

# Weighbridge requirements for levy liable waste facilities

## When must I install a weighbridge?

If your licenced waste facility is levy liable, you are required to install a weighbridge to accurately record waste movements. All licensed processing, disposal, recycling and storage facilities within the metropolitan levy area or regional levy area are subject to the levy system. A waste facility outside a levy area can also become levy liable when waste is received from a levy regulated area.

Licensed waste facilities only receiving clinical, hazardous, liquid or restricted solid waste are not required to install a weighbridge.

## Who must use the weighbridge at my facility?

All vehicles that enter or leave the facility, whether transporting waste or not, must be weighed on the weighbridge. You must record specific details for each vehicle entry and exit as set out in the Protection of the Environment Operations (Waste) Regulation 2014 (the Waste Regulation). This includes, but is not limited to, the amount of waste (in tonnes), the type of waste, the delivery vehicle registration number, the date the waste was delivered, and where the waste was placed on-site.

If the weighbridge is out-of-action, an alternative method specified in the *Waste Levy Guidelines*<sup>1</sup> must be used to measure and record the quantity of waste transported into or out of the facility.

## What are the operating protocols for the weighbridge?

You must implement traffic and security protocols in and around your weighbridge to ensure that access is authorised and that incoming and outgoing vehicles carrying waste are accurately recorded.

To be compliant with the Waste Regulation, you must verify your weighbridge once a year as per the *Commonwealth National Measurement Act 1960* to ensure its accuracy and reliability.

You must notify the EPA if your weighbridge is out-of-action for more than 24 hours.

## What steps should I take before installing a weighbridge?

You may require a development or building approval to install a weighbridge at your facility. You should seek any necessary local council or NSW Planning approval before installing one. The EPA notifies planning authorities about our requirements for weighbridge installation at waste facilities.

## What steps should I take after installing a weighbridge?

You must submit a plan of the waste facility indicating the proposed vehicle flow controls, including the entry and exit points where waste is transported in and out of the facility (a vehicle control plan). This must be submitted to the EPA within 30 days of installing the weighbridge.

## What about recording and reporting software?

When operators install a weighbridge they typically purchase a related software system for recording and reporting. The choice of software is your own, as long as you fulfil the EPA's recording and reporting requirements. Weighbridge software must record waste streams and waste types as specified in the *Waste Levy Guidelines*.

The EPA's *Waste Levy Benchmark Requirements*<sup>i</sup> provides best practice for all weighbridge software outputs. Recording and reporting is a separate regulatory requirement from installing a weighbridge.

It is essential to install appropriate software to accurately record and report waste information. If you have an existing weighbridge, your current record-keeping systems may need to be upgraded.

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<sup>i</sup> The Waste Regulation, *Waste Levy Guidelines* and *Waste Levy Benchmark Requirements* are on the EPA website at [www.epa.nsw.gov.au/your-environment/waste/waste-levy](http://www.epa.nsw.gov.au/your-environment/waste/waste-levy)

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