

<Insert Host ULB name>

**Application Form for Issuance of License for Collection, Transportation and Disposal of Septage to Private Operator with Vehicle(s)**

ULBs covered under this License:

Application number:

Application type: New / Renewal

Name of the Operator (Business / Trade name)					
Name and Address of the Applicant					
Name and Address of the Vehicle owner(s) - Please mention if Vehicle owner is different from applicant					
Contact details (Mobile number and Email)					
No.	Registration number	Year of registration	Vehicle type [Four-wheeler vacuum truck or Tractor with tanker or Three-wheeler mini-truck, Others (please specify)]	Vehicle capacity (in Litres)	Previous year licensed (Yes / No)
1.					
2.					
3.					
4.					
5.					

I certify that above mentioned information given by me is true to the best of my knowledge and belief. I also certify that I have read and understood all the attached Terms and Conditions and agree to abide by them.

Signature:

Date:

### **TERMS AND CONDITIONS:**

#### 1. Definitions

- a. "Application" shall mean an application made in such form as may be specified by the Concerned ULB from time to time.
- b. "Disposal facility" shall mean the arrangement for the scientific treatment and disposal of Faecal Sludge and Septage, as defined and earmarked by Municipal Corporation, Municipality or Town Panchayat.
- c. "Faecal Sludge" shall mean raw or partially digested, in a slurry or semi solid form, the collection, storage or treatment of combinations of excreta and black water, with or without grey water.
- d. "Host ULB" shall mean the ULB that owns and is responsible for the Operation & Maintenance of Faecal Sludge Treatment Plant or Sewage Treatment Plant or any other Disposal facility in the ULB Cluster.
- e. "Licensee" shall mean any person or firm or self-help group or society or private company holding License.
- f. "Operator" shall mean any person or firm or self-help group or society or private company granted the License to collect, transport and dispose Faecal Sludge and Septage.
- g. "Septage" shall mean the liquid and solid material that is pumped from a septic tank, cesspool, or such on site treatment facility after it has accumulated over a period of time.
- h. "Specified Vehicle" shall mean the vacuum truck or such other vehicle equipped with motorised pumps and storage tank owned by the ULB or Operator, of such design specification as may be approved from time to time by the ULB, for emptying and transporting Faecal Sludge and Septage.

- i. "Tipping Fee" shall mean the amount payable by the Operator to the Host ULB upon each visit to the Disposal facility for the disposal of Faecal Sludge and Septage.
  - j. "Urban Local Body (ULB)" shall mean Municipal Corporation, Municipality or Town Panchayat.
  - k. "ULB Cluster" shall mean the Municipal Corporations, Municipalities and Town Panchayats which together use an Faecal Sludge Treatment Plant or Sewage Treatment Plants defined as per G.O. (Ms) No. 106, Dated 01.09.2014 and G.O. (Ms) No. 88, Dated 31.08.2018 and as notified from time to time.
  - l. "Worker(s)" shall mean any person engaged by the Licensee for collection, transportation and disposal of Faecal Sludge and Septage.
  - m. Words and expressions used and not defined in these Terms and Conditions unless the context otherwise requires shall have the meaning as defined in the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) in the cases of Municipalities and Town Panchayats, the concerned Municipal Corporation Act in the cases of Municipal Corporations.
2. Any Specified Vehicle(s) permanently owned by State Government or ULB or operated by the permanent employees of State Government or ULB for the transportation of Faecal Sludge and Septage, are exempted from obtaining License under these Terms and Conditions.
3. The departments or agencies specified in clause 2, which are exempted from seeking License, shall send in advance to the Host ULB the details of the Specified Vehicle(s) that intend to use the Host ULB's Disposal facility.
4. The Application is to be submitted to the Host ULB of the ULB Cluster specified in the Application along with:
  - Vehicle(s) documents – Registration certificate, Fitness certificate, Road tax, Insurance certificate and Goods Vehicle permit.
  - Photographs of the Vehicle(s) – Front view and rear view showing number plate.
  - Documents to be produced for drivers and workers employed – Government issued Photo Identity and Address proof, Medical certificate (Issued by registered medical practitioner by the State Government) along with Driving License.
  - Personal Accidental Insurance policy insured for a sum of Rs.10 Lakhs (Rupees Ten Lakhs Only) each for drivers and workers employed.
  - Signed undertaking to be given by Contractor in prescribed format where the cleaning and maintenance of Sewerage Systems (including Septic Tanks) is outsourced.
  - License Fee of Rs.1000 (Rupees One Thousand Only) and the mode of payment shall be prescribed by the Host ULB.

5. The Licensee shall produce the original copy of the documents for the purpose of verification. If any of the document submitted expires during the license period, the Licensee shall obtain a new valid certificate/document on or within 30 days of the last date of the validity of the existing document. If there is any change in staff, the photocopy of Driving License of the driver and Government issued Photo Identity and Address proof of the workers employed shall be submitted by the Licensee within 30 days of employment. The acknowledgment receipt received from the Host ULB upon submission of the Application form, License Fee and necessary documents, shall be retained until License is approved. The Host ULB shall verify the information provided in the Application form before the issuance of the License. If the documents and information furnished by the applicant do not provide all the particulars necessary to process the Application satisfactorily, the Host ULB may within 15 days from the date of receipt of Application require the production of such further particulars and details as it deems necessary. The License should be issued by the Host ULB within 30 days after the receipt of the Application and all other requirements.
6. In cases where the Application is not in accordance with any of the applicable Acts or Rules, or where the applicant fails to furnish the additional particulars called for, or where the submitted documents cannot be authenticated, the Host ULB may reject the Application or refuse renewal of License for reasons to be recorded in writing, and furnish a copy of the same to the applicant. An appeal along with justification to the Host ULB shall be made within 15 days from the date of receipt of the notice refusing to grant a License or renew a License. Such appeal shall be disposed of within a period of 30 days from the date of receipt of such appeal in the first instance. Further appeal with no fee can be made by the applicant to the respective Regional Directorate of Municipal Administration for Municipalities or respective Assistant Director of Town Panchayat for Town Panchayats or Commissionerate of Municipal Administration for Municipal Corporations with timely disposal within 45 days of receipt of appeal
7. The License issued shall be valid for the Financial Year corresponding to the Application date, unless revoked earlier. The License issued shall be prominently displayed with windshield sticker on the Specified Vehicle(s).
8. The Application for renewal of a License shall be made to the Host ULB in prescribed form one month before the date of expiry of the License and the Terms and Conditions applicable to the grant of License shall apply to the renewal of the License. The Host ULB shall dispose of such renewal Application within 30 days from the date of its receipt and not later than the expiry of the validity of the License. For License renewal, License Fee at the rates as may be prescribed by the Host ULB shall be paid by the applicant.
9. The License is valid for collection and transportation and disposal of Faecal Sludge and Septage from all buildings whether used for residential or commercial or institutional purposes within the jurisdiction of each ULB included in the ULB Cluster specified in the Application. The License is not valid for collection and transportation of industrial waste or mixed industrial waste of any nature whatsoever. The Licensee found carrying industrial waste or mixed industrial waste shall be deemed to be in violation of the Terms and Conditions of the said License.
10. The Licensee shall be required to produce License upon demand by Executive Authority of the ULBs included in the ULB Cluster as necessary.

11. The ULBs included in the ULB Cluster shall publish the list of licensed Operators from time to time in order to ensure that the Owner or Occupier of a building or part of it located in the ULB jurisdiction engage licensed Operators for collection and transportation of Faecal Sludge and Septage. This shall include information about public complaint / grievance redressal mechanism to report violations by Operators.
12. The Licensee shall report incidents during collection to the nearest ULB included in the ULB Cluster.
13. The License granted by the Host ULB shall not mean exemption from requirements or Licenses or clearances required for the business or trade or activity under various other applicable rules, laws and regulations.
14. The Licensee shall dispose the Faecal Sludge and Septage at the disposal facilities during the operational hours as notified by the Host ULB.
15. The Licensee has agreed to pay the Tipping Fee of Rs.100 (Rupees One Hundred Only) levied by the Host ULB for disposing Faecal Sludge and Septage at the Disposal facilities. The Tipping Fee shall be subject to revision and notified by the Host ULB from time to time.
16. The Licensee found dumping Faecal Sludge and Septage at any location or site other than at the Disposal facilities in the ULB Cluster shall be deemed to be in violation of the Terms and Conditions of the said License.
17. The Licensee deemed to be in violation of the Terms and Conditions of the said License, shall be issued show cause notice and be liable to pay the Host ULB a fine as notified by the Host ULB from time to time for each instance of violation. In case the Licensee is in repeated violation, the Host ULB shall issue show cause notice and the License issued may be revoked. The Operator and the Vehicle owner shall be jointly held responsible for the violations.
18. The Licensee shall maintain a log book record of each trip undertaken for collection, transportation and disposal in format as prescribed by the Host ULB and submit the same to the Host ULB every quarter.
19. The Licensee shall ensure screening of the quality of Faecal Sludge and Septage transported at the Disposal facility and provide necessary information about the location and site of collected Faecal Sludge and Septage to the facility in-charge.
20. The Licensee shall equip the Specified Vehicle(s) used for transportation of Faecal Sludge and Septage with a Global Positioning System (GPS) instrument approved by the Host ULB. The Licensee shall permit access of the GPS instrument and provide it to the ULBs included in the ULB Cluster. The Licensee shall ensure that the GPS instrument is functional and transmitting data without interruption. Interruption in data received may be considered a violation (as defined in clause 17 above).
21. The Licensee shall maintain the Specified Vehicle(s) in good and workable condition so as to avoid any accidents. Executive Authority of the ULBs included in the ULB Cluster may inspect and regulate the quality and maintenance of the Specified Vehicle(s).

22. The Licensee shall ensure no leakage/spillage of Faecal Sludge and Septage during transportation from the collection point to the Disposal facility. In the event of accidental spillage of Septage, the Licensee shall immediately take action to contain the Septage, minimise the environmental impact, and remove all Septage immediately from the sites of spillage. The Licensee shall notify the nearest located ULB in the ULB Cluster where the event took place about the spillage and action taken within 24 hours of the occurrence of the event.
23. The Licensee shall ensure that each driver and worker employed undergoes periodic training and participates in other activities organised by each ULB included in the ULB Cluster from time to time.
24. The Licensee shall ensure all drivers and workers employed follow Standard Operating Procedures for Sewer and Septic Tanks - Mechanised cleaning as per Circular Roc. No. 11333/2015/J2, dated 10.05.2019 and other guidelines notified from time to time, ensure procurement and usage of safety gears during collection, transportation and disposal of Faecal Sludge and Septage.
25. The Licensee shall ensure that each driver and worker employed undergoes health check-up at the State Government approved hospital and shall submit a record of the same to Host ULB at the time of renewal of License.
26. The Licensee shall insure each driver and worker employed for an individual sum of Rs.10 Lakhs (Rupees Ten Lakhs Only) towards Personal Accidental Insurance every year and submit the policy document to the Host ULB at the time of renewal of License.
27. In case of violation of any of the provisions of G.O. (Ms) No. 293, Municipal Administration and Water Supply Department, dated 26.11.2010 – Ban on entry of workers into the Sewerage System and Septic Tanks including the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013, and Circular Roc. No. 11333/2015/J2, dated 10.05.2019, the Licensee shall be issued show cause notice by the Host ULB, liable to a fine as notified by the State Government from time to time and shall result in revocation of the License.
28. The Licensee shall comply with the provisions of the G.O. (Ms) No. 106, Municipal Administration and Water Supply Department, dated 01.09.2014 – Operative Guidelines for Septage Management for Urban and Rural Local Bodies in Tamil Nadu, Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) in the cases of Municipalities and Town Panchayats, the concerned Municipal Corporation Act in the cases of Municipal Corporation and all local legislations and bye-laws as may be applicable from time to time to the activities being performed under this License.
29. The Host ULB reserves the right to revise any of the conditions of this License or impose further conditions from time to time during the validity of this License.

It is hereby undertaken that the above stated Terms and Conditions have been clearly understood and fully agree to abide by the same.

Date:

Name:

Signature:

**Driver / Worker Details (To be filled)**

S. No.	Full Name	Government issued Photo ID and Address Proof Type and Number



**Format of the Undertaking to be given by Contractor in cases where the cleaning and maintenance of Sewerage Systems (including Septic Tanks) is outsourced**

- (1) I (Name, Age, Father's name and Address of the Contractor) am aware of the directions of the Hon'ble High Court of Madras in its order dated 21.2008 in W.P.No.24403/2008. And the orders of the Government of Tamil Nadu in G.O (MS) No.293, M.A & W.S (MW) Department, dated 26.11.2010, regarding the ban on manual scavenging and on the entry of sanitary workers into the sewerage system or septic tank. I undertake to abide by the said directions of the High Court and Government Order in this regard.
- (2) I shall not allow sanitary workers to enter into the sewerage systems/septic tank for cleaning or maintenance operations except on the 4 circumstances permitted in the orders of the High Court in W.P.No.24403, dated 20.11.2008.  
I am aware that even in these 4 circumstances, I should allow the workers to enter only with adequate safety gadgets and under the supervision of a qualified staff, and only after duly observing all safety precautions including testing for the presence of toxic gases.
- (3) I am aware that violation of the said directions of the Hon'ble High Court and the G.O will attract punishment under section 1 of the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993.

Signature of the Contractor

Date

S.No.	Form / Document	Submitted for Vehicle(s)				
		1	2	3	4	5
1.	Registration certificate					
2.	Fitness certificate					
3.	Road tax					
4.	Insurance certificate					
5.	Vehicle permit					
6.	Photographs of the Vehicle(s) – Front and Rear side showing number plate					
7.	Government Photo ID and Address proof – Drivers and Workers					
8.	Medical certificate – Drivers and Workers					
9.	Personal Accident Insurance policy – Drivers and Workers					
10	Driving License (s)					
11.	Signed undertaking to be given by in prescribed format in cases where the cleaning and maintenance of Sewerage Systems (including Septic Tanks) is outsourced					

I hereby certify that I have enclosed all the above-mentioned documents correctly to the best of my knowledge and that nothing has been concealed by me.

Date:

<Signature of the applicant>

NOTE – Please bring the original documents whose attested photocopies have been attached with the file.

**\*\* For office use only \*\***

## **OBJECTIONS**

**(A) The following Forms/Documents have NOT been attached/completed in the file:**

<b>S.No.</b>	<b>Form / Document</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>Any other objections / observations:</b>	

**(B) Certified that I have checked the file and the same is fit**

Date:

Signature of the Executive Authority of the <Insert ULB name>

## Private Operator License Template

**<Insert ULB Name>**

### **Private Operator License for the Collection, Transportation and Disposal of Faecal Sludge and Septage**

In accordance with all the Terms and Conditions of the current ULB's *{insert relevant council resolution(s)/notified bye-law /Government Order}*, the conditions accompanying this License, and all applicable rules, laws or regulations of Government of Tamil Nadu, permission is hereby granted to:

License Number:

ULBs covered under this License:

License Holder: <Name and Address of Operator>

Vehicle Registration Number(s):

- 1.
- 2.
- 3.
- 4.
- 5.

For the collection and transportation and disposal of Faecal Sludge and Septage from all buildings used for residential or commercial or institutional purposes within the jurisdiction of above mentioned ULBs included in the <Insert ULB Cluster name>

This License is effective for the period set forth below, may be suspended or revoked for Non-Compliance of License Terms and Conditions and is not transferable.

Valid from: \_\_/\_\_/\_\_\_\_ to \_\_/\_\_/\_\_\_\_

Signature of Executive Authority of the <Insert ULB name>