



# Reporting requirements for industrial monofills, cleanfills and transfer stations

The Waste Minimisation (Information Requirements) Regulations 2021 require operators of industrial monofills, cleanfills and transfer stations to measure, and keep a record of, waste materials at their site. These records must be reported quarterly. Operators can seek approval to provide an annual return instead.

An operator must measure **gross tonnage** and **diverted tonnage**. Further information on calculating tonnages can be found on our [Waste levy – Measuring waste tonnages](#) fact sheet.

## Cleanfill and industrial monofill sites

Cleanfill and industrial monofill sites are not subject to the waste levy but will be required to report gross and diverted tonnages to the Ministry for the Environment from 1 January 2023.

An **industrial monofill** facility accepts disposal waste that:

- discharges or could discharge contaminants or emissions
- is generated from a single industrial process (eg, steel or aluminium-making, or pulp and paper-making) carried out in one or more locations.

A **cleanfill** (Class 5) facility accepts only virgin excavated natural material (such as clay, soil or rock) for disposal.

Your reporting obligations are determined by your classification under the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009. If you are unsure what type of facility you have, check the [Waste levy – Determining your disposal facility class](#) fact sheet. Note that territorial authority definitions of cleanfill may differ from the levy regulations, so regardless of what your site is consented as, you will be subject to reporting requirements if you fit the Class 5 category description.

## Transfer stations

Transfer stations are not subject to the waste levy but will be required to report gross and diverted tonnages to the Ministry from 1 January 2022. Transfer stations must also record tonnage sent from their facility to a final disposal site or elsewhere for further processing.

A transfer station is defined as a facility:

- that contains a designated receiving area for waste
- from which waste or any material derived from that waste is:
  - transferred to a final disposal site
  - transferred elsewhere for further processing
- that does not itself provide long-term storage for waste or material derived from that waste.

Community resource centres may also generate some waste (as a by-product of consolidating materials for recycling or reuse). However, in general, these sites do not include a designated receiving area for waste, in which case such facilities are not considered to be transfer stations for the purpose of these regulations.

## When do transfer stations, industrial monofills and cleanfills have to provide returns?

The following table sets out the key dates for these facilities.

	Change	Date
Transfer stations	<b>Must start keeping records</b> in preparation for the first quarterly return period which covers 1 January 2022 to 31 March 2022	<b>1 January 2022</b>
	<b>First quarterly return</b> due through the <a href="#">Online Waste Levy System</a> (OWLS). Transfer stations should be registered in OWLS before this date	<b>20 April 2022</b>
	Subsequent quarterly returns are due on the 20th day of the month after the last month of the quarter to which the return relates	<b>30 June – return due 20 July  30 September – return due 20 October  31 December – return due 20 January</b>

<b>Industrial monofills and cleanfills</b>	<b>All sites must be registered</b> in the <a href="#">Online Waste Levy System</a> (OWLS) before this date	<b>1 July 2022</b>
	<b>Must start keeping records</b> in preparation for the first quarterly return period which covers 1 January 2023 to 31 March 2023	<b>1 January 2023</b>
	<b>First quarterly return</b> due through the OWLS	<b>20 April 2023</b>
	Subsequent quarterly returns are due on the 20th day of the month after the last month of the quarter to which the return relates	<b>30 June – return due 20 July 30 September due 20 October 31 December due 20 January</b>

If the expected tonnage of your facility for the financial year is 1,000 tonnes or less, an application to file an annual return can be made through the Online Waste Levy System. An application must be made by 20 July of the financial year the application relates to. A decision will be made by 1 August of the same year. Further information on calculating tonnages can be found on our [Waste levy – Filing a waste return](#) fact sheet.

## Further information

If you meet any of the above criteria or are uncertain, please contact us on 0800 WDLEVY (0800 935 389) or email [info@wastelevy.govt.nz](mailto:info@wastelevy.govt.nz) with specific queries regarding your site.

It is the responsibility of the operator to identify the type of facility they are operating. If you are uncertain about this after consulting the Ministry's guidance, you should seek legal advice.

You can also find factsheets on types of disposal facilities, calculating tonnages and filing returns on our [website](#).



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