



Connecticut
Department of Energy &
Environmental Protection

Sustainable Materials Management Policy and Planning Division

Instructions for Completing the Application for a Redemption Center License

Use these instructions to complete the [license application form](#) (DEEP-SMMPP-APP-02) and prepare supporting documents. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

Introduction

The Department of Energy and Environmental Protection (DEEP) will review applications for the issuance of a license to operate a redemption center. Any person seeking to operate a redemption center must submit a completed application to DEEP. For assistance, please contact Laura Pointek at Laura.Pointek@ct.gov or 860-424-3499.

Who Needs a License?

An operator of an existing redemption center must submit an application to DEEP for the issuance of a license to operate such redemption center. An operator or owner of a *new* facility must submit a completed application package and obtain from DEEP a license to operate such facility prior to commencing operations.

Any person proposing to continue a previously licensed redemption center, must apply for renewal of the existing license by submitting a sufficient application at least 60 days prior to the expiration date of the existing license. If your application is or may be untimely, (i.e., submitted less than 60 days before the expiration date), please refer to section 22a-6j of the Connecticut General Statutes (CGS). If a renewal application is not submitted prior to the expiration date of the existing license, then the existing license is deemed to have expired.

If you are applying for a *modification* of an active, valid license, you may be required to submit certain parts of, or an entire, individual license application. For further information concerning modifications, please contact Laura Pointek at Laura.Pointek@ct.gov or 860-424-3499.

This license is not transferrable. If the business is sold to a new organization, or the operator changes, that change should be reflected in the renewal of the license the following year. Any change in business name or operator contact information must be addressed through a request to change company/individual information described in Part III.

How To Apply

Your license application must include the following:

- *An Application for a Redemption Center License* (DEEP-SMMPP-APP-02) and all supporting documents;

- The applicable initial fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection” or through the online E-payment portal

Note: The initial fee is the total application fee due. If paying online please submit this completed form to DEEP.CentralPermits@ct.gov and copy deep.mmcaplanning@ct.gov. If submitting a hard copy and paying by check please submit this completed Application Form, Fee, and all Supporting Documents to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

IN ADDITION, SEND ELECTRONIC COPY TO deep.mmcaplanning@ct.gov

When submitting your application, label your supporting documents as directed on your application form and always include, on each document, the applicant’s name as indicated on the *Application Form*. If additional pages are attached to the form concerning an application response, they should be numbered and titled to correspond to the specific number and title of the request for information on the application form and include the name of the applicant as indicated on the main application form.

You should retain a copy of all documents for your files.

License Application Instructions (DEEP-SMMPP-APP-02)

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter “N/A” in the space provided. If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes and regulations while completing your application.

Refer to the Available Resources Section at the end of these instructions to obtain all required documents and guidance related to the subject permit application.

Part I: Application Type

Please indicate whether you are applying for a new license, for a renewal of an existing license, or for a modification of an existing license, by checking the appropriate box. A license is deemed to be "existing", *only* if it has not yet expired on the date you file your application. Please provide the existing license number.

Provide the town where the subject activity is located.

Part II: Fee

Fee Information - The fee as shown on the application form must be submitted with the application. If the applicant is a municipality, the 50% fee discount applies.

DEEP will not process an application unless the required initial fees have been paid. The payment

should be in the form of a check or money order made payable to “Department of Energy and Environmental Protection” or through the E-Payment portal.

Check the box if paying online through the E-Payment portal. *After the application is received and entered, pay instructions will be emailed to the Primary/Billing Contact listed.*

Part III: Applicant Information

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of Innovative Partnerships and Planning at DEEP.OPPD@ct.gov. For any other changes you must contact the specific program from which you hold a current DEEP license.

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at the [Online Business Search website](#). If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.). If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.
- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
- *E-Mail* – Applicants must provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from DEEP to your business.
- *Applicant* - Complete the information concerning the applicant.
Billing Contact – Complete the information concerning the applicant’s billing contact, if different than the applicant.
- *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the processing of the permit application, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.
- *Attorney* - It is not required that an applicant be represented by an *attorney* or any other agent. If you do have an attorney, complete this section.
- *Facility Operator* - List the entity responsible for *managing* the facility operation. The operator may be different than the owner. Examples of separate owner and operator are a lessee of the land or buildings on which the facility is located, or a person under contract specifically to conduct the day-to-day business of the facility.

Part IV: Site Information

1. Site Name and Location

The site name, if applicable, should be the name by which the site is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, “. . . on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road.”

The business phone number and website, if applicable, should be listed.

Part V: Business Principals

Please list the names of all business principals of the redemption center. Submit as Attachment A if needed.

Part VI: Sponsors and Dealers Served

Please list the name and address of the sponsors and dealers to be served by the redemption center. For the purposes of this form, “sponsor” means pickup agent and “dealer” means every person who engages in the sale of beverages in beverage containers to a consumer but does not include a redemption center as defined in C.G.S. § 22a-243. Submit as Attachment B if needed.

Part VII: Types of Beverage Containers

Please check the types of beverage containers to be accepted at the redemption center.

Part VIII: Hours of Operation

Please list the regular hours of operation of the redemption center.

Part IX: Additional Information

Check the appropriate box for whether beverage containers will be accepted from consumers.

Part X: Supporting Documents

If needed, check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the *permit application form*.

Part XI: Applicant Certification

After the application has been completed it must be reviewed and signed by both the applicant(s) and the individual(s) who actually prepared the application. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the application package must be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such applicant authorized by law.

An application will be considered insufficient unless all required signatures are provided.

Available Resources:

For general assistance regarding a redemption center: contact Laura Pointek at 860-424-3499.

For the subject application form, instructions and other required documents visit the DEEP website at: [Connecticut Bottle Bill](#) and [Waste and Materials Management Permits and General Permits](#)

Affirmative Action, Equal Employment Opportunity and Americans with Disabilities

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. Please contact DEEP Office of Diversity and Equity at (860) 418-5910 or by email at deep.accommodations@ct.gov if you are requesting a communication aid or service, have limited proficiency in English, need some other type of accommodation, or if you wish to file an ADA or Title VI discrimination complaint. In order to facilitate efforts to provide an accommodation, please request all accommodations as soon as possible following notice of any agency hearing, meeting, program or event.