- An extension of time to submit your return does not change the date on which the levy must be paid.
- Only one extension can be granted for any return.
- This application is not applicable to annual returns.
- This application is not applicable to activity category reporting.

Role

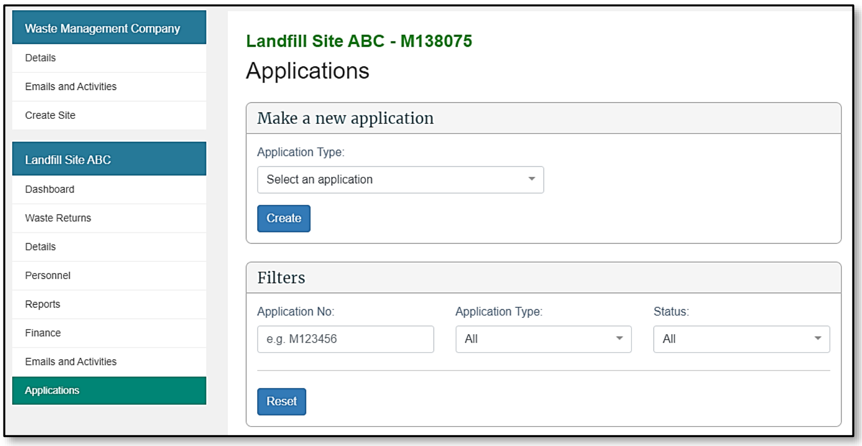
- Site verifier – Can create applications.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

Click the **Applications** link in the content menu.

Result: The **Applications** screen displays.



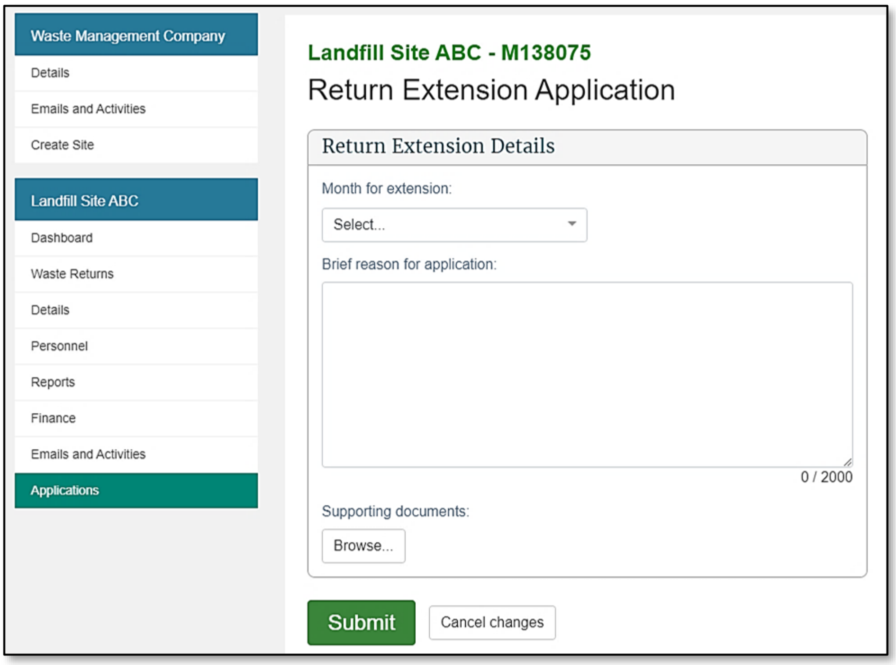
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>

Select **Return Extension** from the Application Type drop-down list.

Click the **Create** button.

Result: The **Return Extension application** screen displays.



</td></tr>
<tr><td>3</td><td>

Complete the following fields.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Month for extension</td><td>

Select the month and year combination for which you are seeking the extension. You will only be able to select a period if:

- there are more than 15 days until the due date for that return
- an extension for that period does not already exist.

</td></tr>
<tr><td>Reason for extension</td><td>

Type the reason you are unable to submit the return on time.

Note: If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 4).

</td></tr>
</table>

</td></tr>
<tr><td>4</td><td>

To attach supporting evidence to the application, click the **Browse...** button, select the relevant files, and click **Open**.

Notes:

- To attach additional files, click the **Browse...** button.
- The maximum file size is 4 MB.

</td></tr>
<tr><td>5</td><td>

Click the **Submit** button.

Result: You are returned to the Application summary screen and the Return Extension application appears in the list with the status **Submitted.**

</td></tr>
</table>

What happens next?

We will consider your application and advise you of the outcome at least five days before the return is due.

If your application is declined, you will need to submit a return before the due date.

Applying for an extension of time to pay

When to use

Use these steps to request an extension to the due date of the levy payment if, due to unusual circumstances, you cannot pay the levy on time.

You must submit the application no later than 15 days before the payment is due. This will give you an additional month to pay the invoice.

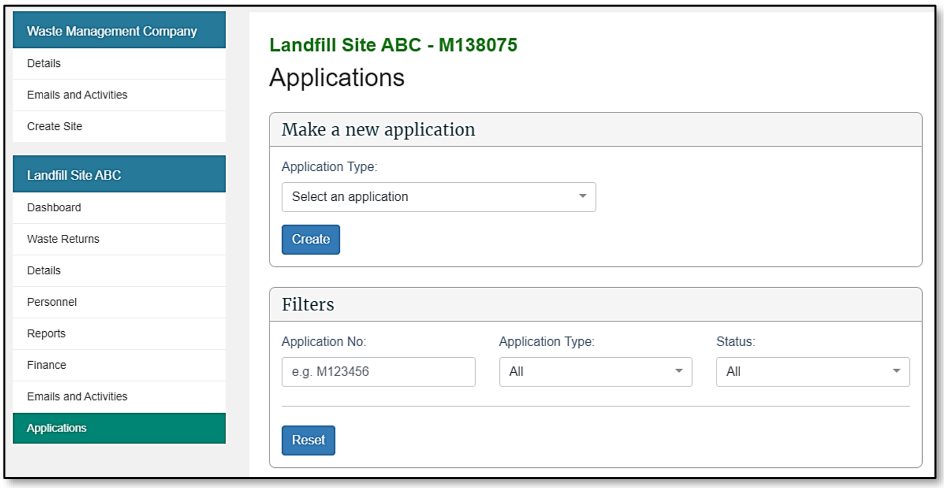
Notes:

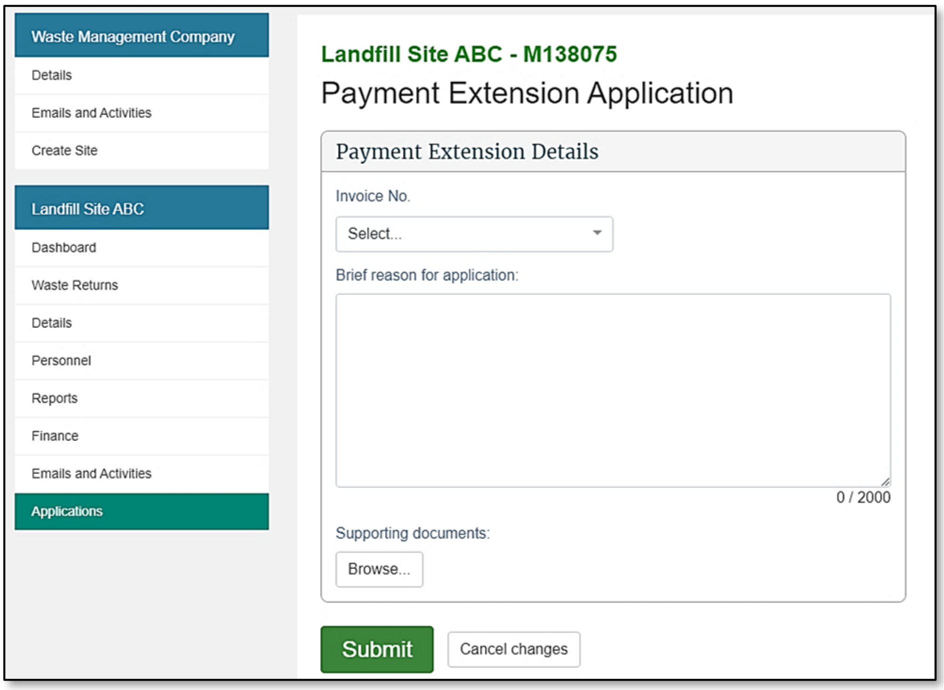
- The deadline for an extension request is on or before the day that is 15 days before the due day for the invoice.
- Only one extension can be granted for any invoice.
- If you do not pay by the approved due date, interest will be charged on the outstanding amount.

Role

- Site verifier – Can create applications.

Steps

Step	Action
1	Click the **Applications** link in the content menu. **Result**: The **Applications** screen displays. 
2	Select **Payment Extension** from the Application Type drop-down list. Click the **Create** button. **Result**: The **Payment extension application** screen displays.

Step	Action
	
3	Select the invoice number for which you want an extension from the **Invoice No.** drop-down menu. **Result**: The system automatically populates the **Amount Due** and **Due Date** based on the invoice selected from the drop-down menu.
4	Type the reason you are unable to pay the levy on time in the **Reason for application** field. **Note**: If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 5).
5	To attach supporting evidence to the application, click the **Browse…** button, select the relevant files and click **Open**. **Notes:** • To attach additional files, click the **Browse…** button. • The maximum file size is 4 MB.
6	Click the **Submit** button. **Result**: You are returned to the Application summary screen and the Payment Extension application appears in the list with the status **Submitted.**

What happens next?

We will consider your application and advise you of the outcome at least five days before the payment is due.

If your application is:

- declined, you need to pay the levy by the due date
- successful, you need to pay the levy by the extended due date.

Applying for an extension of storage time for material on your facility

Introduction

An extension of storage time allows you to claim diversion on material (previously reported as gross tonnage) that is older than six months if it is being removed for recycling or further processing within the extension period. Only material that has been reported as gross tonnage can be reported as diverted tonnage.

When to use

Use these steps to apply to extend the time period for the storage of material for diversion beyond the six-month limit.

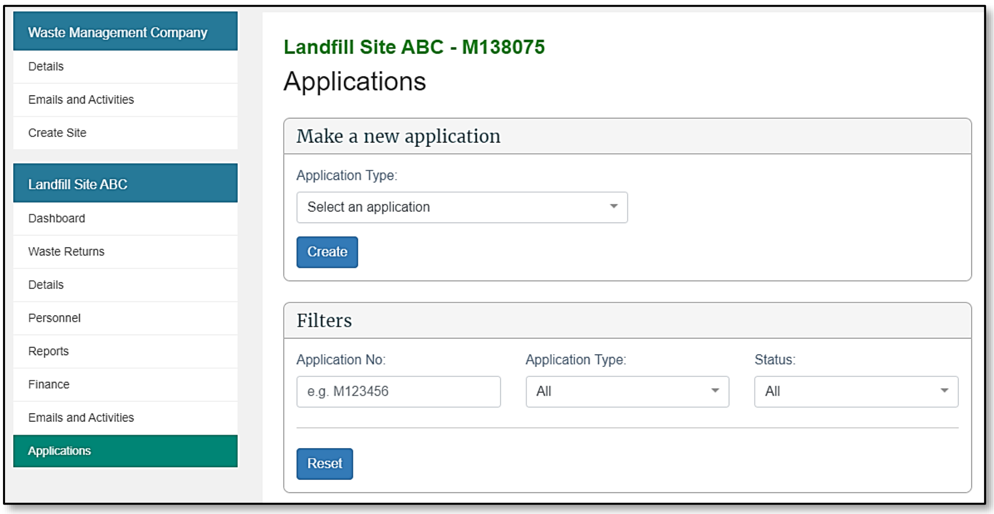
Note: You should submit your application at least a month in advance of the expiry date for that material (six months after it was received).

Refer to *Waste disposal levy and reporting requirements guide for site operators* for more information.

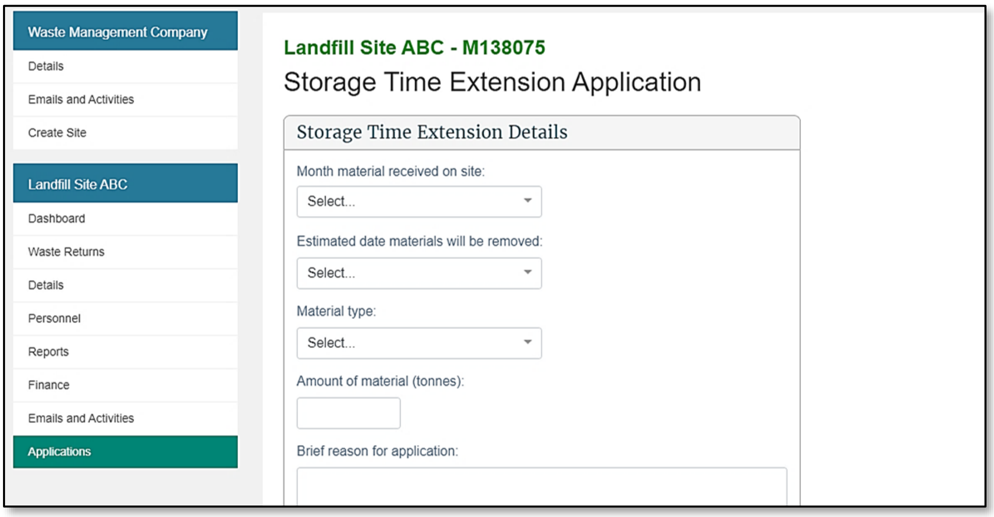
Role

- Site verifier – Can create applications.

Steps

Step	Action
1	Click the **Applications** link in the content menu. **Result**: The **Applications** screen displays. 
2	Select **Storage Time Extension** from the Application Type drop-down list. Click the **Create** button. **Result**: The **Storage time extension application** screen displays.

Step **Action**



Landfill Site ABC - M138075

Storage Time Extension Application

Storage Time Extension Details

Month material received on site: Select...

Estimated date materials will be removed: Select...

Material type: Select...

Amount of material (tonnes):

Brief reason for application:

3 Complete the following fields.

Field	Description
Month material received on site	Select the month and year the material was received. **Note:** The date must be within the past six months.
Estimated date materials will be removed	This drop-down becomes available after selecting month material received on site. Select the month and year you want to extend the storage time to. **Note:** The extension must be within two years of the received date.
Material type	This drop-down becomes available after selecting the estimated date materials will be removed. Select the type of material for which you require the extension.
Amount of material (tonnes)	Type the weight of the material, in tonnes, for which you are requesting an extension.
Brief reason for application	Type the reason you want to extend the storage time. Include a description of the material, if an appropriate selection is not available in the material type drop-down list. **Note:** If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 4).

4 To attach supporting evidence to your application, click the **Browse...** button, select the relevant files, and click **Open**.

Supporting evidence may include:

- photographs showing the segregation of materials
- agreement with a recycler
- evidence that the levy was paid on the material, if available.

Notes:

- to attach additional files, click the **Browse...** button
- the maximum file size is 4 MB.

5 Click the **Submit** button.

Result: You are returned to the Application summary screen and the Storage Time application appears in the list with the status **Submitted.**

What happens next?

We will consider your application and advise you of the outcome.

If your application is granted, the column **Diverted tonnage older than six months** will display on your waste return for the approved period.

Applying for a waiver

When to use

Use these steps to apply for a waiver for either:

A. exceptional circumstances

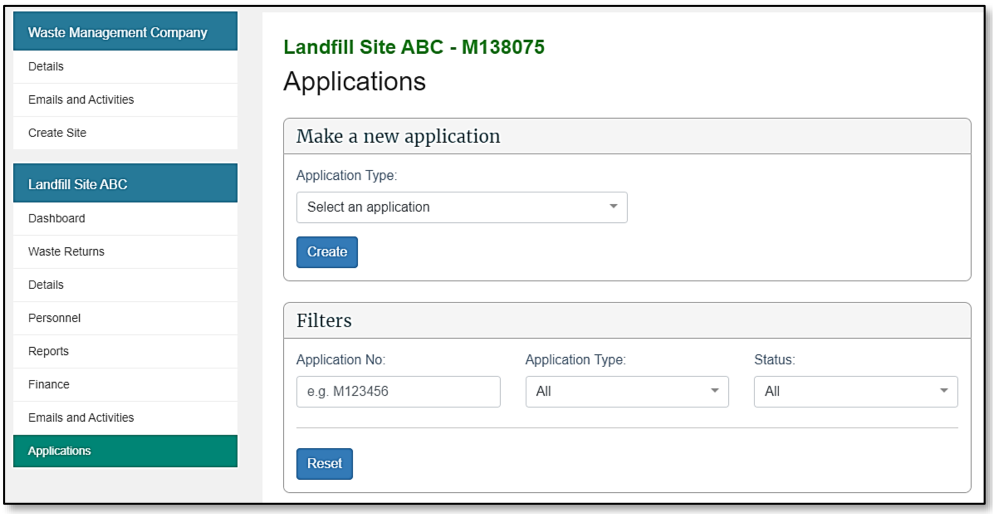
B. waste from the remediation of a contaminated site.

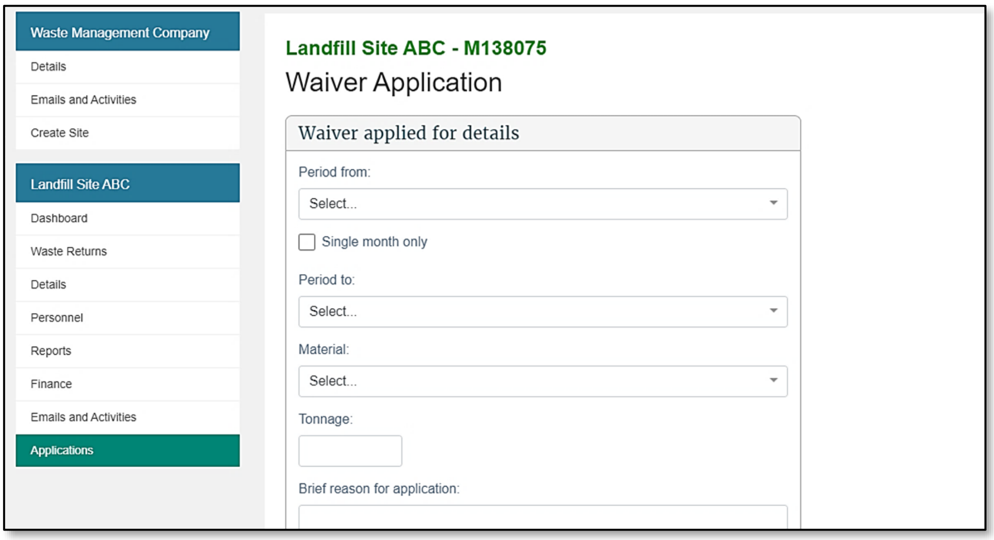
Note: You will need to provide evidence to justify the waiver of the levy. We recommend you contact the Ministry at levy.admin@mfe.govt.nz to discuss your circumstances before submitting the application.

Role

- Site verifier – Can create applications.

Steps

Step	Action
1	Click the **Applications** link in the content menu. **Result**: The **Applications** screen displays.  Application Type: Select an application Application No: e.g. M123456 Application Type: All Status: All
2	Select Waiver from the **Application Type** drop-down list. Click the **Create** button. Result: The **Waiver Application** screen displays.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


Landfill Site ABC - M138075

Waiver Application

Waiver applied for details

Period from: Select...

☐ Single month only

Period to: Select...

Material: Select...

Tonnage:

Brief reason for application:
</td></tr>
<tr><td>3</td><td>
Complete the following fields.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Period from</td><td>Select the starting month and year from the drop-down list.</td></tr>
<tr><td>Single month</td><td>Click the check box if the waiver is required for one month.
Note: When selected, the Period to field will default to the Period from date.</td></tr>
<tr><td>Period to</td><td>If the waiver is required for more than one month, select the end date (month and year) from the drop-down list.</td></tr>
<tr><td>Material</td><td>Select the relevant type of material.</td></tr>
<tr><td>Tonnage</td><td>Type the tonnage of material you are applying to waive.</td></tr>
<tr><td>Brief reason for application</td><td>Type a description of:
• the exceptional circumstances that justify a levy waiver, or
• why it is reasonable that the levy on waste from the remediation of a contaminated site is waived.
Note: If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 4).</td></tr>
<tr><td>If any part of the waiver applied for…</td><td>If you are applying for a waiver for material on an existing invoice(s), type the invoice number(s).</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>
To attach supporting evidence to the application, click the **Browse…** button, select the relevant files, and click **Open**.

Notes:

- to attach additional files, click the **Browse…** button
- the maximum file size is 4 MB.
</td></tr>
<tr><td>5</td><td>
Click the **Submit** button.

Result: You are returned to the Application summary screen and the Waiver application appears in the list with the status **Submitted.**
</td></tr>
</table>

What happens next?

The Ministry will consider your application and advise you of the outcome. The Ministry treats levy waivers as a priority and will respond to the applicant within 10 working days. The final decision on the waiver application could take up to 8 weeks, depending on the complexity of the application and if any additional information is required.

If a waiver is granted, a credit adjustment based on tonnage figures will be applied and included in your next invoice. A waiver number will also be provided for use when applying for a refund.

Applying for a refund

When to use

Use these steps to apply for a refund when your account is in credit following a waiver.

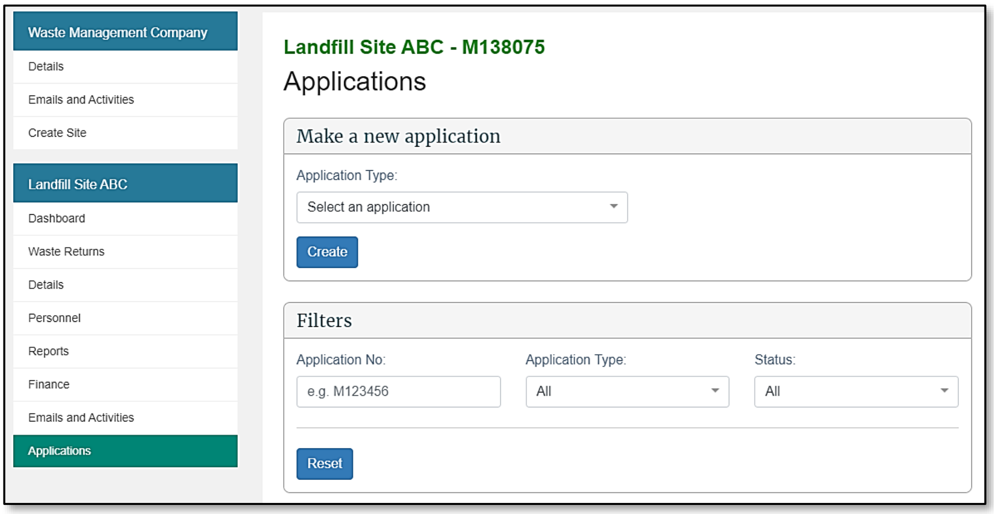
Note: Do not enter requests for reimbursements here. Any request for a reimbursement should be directed to 0800 WDLEVY (0800 935 389) or info@wastelevy.govt.nz. An example of when a reimbursement can apply is when a return is amended and the levy amount is less than what was paid.

Refer to *Waste disposal levy and reporting requirements guide for site operators* for more information.

Role

- Site verifier – Can create applications.

Steps

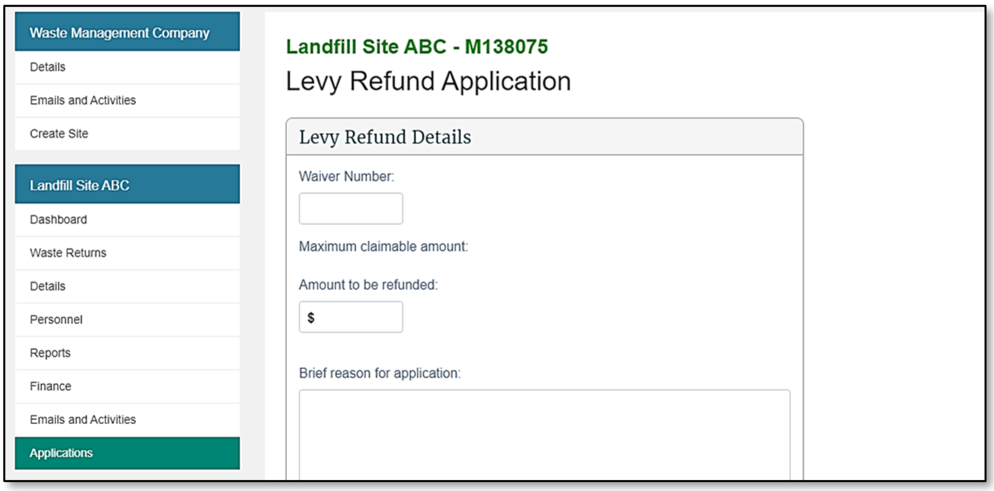
Step	Action
1	Click the **Applications** link in the content menu. **Result**: The **Applications** screen displays. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>

Select **Levy Refund** from the Application Type drop-down list.

Click the **Create** button

Result: The **Levy refund application** screen displays.



</td></tr>
<tr><td>3</td><td>

Complete the following fields.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Waiver number</td><td>Type the waiver number to which the refund application relates.
Note: This is the waiver number provided when the waiver was granted. This must be a number from an approved waiver application.</td></tr>
<tr><td>Maximum claimable amount</td><td>This system-populated field shows the amount of waiver credit that has been applied or used based on the waiver number provided. This is the maximum amount you can claim back for this levy refund application.</td></tr>
<tr><td>Amount to be refunded</td><td>Type the amount of money to be refunded.</td></tr>
<tr><td>Brief reason for application</td><td>Type the reason you require a refund.
Note: If your reason is longer than 2,000 characters, please attach a file containing the explanation (see step 4).</td></tr>
<tr><td>If known, please provide any invoice…</td><td>Enter the invoice number(s) to which the refund relates.</td></tr>
</table>

</td></tr>
<tr><td>4</td><td>

To attach supporting evidence to the application, click the **Browse…** button, select the relevant files, and click **Open**.

Notes:

- to attach additional files, click the **Browse…** button
- the maximum file size is 4 MB.

</td></tr>
<tr><td>5</td><td>

Click the **Submit** button.

Result: You are returned to the Application summary screen and the Levy Refund application appears in the list with the status **Submitted**.

</td></tr>
</table>

What happens next?

We will consider your application and advise you of the outcome.

An accepted application for a refund will result in money being paid to the disposal facility.

Applying for a site class change

When to use

Use these steps to apply for a change of the site class for a given facility.

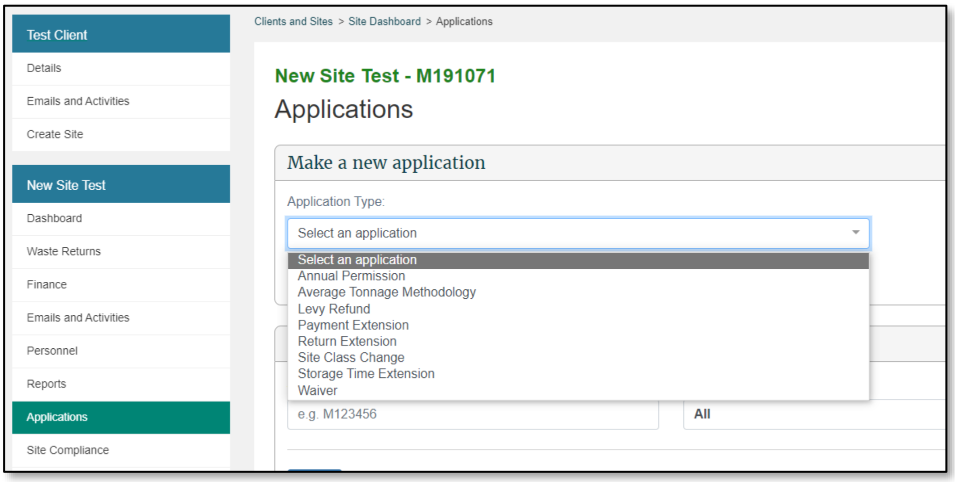
Note: You will need to provide evidence to justify the change to a new site class.

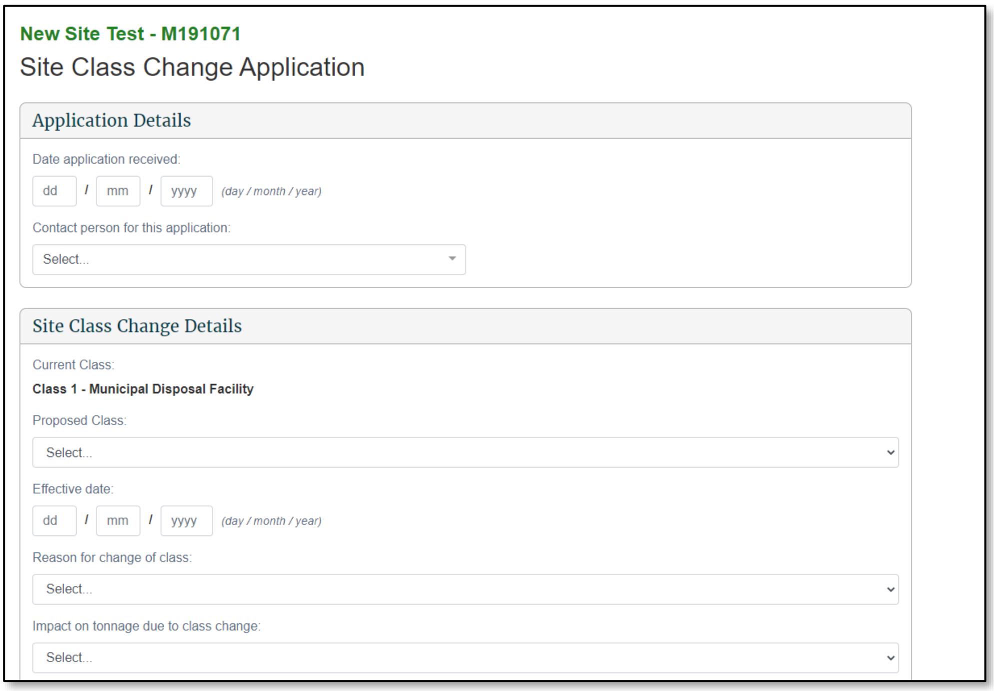
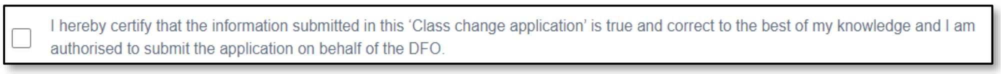
Refer to *Waste disposal levy and reporting requirements guide for site operators* for more information on determining your site class.

Role

- Site verifier – Can create applications.

Steps

Step	Action
1	Click the **Applications** link in the content menu. **Result**: The **Applications** screen displays. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>
<p>Select Site Class Change from the Application Type drop-down list.</p>
<p>Click the Create button.</p>
<p>Result: The Site Class Change Application screen displays.</p>

<p>New Site Test - M191071</p>
<p>Site Class Change Application</p>
<p>Application Details</p>
<p>Date application received:
dd / mm / yyyy (day / month / year)</p>
<p>Contact person for this application:
Select...</p>
<p>Site Class Change Details</p>
<p>Current Class:
Class 1 - Municipal Disposal Facility</p>
<p>Proposed Class:
Select...</p>
<p>Effective date:
dd / mm / yyyy (day / month / year)</p>
<p>Reason for change of class:
Select...</p>
<p>Impact on tonnage due to class change:
Select...</p>
</td></tr>
<tr><td>3</td><td>
<p>Complete the following fields.</p>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Proposed class</td><td>Select the site class you wish to be changed to.</td></tr>
<tr><td>Effective date</td><td>Select the date with which the site class change will go into effect at the facility.</td></tr>
<tr><td>Reason for change of class</td><td>Please select the reason that your site class is changing. Note: Depending on your selection, you may be asked to provide additional information, such as “New waste type accepted”.</td></tr>
<tr><td>Any infrastructural changes to the current facility</td><td>Select if there are any infrastructural changes to the facility. If yes, have appropriate resource consents be obtained?</td></tr>
<tr><td>Any changes to the gate fees</td><td>Select if there are any changes to the gate fees, and, if so, enter the revised fees per tonne.</td></tr>
<tr><td>Additional comments</td><td>Please provide any additional comments that could help us assess your application for a site class change</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>
<p>Check the box certifying that the information you are providing is true and correct and that you are authorised to submit the application on behalf of the DFO.</p>

<p>☐ I hereby certify that the information submitted in this ‘Class change application’ is true and correct to the best of my knowledge and I am authorised to submit the application on behalf of the DFO.</p>
</td></tr>
<tr><td>5</td><td>
<p>To attach supporting evidence to the application, click the Browse… button, select the relevant files, and click Open.</p>
<p>Notes:</p>

to attach additional files, click the Browse… button
the maximum file size is 4 MB.

</td></tr>
</table>

Step	Action
6	Click the **Submit** button. **Result**: You are returned to the Application summary screen and the Waiver application appears in the list with the status **Submitted.**

What happens next?

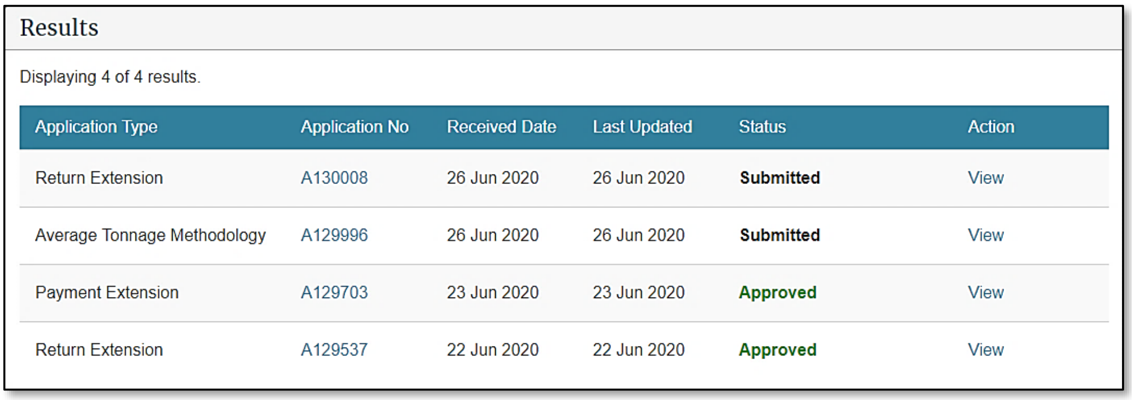
We will consider your application and advise you of the outcome.

If a site class change is granted, you will be informed via the application as at which date the site class change will take effect. New class waste returns and activity category reports will then be available for the months from that date.

Application summary screen

You can view the status of pending and previously requested applications by clicking the Applications link in the content menu.

The Results field will provide a summary of pending and previously requested applications.



Results

Displaying 4 of 4 results.

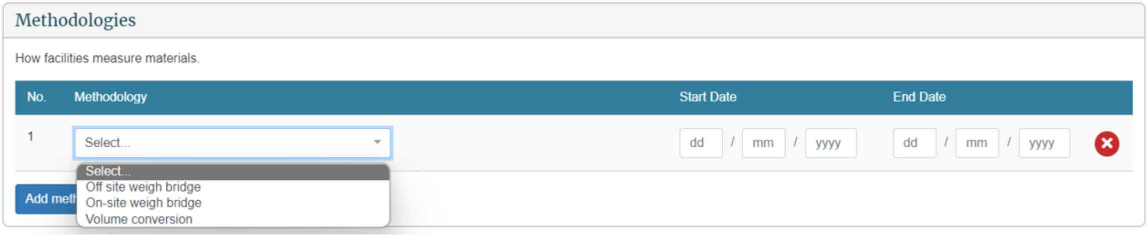
Application Type	Application No	Received Date	Last Updated	Status	Action
Return Extension	A130008	26 Jun 2020	26 Jun 2020	**Submitted**	View
Average Tonnage Methodology	A129996	26 Jun 2020	26 Jun 2020	**Submitted**	View
Payment Extension	A129703	23 Jun 2020	23 Jun 2020	**Approved**	View
Return Extension	A129537	22 Jun 2020	22 Jun 2020	**Approved**	View

Status	Description/action
Submitted	The verifier has submitted the application and can **View** it.
Assessment in progress	We have begun assessment of the application. The verifier can only **View** the application.
Resubmission required	We have requested that the verifier resubmit their application. The verifier can **Update** the application.
Approved	We have approved the application. The verifier can only **View** the application.
Declined	We have declined the application. The verifier can only **View** the application.
Revoked	We have revoked an application after it had been approved. The verifier can only **View** the application.

Methodologies

You can view the type and status of methods used for calculating tonnage at your disposal facility on the **Details** screen. This screen will display:

- approved Average Tonnage applications (with a link to that application), and
- other methodologies advised during registration or requested via the 0800 WDLEVY (0800 935 389) number.



Methodologies

How facilities measure materials.

No.	Methodology	Start Date	End Date
1	Select...	dd / mm / yyyy	dd / mm / yyyy

Field	Description
Methodology	The method used to measure materials at the disposal facility.
From Date	The date from which the disposal facility will use the methodology.
To Date	The date at which the method expires.

Chapter 5: Viewing and updating details

This chapter provides information on details available for operators, disposal facilities, contact people and users. This chapter contains the following topics.

Overview

Introduction

OWLS 2.0 enables the authorised users for a disposal facility to view and update their contact details. Data entry users only have view access to this functionality.

The table below provides details of each screen.

Screen	Description
Details (operator)	Contains the following details for the operator: • general information such as name, trading name • physical address • postal address (if applicable) • contact email • contact phone number.
Details (disposal facility)	Contains the following details for the disposal facility: • general information such as name, disposal facility reference, status of disposal facility • physical address • contact email • contact phone number • finance information such as statement email, purchase order numbers. You can **view** the following details for a disposal facility: • operational information such as estimated annual tonnage and reporting frequency • site classes • methodologies or how the disposal facility measures materials.

Screen	Description
Personnel	Contains the following details for users: • name • authorisation • contact area such as general, finance and/or returns • contact email • status. A verifier can view user details and deactivate a user if required.
Emails and activities	Contains the following: • activities performed by and for the disposal facility • emails sent to the disposal facility and/or its personnel • date of activity and/or email • area such as applications, financial, personnel and/or returns • description of the activity (eg, statement email, change of contact information) • description of person who sent the email or performed the activity. If “OWLS 2.0” is listed, this indicates a system-generated email and/or activity.

If you need to update or amend details, such as operational information, site classes or methodologies, you must call our helpdesk at 0800 WDLEVY (0800 935 389) or email us at info@wastelevy.govt.nz.

Updating client details

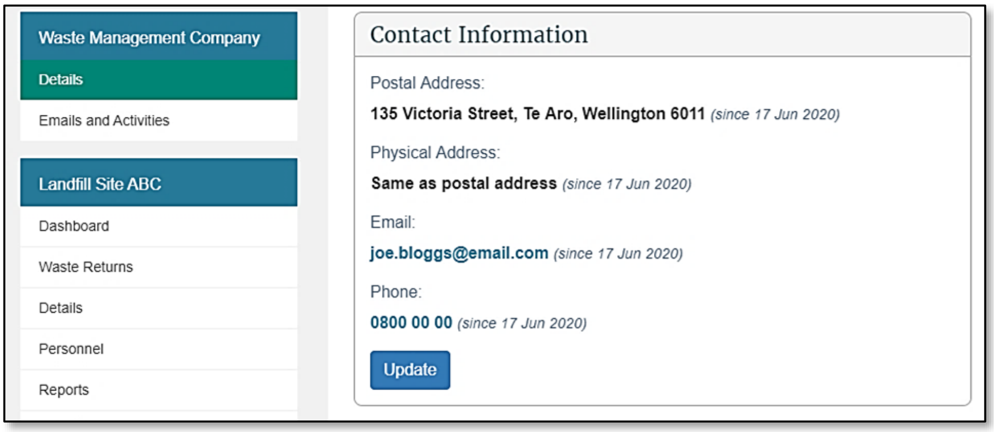
When to use

Use these steps to update client details.

Role

- Site verifier – Can update personnel and update Client/Site details.

Steps

Step	Action
1	Click the **Details** link in the content menu under the client’s name. **Result**: The **Details** screen for the client displays.  Contact Information Postal Address: **135 Victoria Street, Te Aro, Wellington 6011** *(since 17 Jun 2020)* Physical Address: **Same as postal address** *(since 17 Jun 2020)* Email: **joe.bloggs@email.com** *(since 17 Jun 2020)* Phone: **0800 00 00** *(since 17 Jun 2020)*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>Click the Update button underneath the contact information to update.
<table>
<tr><th>Type</th><th>Action</th></tr>
<tr><td>Postal address</td><td>The postal address field becomes editable. Type the postal address.
Note: You can select the appropriate address from the autocomplete results.</td></tr>
<tr><td>Physical address</td><td>If the physical address is the same as the postal address, (and the postal address has already been populated), click the Same as postal address check box.
If the physical address is <u>not</u> the same as the postal address, complete the fields as necessary.
Note: You can select the appropriate address from the autocomplete results.</td></tr>
<tr><td>Email</td><td>The email details field becomes editable. Type the email address.</td></tr>
<tr><td>Phone</td><td>The phone details field becomes editable. Type the phone number.</td></tr>
</table>
Note: You can cancel any changes by clicking Cancel Changes.</td></tr>
<tr><td>3</td><td>When you have finished updating the relevant information, click Save.
Result: The details update.</td></tr>
</table>

What happens next?

Update other contact details as required.

Updating disposal facility details

When to use

Use these steps to update the details for your disposal facility.

Role

- Site verifier – Can update personnel and update Client/Site details.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Details link in the content menu under your disposal facility name.
Result: The Details screen for your disposal facility displays.

Physical Address:
135 Victoria Street, Te Aro, Wellington 6011 (since 17 Jun 2020)
Email:
joe.bloggs@email.com (since 17 Jun 2020)
Phone:
0800 00 00 (since 17 Jun 2020)
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>Click the **Update** button underneath the contact information to update.
When you have finished updating the relevant information, click **Save.**
<table>
<tr><th>Type</th><th>Action</th></tr>
<tr><td>Physical address</td><td>The screen displays the physical address.
Note: You can select the appropriate address from the autocomplete results.</td></tr>
<tr><td>Email</td><td>The email details field becomes editable. Type the email address.</td></tr>
<tr><td>Phone</td><td>The phone details field becomes editable. Type the phone number.</td></tr>
</table>
Result: The details update.</td></tr>
<tr><td>3</td><td>You can also update **Finance Information** for a disposal facility.

Statement Email:
joe.bloggs@email.com (since 17 Jun 2020)
Direct Debit:
No
Purchase Order Number:
0123321 (since 17 Jun 2020)
</td></tr>
<tr><td>4</td><td>Click the **Update** button underneath the finance information to update.
When you have finished updating the relevant information, click **Save.**
<table>
<tr><th>Type</th><th>Action</th></tr>
<tr><td>Statement Email (optional)</td><td>The email address to which financial statements will be sent. This is optional.</td></tr>
<tr><td>Purchase Order No. (optional)</td><td>The purchase order number becomes editable. Type the purchase order number. This is optional.</td></tr>
</table>
Result: The details update.</td></tr>
</table>

What happens next?

Update other contact details as required.

Viewing or updating details for personnel

When to use

Use these steps to view or update details for personnel of your disposal facility.

The level of authorisation will be indicated in the Authorisation column.

Personnel can be authorised as:

- Site data entry – Can submit returns that will be placed in a status of ‘Pending Verification’. Can submit activity category reports. Can view Client/Site details, applications and statements.

- Site verifier – Can update personnel, submit/verify returns, submit activity category reports, update Client/Site details and create/modify applications.

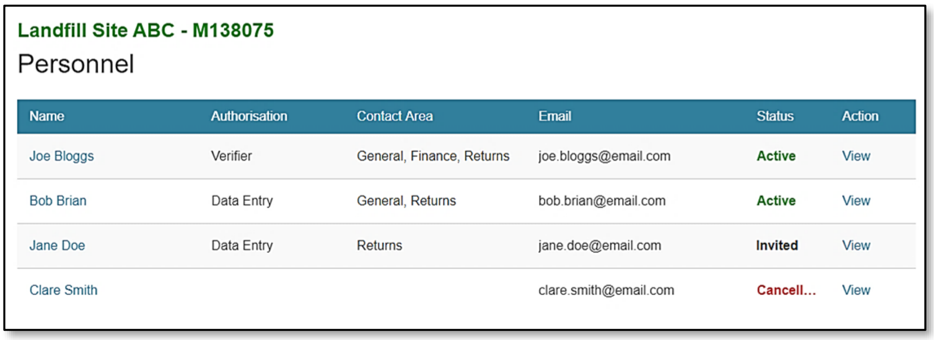
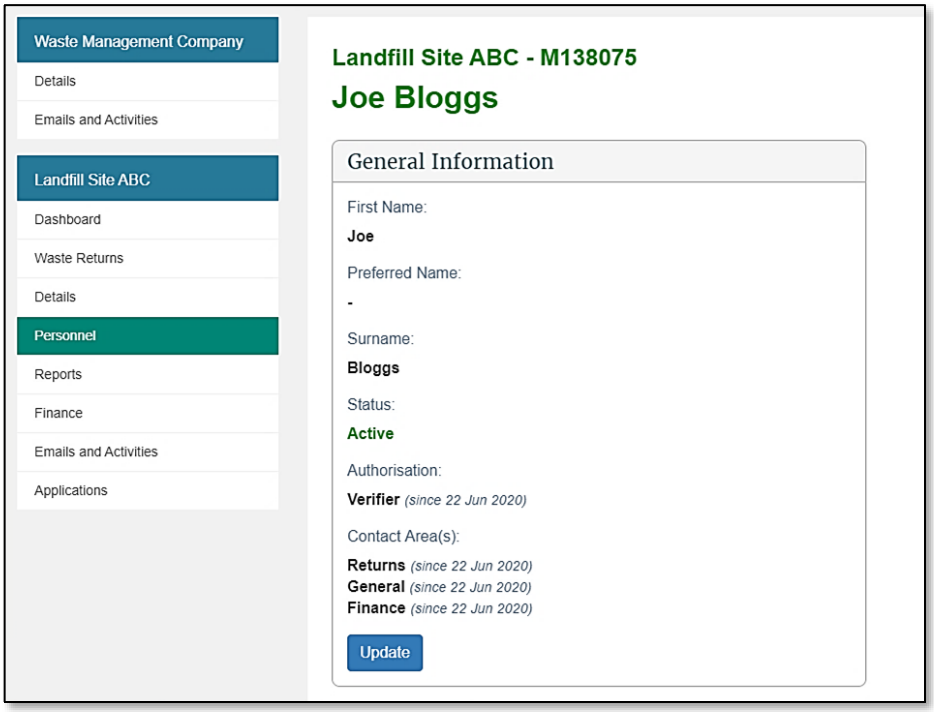
The **Status** column will indicate whether personnel are active, cancelled or invited.

- Active personnel will be indicated in green.
- Cancelled personnel will be indicated in red.
- Invited personnel will be indicated in black. Personnel with an “invited” status need to complete the login process.

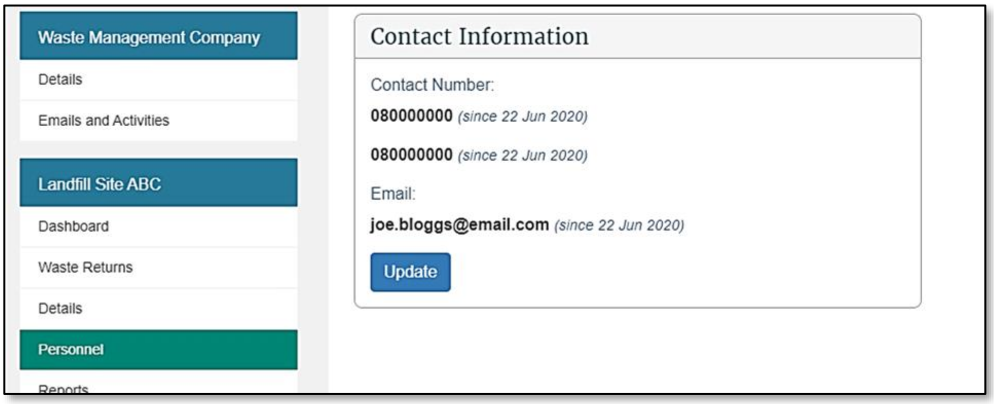
Role

- Site verifier – Can create/update personnel and update Client/Site details.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Personnel link in the content menu.
Result: The Personnel screen displays.

Landfill Site ABC - M138075
Personnel
<table>
<tr><th>Name</th><th>Authorisation</th><th>Contact Area</th><th>Email</th><th>Status</th><th>Action</th></tr>
<tr><td>Joe Bloggs</td><td>Verifier</td><td>General, Finance, Returns</td><td>joe.bloggs@email.com</td><td>Active</td><td>View</td></tr>
<tr><td>Bob Brian</td><td>Data Entry</td><td>General, Returns</td><td>bob.brian@email.com</td><td>Active</td><td>View</td></tr>
<tr><td>Jane Doe</td><td>Data Entry</td><td>Returns</td><td>jane.doe@email.com</td><td>Invited</td><td>View</td></tr>
<tr><td>Clare Smith</td><td></td><td></td><td>clare.smith@email.com</td><td>Cancell...</td><td>View</td></tr>
</table></td></tr>
<tr><td>2</td><td>To view the details for personnel and/or update their details, click the Viewlink.
Result: The user’s details display.


Landfill Site ABC - M138075
Joe Bloggs
General Information
First Name:
Joe
Preferred Name:
-
Surname:
Bloggs
Status:
Active
Authorisation:
Verifier (since 22 Jun 2020)
Contact Area(s):
Returns (since 22 Jun 2020)
General (since 22 Jun 2020)
Finance (since 22 Jun 2020)</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>You can edit the following General information by clicking Update.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Contact type</td><td>Select the contact type (mandatory):
General – general contact person.
Returns – the contact person for all areas regarding waste returns.
Financial – the contact person for financial details and the person to whom the invoice will be sent.
Note: You must have at least one “General” contact person for your disposal facility.</td></tr>
</table></td></tr>
<tr><td>4</td><td>Click the Save button.
Result: The General information details are updated.</td></tr>
<tr><td>5</td><td>You can edit Contact information for personnel by clicking Update.


Contact Information
Contact Number:
080000000 (since 22 Jun 2020)
080000000 (since 22 Jun 2020)
Email:
joe.bloggs@email.com (since 22 Jun 2020)</td></tr>
<tr><td>6</td><td>You can edit the following Contact information.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Contact number</td><td>Type the phone number (mandatory).</td></tr>
<tr><td>Other contact number</td><td>Type another phone number (optional).</td></tr>
<tr><td>Email</td><td>Type their email address (mandatory).</td></tr>
</table></td></tr>
<tr><td>7</td><td>Click the Save button.
Result: The Contact information details are updated.</td></tr>
</table>

What happens next?

Update other contact details as required.

Deactivating personnel

When to use

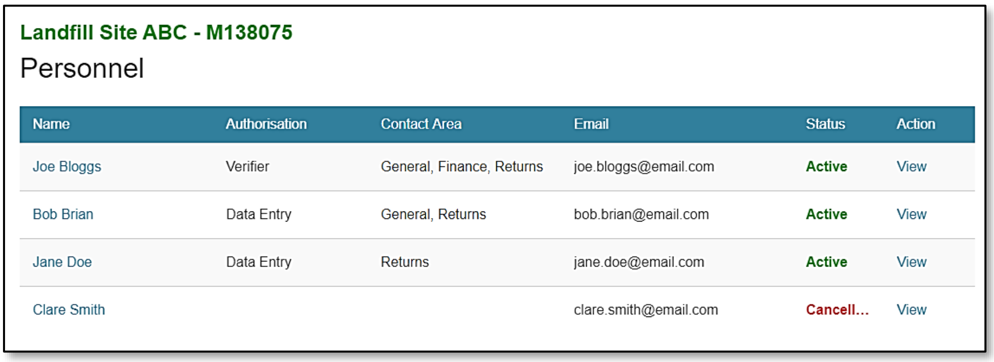
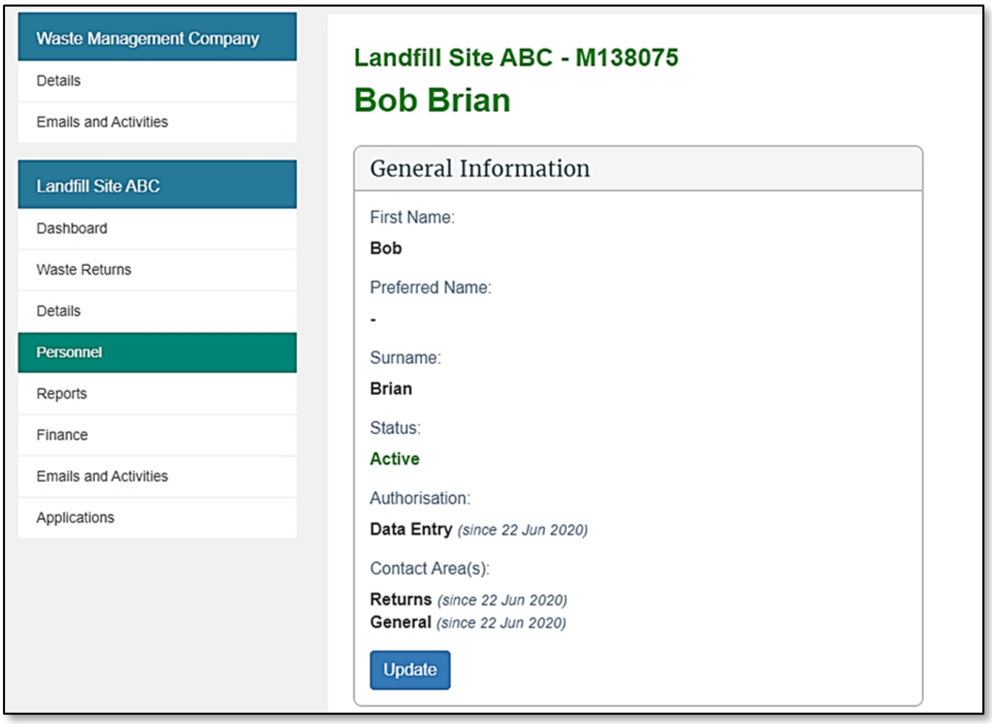
Use these steps to deactivate personnel for your disposal facility.

Note: If you require a new user to be set up, see the Adding a new user to OWLS 2.0 steps.

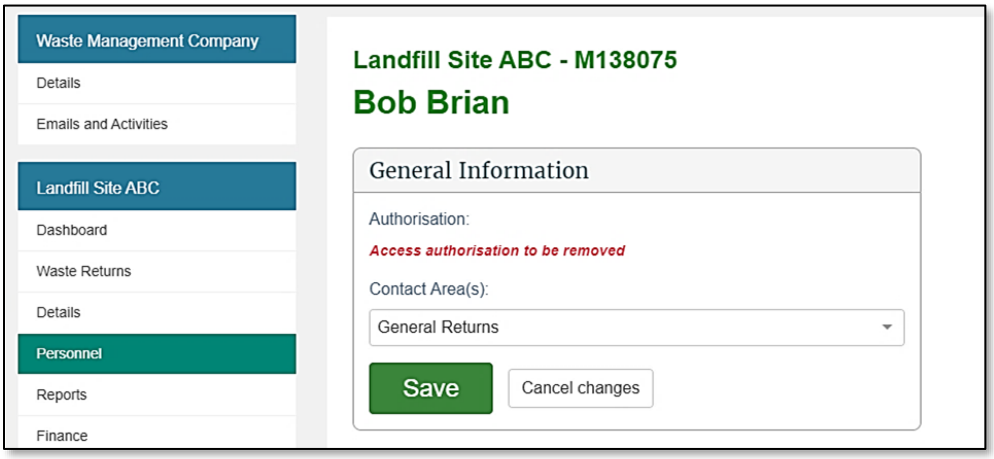
Role

- Site verifier – Can update personnel and update Client/Site details.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Personnel link in the content menu.
Result: The Personnel screen displays.

Landfill Site ABC - M138075
Personnel
<table>
<tr><th>Name</th><th>Authorisation</th><th>Contact Area</th><th>Email</th><th>Status</th><th>Action</th></tr>
<tr><td>Joe Bloggs</td><td>Verifier</td><td>General, Finance, Returns</td><td>joe.bloggs@email.com</td><td>Active</td><td>View</td></tr>
<tr><td>Bob Brian</td><td>Data Entry</td><td>General, Returns</td><td>bob.brian@email.com</td><td>Active</td><td>View</td></tr>
<tr><td>Jane Doe</td><td>Data Entry</td><td>Returns</td><td>jane.doe@email.com</td><td>Active</td><td>View</td></tr>
<tr><td>Clare Smith</td><td></td><td></td><td>clare.smith@email.com</td><td>Cancell...</td><td>View</td></tr>
</table></td></tr>
<tr><td>2</td><td>Click View beside the relevant user to view their details.
Result: The user’s details display.


Landfill Site ABC - M138075
Bob Brian
General Information
First Name:
Bob
Preferred Name:
-
Surname:
Brian
Status:
Active
Authorisation:
Data Entry (since 22 Jun 2020)
Contact Area(s):
Returns (since 22 Jun 2020)
General (since 22 Jun 2020)</td></tr>
</table>

Step	Action
3	Click **Update**. Click the ✖ icon to cancel personnel authorisation. Use the drop-down menu and untick the appropriate boxes to remove personnel as a contact type.  Landfill Site ABC - M138075 Bob Brian General Information Authorisation: *Access authorisation to be removed* Contact Area(s): General Returns **Result**: Personnel authorisation will be removed. Contact type, if applicable, will be removed.
4	Click the **Save** button. **Result**: Personnel **authorisation** will be removed, and their status will change to **Cancelled**.

What happens next?

The personnel's authorisations will be deactivated.

Emails and activities

When to use

Use these steps to view:

- records of activities performed by and for the disposal facility
- emails sent to the disposal facility and/or its personnel.

Roles

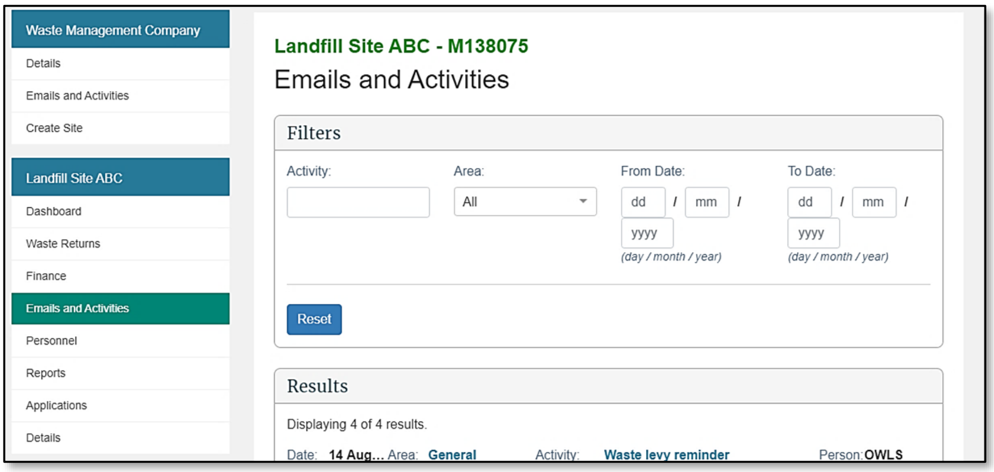
- Site data entry – Can view emails and activities for allocated sites.
- Site verifier – Can view emails and activities for allocated sites.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

Click the **Emails and Activities** link in the content menu.

Result: The **Emails and Activities** screen displays.



Landfill Site ABC - M138075

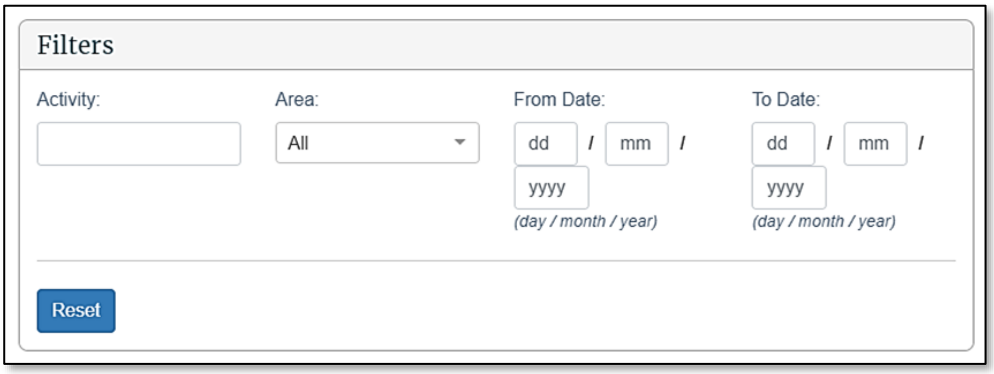
Emails and Activities

Displaying 4 of 4 results.

Date: 14 Aug... Area: General Activity: Waste levy reminder Person: OWLS

</td></tr>
<tr><td>2</td><td>

Filters can be applied to narrow your search for a specific email and/or activity.



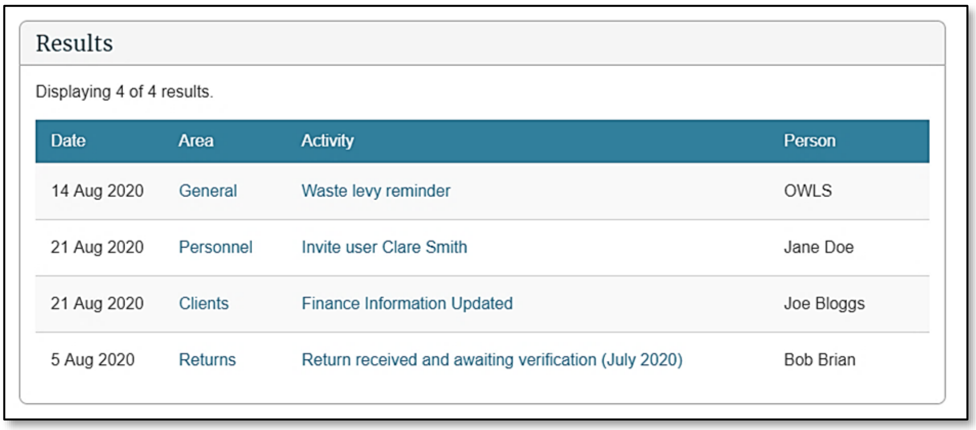
The following filters can be applied.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Activity</td><td>Filter for a specific activity and/or email, such as “waste levy reminder”.</td></tr>
<tr><td>Area</td><td>Filter by specific area (eg, Returns, Financial, General) by using the drop-down menu.</td></tr>
<tr><td>From Date</td><td>Display emails and activities from this date.
By default, these fields are empty.
To apply a date range filter, enter the Day (DD), Month (MM) and Year (YYYY).</td></tr>
<tr><td>To Date</td><td>Display emails and activities to this date.
By default, these fields are empty.
To apply a date range filter, enter the Day (DD), Month (MM) and Year (YYYY) in the field.</td></tr>
<tr><td>Reset</td><td>To clear all filters and reset to default values, click Reset.</td></tr>
</table>

Result: Emails and activities matching the filters entered will display in the **Results** field.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>
The **Results** field displays all emails and activities associated with a disposal facility.



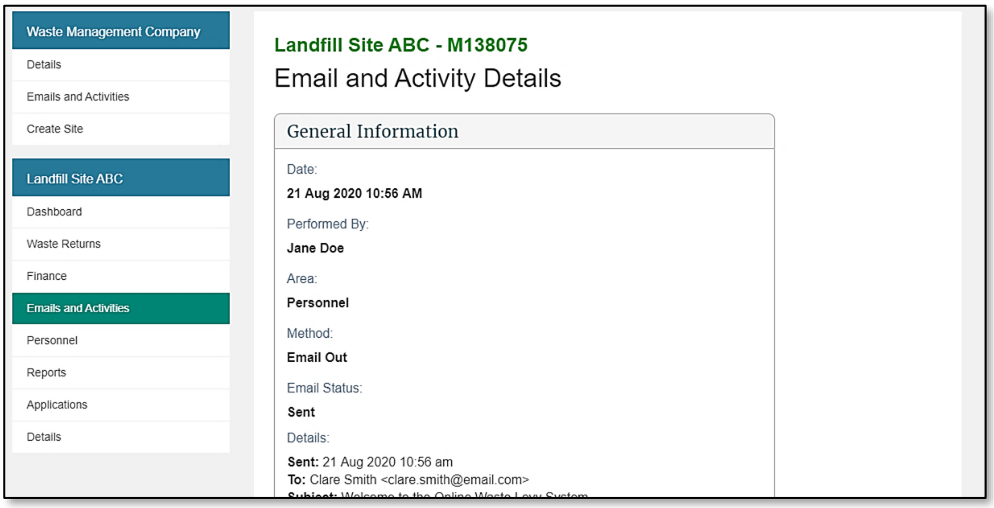
Results

Displaying 4 of 4 results.

<table>
<tr><th>Date</th><th>Area</th><th>Activity</th><th>Person</th></tr>
<tr><td>14 Aug 2020</td><td>General</td><td>Waste levy reminder</td><td>OWLS</td></tr>
<tr><td>21 Aug 2020</td><td>Personnel</td><td>Invite user Clare Smith</td><td>Jane Doe</td></tr>
<tr><td>21 Aug 2020</td><td>Clients</td><td>Finance Information Updated</td><td>Joe Bloggs</td></tr>
<tr><td>5 Aug 2020</td><td>Returns</td><td>Return received and awaiting verification (July 2020)</td><td>Bob Brian</td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Date</td><td>Displays the date of action for the email and/or activity in format **Day (DD)**, **Month (MM)** and **Year (YYYY).**</td></tr>
<tr><td>Area</td><td>Displays the specific area the email and/or activity relates to, such as “general”, “returns”, financial”.</td></tr>
<tr><td>Activity</td><td>Includes a brief description of the email and/or activity, such as “waste levy reminder”, “finance information updated” or “change of contact information”.</td></tr>
<tr><td>Person</td><td>Person indicates who sent the email and/or who performed the activity described.
Note: If “OWLS 2.0” is listed, this indicates a system-generated email and/or activity.</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>
Click the link that briefly describes the email and/or activity to view it in greater detail.

Result: The **Email and Activity Details** screen will display all information regarding the email and/or activity.



Landfill Site ABC - M138075

Email and Activity Details

General Information

Date:
21 Aug 2020 10:56 AM

Performed By:
Jane Doe

Area:
Personnel

Method:
Email Out

Email Status:
Sent

Details:
Sent: 21 Aug 2020 10:56 am
To: Clare Smith <clare.smith@email.com>
Subject: Welcome to the Online Waste Levy System
</td></tr>
</table>

Chapter 6: Reports

This chapter provides information on the reports available for a disposal facility. It contains the following topics.

Topic
Overview
Accessing reports
Generating or exporting a report

Overview

Introduction

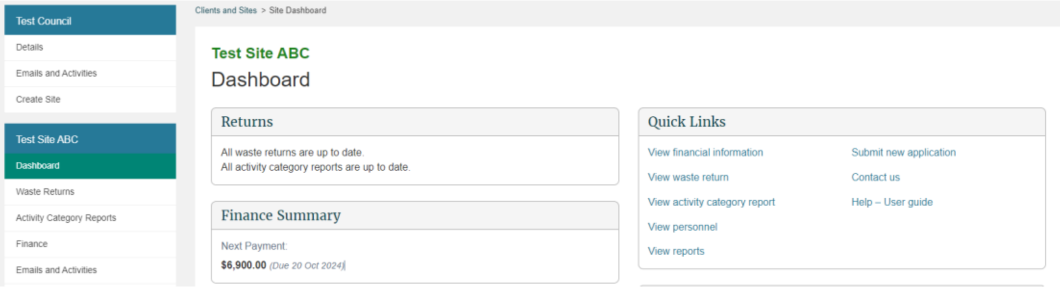
OWLS 2.0 users can generate reports that provide information about their disposal facility. The table below summarises these reports.

Report	Information included
Active Users	Displays all the current active users for a disposal facility.
Applications Summary	Summarises all applications submitted by the disposal facility.
Invoices and Payments	Provides a summary of all invoices and payments.
Levy Returns Summary	Displays the most up-to-date information relating to a reporting period for the disposal facility, excluding information from estimates and reports on tonnages submitted for each period.

Accessing reports

Reports can be accessed from your disposal facility dashboard by:

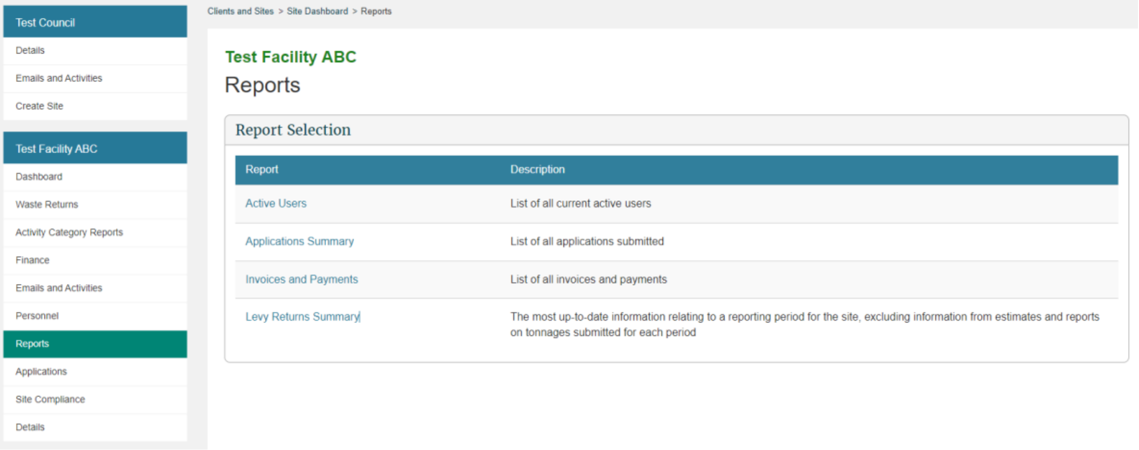
- clicking **View reports** in the **Quick Links field**



All waste returns are up to date.
All activity category reports are up to date.

Next Payment:
$6,900.00 *(Due 20 Oct 2024)*

- clicking **Reports** in the content menu.



Test Facility ABC

Reports

Report Selection

Report	Description
Active Users	List of all current active users
Applications Summary	List of all applications submitted
Invoices and Payments	List of all invoices and payments
Levy Returns Summary	The most up-to-date information relating to a reporting period for the site, excluding information from estimates and reports on tonnages submitted for each period

Generating or exporting a report

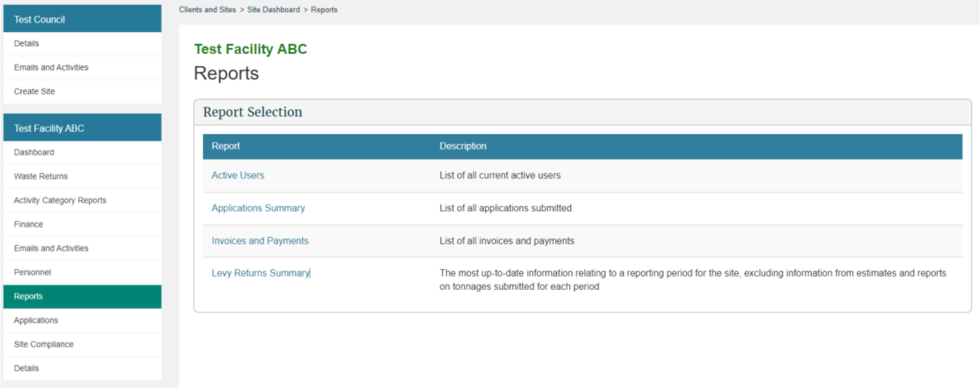
When to use

Use these steps to generate a report online or export the report as a PDF or Excel document.

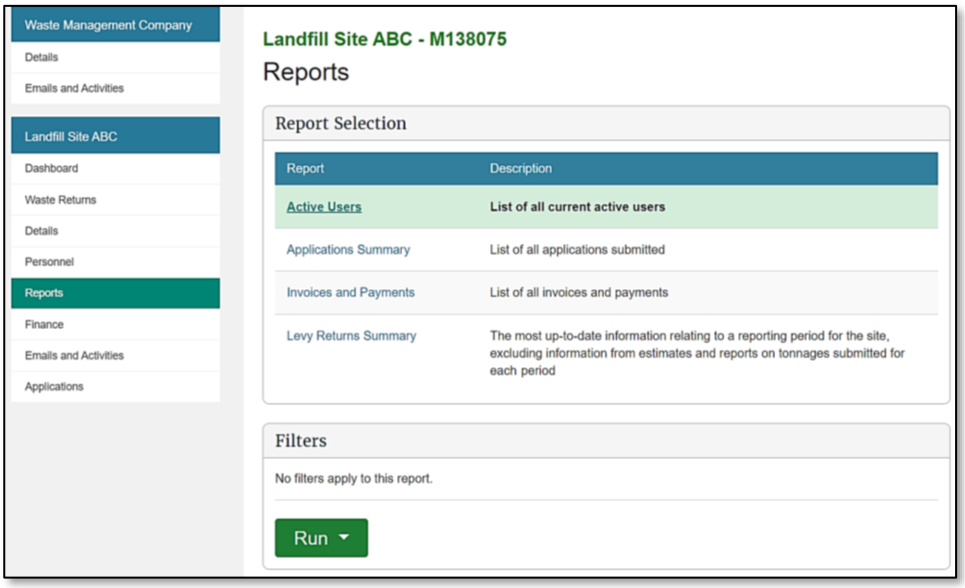
Roles

- Site Data entry – can access/download reports.
- Site Verifier – Can access/download reports.

Steps

Step	Action
1	Either: • click **View reports** in the **Quick Links** field of your disposal facility dashboard • click the Reports link in the content menu. **Result**: The **Reports** page displays.  Test Facility ABC Reports Report Selection Report / Description Active Users / List of all current active users Applications Summary / List of all applications submitted Invoices and Payments / List of all invoices and payments Levy Returns Summary / The most up-to-date information relating to a reporting period for the site, excluding information from estimates and reports on tonnages submitted for each period
2	Select which of the following reports you would like to view: • Active Users • Applications Summary • Invoices and Payments • Levy Returns Summary.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
Result: The report will highlight, and the Run button will display.



Landfill Site ABC - M138075

Reports

Report Selection

<table>
<tr><th>Report</th><th>Description</th></tr>
<tr><td>Active Users</td><td>List of all current active users</td></tr>
<tr><td>Applications Summary</td><td>List of all applications submitted</td></tr>
<tr><td>Invoices and Payments</td><td>List of all invoices and payments</td></tr>
<tr><td>Levy Returns Summary</td><td>The most up-to-date information relating to a reporting period for the site, excluding information from estimates and reports on tonnages submitted for each period</td></tr>
</table>

Filters

No filters apply to this report.

</td></tr>
<tr><td>3</td><td>
Filters can be applied to some reports to narrow your search to specific periods. If you do not want to apply a filter, go to step 4.

The following filters can be applied.

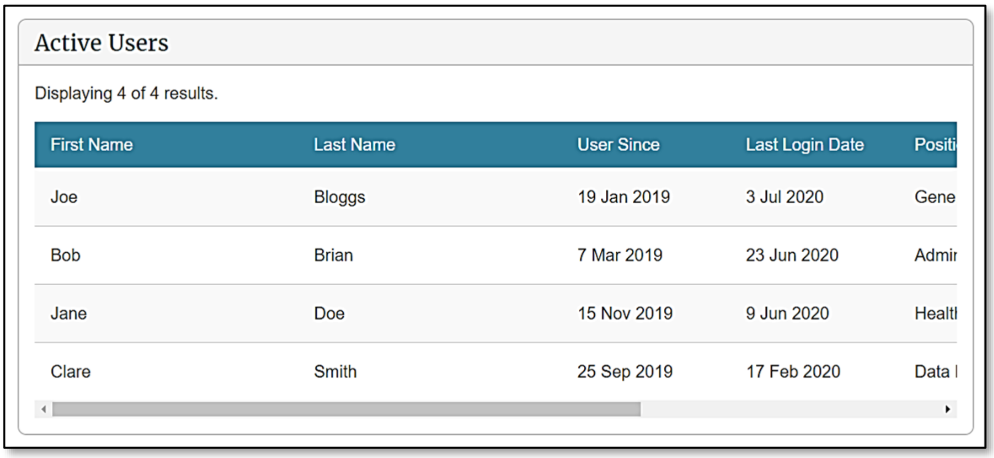
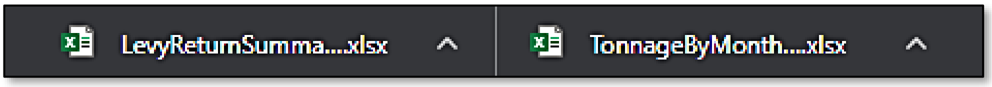
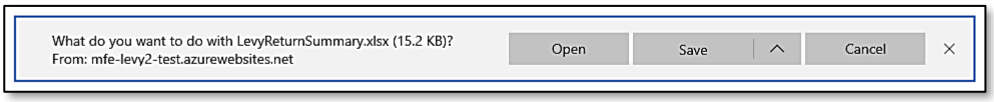
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>From Date</td><td>Filter from this date.
By default, these fields are empty.
To apply a date range filter, enter the Day (DD), Month (MM) and Year (YYYY).
Note: <u>Some</u> reports can only be filtered by Month (MM) and Year (YYYY).</td></tr>
<tr><td>To Date</td><td>Filter to this date.
By default, these fields are empty.
To apply a date range filter, enter the Day (DD), Month (MM) and Year (YYYY).
Note: <u>Some</u> reports can only be filtered by Month (MM) and Year (YYYY).</td></tr>
<tr><td>Reset</td><td>To clear all filters and reset to default values, click Reset.</td></tr>
</table>

Result: The filters will be applied to the report.
</td></tr>
<tr><td>4</td><td>
Click Run and a drop-down menu will display the following.

To view the report on screen, click On Screen. Go to step 5.
Click Excel Download to download the report as an Excel document. Go to step 6.
Click PDF Download to download the report as a PDF document. Go to step 6.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

No filters apply to this report.</td></tr>
<tr><td>5</td><td>If you selected On Screen:
Result: The report will generate on screen.
Note: You can use the scroll bars to move around the report.

Active Users
Displaying 4 of 4 results.
<table>
<tr><th>First Name</th><th>Last Name</th><th>User Since</th><th>Last Login Date</th><th>Positi</th></tr>
<tr><td>Joe</td><td>Bloggs</td><td>19 Jan 2019</td><td>3 Jul 2020</td><td>Gene</td></tr>
<tr><td>Bob</td><td>Brian</td><td>7 Mar 2019</td><td>23 Jun 2020</td><td>Admi</td></tr>
<tr><td>Jane</td><td>Doe</td><td>15 Nov 2019</td><td>9 Jun 2020</td><td>Healt</td></tr>
<tr><td>Clare</td><td>Smith</td><td>25 Sep 2019</td><td>17 Feb 2020</td><td>Data</td></tr>
</table></td></tr>
<tr><td>6</td><td>If you selected either Excel Download or PDF Download:
Result: Depending on your settings and internet browser, the file may download automatically and appear in the Downloads list.
Note: If a file pop-up displays, go to step 7.

 </td></tr>
<tr><td>7</td><td>If a file download pop-up displays, click:
Open to open the report.
Save to save a copy of the report to your computer.
Result: If you clicked Open the file will open. If you clicked Save, you will be prompted to select a folder to save the report in.

What do you want to do with LevyReturnSummary.xlsx (15.2 KB)?
From: mfe-levy2-test.azurewebsites.net
 </td></tr>
</table>

What happens next?

Generate other reports as required.

Glossary

This glossary explains terms used in this guide.

Activity category report	The tonnage data entered by the disposal facility, which reports the source ('activity category') of waste that enters the facility.
Annual return	The process where an approved disposal facility submits waste figures to the Ministry for the Environment on an annual, rather than monthly basis. This provision only applies to waste disposal facilities that receive an annual tonnage of no more than 1,000 tonnes and have been approved by the Ministry for the Environment to submit annual returns.
Amendment	A change to the tonnage of waste or the activity category of material received, diverted or disposed of at a facility for a particular return or report. The amendment may create a credit/debit adjustment as well as an amendment to previously submitted tonnage figures.
Average tonnage method	A method for calculating gross tonnage by recording the number of light vehicles delivering waste to the facility and applying an average weight per vehicle, rather than weighing every vehicle.
Client	The company or organisation operating one or more disposal facilities.
Data entry user	The person registered to enter returns data for a disposal facility.
Diverted tonnage	Diverted tonnage is the tonnage of waste or diverted material that is reused or recycled at the disposal facility, or is removed from the facility, not later than six months after entering the facility (unless an extension has been approved by the Secretary for the Environment). Diverted tonnage must only include waste or diverted material that was previously measured as 'gross tonnage' in OWLS 2.0.
Estimate	The process where the Ministry for the Environment calculates the amount of levy payable when a disposal facility operator has failed to submit a valid return.
Methodology	The method(s) used to calculate waste and diverted material tonnage at a disposal facility.
Monthly return	The process where a disposal facility submits waste figures to the Ministry for the Environment on a monthly basis.
Operator	Operator means the person in control of a disposal facility or other facilities.
Quarterly return	The process where a disposal facility submits waste figures to the Ministry for the Environment on a quarterly basis.
Report	The activity category data entered by the disposal facility, required at the time the disposal facilities waste return is due.
Return	The waste tonnage data entered by the disposal facility for the Ministry for the Environment to calculate the levy due.
Refund	The process where a disposal facility can apply for a refund of the levy money paid after a waiver was granted.

Reimbursement	The process where a disposal facility can request a reimbursement for an amount of money credited against the account.
Verifier	The person registered to enter, modify and submit returns and applications on behalf of a disposal facility. The verifier is responsible for declaring information entered is correct and accurate.
Waiver	A disposal facility can apply to have all or part of the levy waived. The amount of the waiver may be calculated from tonnage figures supplied by the disposal facility and may include other charges such as interest.