**Stage 2 I Processor Application Form 1-3-5 F**

**As it relates to 1-3-2 GD – Proposed plant.**

This document when printed is uncontrolled. The current version of this document is available online.

Completion of this application assumes that the applicant has completed Stage 1 – Registration of Interest

**Application check list**

|  |  |
| --- | --- |
| **Task** | **✓** |
| 1. Ensure you meet all mandatory criteria (Page 11 and 12 of the Application Guide) |  |
| 1. Provide information about ability to meet desirable criteria (Page 11 and 12 of the Application Guide) |  |
| 1. Complete all sections of this application form, add any other relevant information to assist with the evaluation of the application. |  |
| 1. Ensure all attachments are included: 2. Organisation Chart showing corporate structure). 3. Provide evidence of your organisation’s current financial stability and solvency. 4. Financial model that demonstrates use of incentive and revenue from eligible sale of TDP/TDF to the domestic market. 5. Reference relevant to this application. 6. Proposed products, volumes, markets, and incentive needed. 7. Supporting information on markets for the proposed products (if available). 8. Project Plan (Summary Gantt). 9. Risk Register for proposed operations / H&S PreQual Certificate (if available). 10. High-level, pro-forma financial forecast (Implementation thru two years operations). |  |
| 1. Complete the applicant declaration. |  |

**How to complete this form**

There are nine sections to be completed as part of this application. If the applicant wishes to provide additional information as attachments or extra fields in the form, they are encouraged to do so.

1. Capability
2. Capacity
3. Commitment
4. Reference
5. Performance Requirements
6. Program Stability and Sustainability
7. Environmental Results
8. Social Impacts
9. Implementation and Operational Requirements

This application is submitted by the applicant who has made themselves familiar with the formal application expectations, process for modifications and withdrawal detailed in the Processor Application Guide 1-3-2 GD – Proposed Plant.pdf. By submitting this application, the applicant is aware that an evaluation process commences as outlined in the Processor Application Guide.

**Applicant Qualifications**

ASNZ Trustees are interested in what qualifies the applicant to make this proposal. The applicant must have the capability, capacity, and commitment to deliver as proposed.

Those three criteria are generally described as follows:

|  |  |
| --- | --- |
| **Mandatory** |  |
| **Capability** | The expertise, experience, and technology to process tyres, and to sell the products produced (tyre-derived products and/or tyre-derived fuel). |
| **Capacity** | The corporate and financial resources required to build and operate the infrastructure needed to process and sell the proposed volumes. |
| **Commitment** | The commitment to deploy the resources as required and to enter a long-term contractual relationship with ASNZ for Tyrewise. |
| **Desirable** |  |
| **Off the road Tyres** | Tyrewise is required to collect and process all regulated tyres, which includes those which are classed as Off the road tyres (OTRs). These are typically larger than truck tyres. As of 1 March 2024, New Zealand lacked the processing capability and capacity to process these tyres. It is desirable that these tyres are in scope of your processing. |

Sections One and Two provides ASNZ Trustees the basic information about the applicant’s organisation and identifies the point of contact for the duration of the application process.

The information sought is then expanded on in the following Sections Three to Nine.

**Section One: Capability**

Complete this section detailing the expertise, experience, and proposed technology to process tyres, and to sell the products produced (tyre-derived products and/or tyre-derived fuel).

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Trading name | [insert the name that you do business under] |
| Full legal name (if different) | [if applicable] |
| Physical address | [if more than one office – put the address of your head office] |
| Postal address | [e.g., P.O Box address] |
| Registered office | [if you have a registered office insert the address here] |
| Business website | [URL address] |
| Type of entity (legal status) | [sole trader / partnership / limited liability company / other please specify] |
| Registration number | [if your organisation has a registration number insert it here e.g., company registration number] |
| GST registration number | [NZ GST number] |

**Primary contact for the application**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Contact person | [name of the person responsible for communicating about this application] |
| Position | [job title or position] |
| Phone number | [landline] |
| Mobile number | [mobile] |
| Email address | [work email] |

**Details of any partners who are/will be involved in the proposed processing operation.**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Contact person | [name of the person responsible for responding to queries about this application] |
| Position | [job title or position] |
| Mobile number | [mobile] |
| Email address | [work email] |
| Relationship to the applicant | [e.g., Shareholder, Joint Venture] |
| Nature of involvement | [e.g., Silent, Operational] |

**Location of proposed processing operation (copy if more than one)**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Proposed processing location | [location] |
| Area of operation (geographic) | [e.g., National footprint, region specific, etc] |
| Processing outputs | [e.g., tyre of tyre derived products] |
| Year plant intended to be in operation | [Year] |

**Corporate Ownership and Hierarchy**

Describe the corporate and financial resources required to build and operate the proposed infrastructure needed to process and sell the proposed volumes.

|  |  |
| --- | --- |
| Please include an organisation chart which demonstrates corporate ownership of the entity submitting this application. | Label as Attachment A |
| Describe any arm’s length relationships which may be applicable to this application between tyre transporters and/or proposed processing operations and/or manufacturing operations.  *Note: Refer to the Application Guide / Proof of Eligible Sale* |  |

**Strategic intent / direction for proposed processing operation(s)**

|  |  |
| --- | --- |
| Provide a high-level overview of the proposed processing operation.  *Repeat if more than 1* |  |
| Describe any arm’s length relationships which may be applicable to this application.  *Arm’s length transactions are covered in the application guide under the Eligible Sale section.* |  |

**Expertise**

|  |  |
| --- | --- |
| Provide an overview of your area of recognised expertise in the domestic market (generally) and specifically for the proposed processing operations.  *Note that detailed performance requirements including expertise is covered in Section 5.* |  |
| Detail your experience in tyre recycling. |  |
| Detail your size of operation by intake of loose tyres (by tonne), and TDP as an output (by tonne). |  |
| Describe your experience in the design, development, implementation, and operation of a recycling solution, including sourcing and processing raw material through to product marketing.  *The information provided should demonstrate how this experience is relevant to Tyrewise.* |  |
| Explain your understanding of the unique challenges and issues in working in the recycling sector and how you propose to address them.  Include your experience, using real examples, of working with multiple stakeholders in the recycling sector. |  |

**Section Two: Capacity**

|  |  |
| --- | --- |
| Provide evidence of your organisation’s current financial stability and solvency. | Label as Attachment B |
| Relevant to your proposed processing operation, demonstrate your capacity to design, build, implement and operate processing services at the scale needed to be viable.  Specifically demonstrate that you have the people, processes, technology, and infrastructure to deliver as proposed. |  |
| Provide a financial model that demonstrates how the processing incentives relevant to your operations will contribute to the financial viability of your operations.  This financial model should show the revenue you expect to receive from eligible sale of TDP/TDF in the domestic market.  *ASNZ makes no representations, warrants, commitment or guarantees.* | Label as Attachment C |
| Confirm that you do not need to be a registered processor to secure financing for the operation proposed.  *ASNZ makes no representations, warrants, commitment or guarantees.* |  |

**Performance Requirements**

The following Sections Three to Nine are for the Applicant to detail their response to the performance requirements that enable Tyrewise to meet it long term objectives.

Each section gives enables the applicant to provide any detail they deem necessary to fully explain their proposal and to convince ASNZ Trustees that the applicant meets all the mandatory criteria. Similarly, the applicant is encouraged to provide information on how they may meet desirable criteria.

The information may be modified if not applicable to the applicants proposed processing operation.

|  |  |
| --- | --- |
| **Mandatory** |  |
| **Cost Reduction** | Tyrewise is bound to ensure that the Tyre Stewardship Fee is not used on theoretical or perceived market rates This includes ensuring that the Fee is used to incentivise the highest use/best value for processing end-of-life tyres.  The applicant should work with the Tyrewise scheme manager to reduce, over time, the Cost of Goods Sold (COGS). The applicant will share metrics on how they will use monitoring to pinpoint inefficiencies and areas for improvement to reduce reliance on the incentive. |
| **Programme Stability and Sustainability** | Work with the Tyrewise scheme manager to deliver on the scheme objectives, performance measures, and targets. See Appendix B of the Application Guide  Applicants must also demonstrate how they will contribute to the stability of Tyrewise. |
| **Environmental Results Maintained or Improved** | Tyrewise is a regulated product stewardship scheme. This means that, over a 7-year accreditation period, it must deliver improved recycling targets annually from the current baseline.  The applicant must demonstrate how their processing operation will not result in Tyrewise exceeding its overall production caps. See Appendix B of the Application Guide. |
| **Social Impacts Enhanced** | Processors are required to comply with the Health and Safety at Work Act 2015, the National Environmental Standard for Outdoor Storage of Tyres, and all other applicable laws and by-laws, as well as the Tyrewise Code of Participation. |
| **Desirable** |  |
| **Cost Reduction** | Financial incentives paid to processors are the second-largest expenditure item for Tyrewise. ASNZ Trustees will consider applications where existing incentives would be significantly reduced, and committed to, by the processor in a Service Level Agreement. These will be evaluated using the Weighting Methodologies (Appendix D of the Application Guide).  Examples include innovative new product markets, or processes which require lower processor incentive rates due to efficiencies which will lower the processor’s costs for production, sale, or delivery. |
| **Programme Stability and Sustainability** | The long-term sustainability of Tyrewise will be assured through continuous product and marketing innovation. Additional value in products manufactured for the domestic market will be recognised through incentive placement. Applicants must demonstrate how this level of sustainability will be advanced. |
| **Environmental Results Maintained or Improved** | We expect continuous improvement in managing environmental impacts of all registered participants’ operations. There is a particular focus on the reduction of greenhouse gas emissions (GHG). Due consideration will be given to recycling solutions which can achieve independently verified, significant reductions in GHG emissions. |
| **Social Impacts** | We recognise the value of the tyre-recycling industry to the economics and fabric of our communities. The social impacts of applications will be taken into consideration, including job creation or retention. |

**Section Three: Commitment**

This section gives ASNZ Trustees information on how the applicants proposed processing operation will ensure that any investments from the use of the Tyre Stewardship Fee improve upon the national tyre management network turning the use of end-of-life tyres into a robust national network and domestic economy.

Mandatory requirements are a commitment to deploy the resources as proposed/required and to enter a long-term contractual relationship with ASNZ as a Registered Tyrewise Processor.

|  |  |
| --- | --- |
| Elaborate on your commitment to deploy your resources as required to achieve the performance targets proposed for Tyrewise.  *Reference Appendix B of the application guide.* |  |
| Confirm your willingness to enter a long-term contractual relationship with ASNZ/Tyrewise at fixed processing incentive rates for (3) years. |  |

**Section Four: References**

This section is for the applicant to provide an overview of references that will support their proposed processing operation. They may include those that support their financial modelling, proposed location of processing operation in context to other existing processors and references from the proposed end market (user of your TDP).

|  |  |
| --- | --- |
| References may be required; supply any references of relevance to the application.  Use this section to explain source and context of any references attached as Attachment D. | Label as Attachment D |

**Section Five: Performance Requirements (Innovation, markets, volumes)**

This section is for the applicant to provide information about how they will meet the performance requirements as it relates to the product they intend to produce and the investigation they have undertaken in the market to establish that they would meet the eligible sale to domestic market.

Desirable - Tyrewise is required to collect and process all regulated tyres, which includes those which are classed as Off the road tyres (OTRs). These are typically larger than truck tyres. As of 1 March 2024, New Zealand lacked the processing capability and capacity to process these tyres. Applications that can process OTRs will be taken into consideration.

|  |  |
| --- | --- |
| Describe any innovations you are proposing which will allow you to operate at programme incentive rates which are significantly lower than the incentive schedule attached to the Application Guide 1-3-2 GD.  a. Processing innovation  b. Product innovation  c. Market innovation  *Incentive rates are published on* [*www.tyrewise.co.nz*](http://www.tyrewise.co.nz) *and are fixed in line with the ASNZ - Tyrewise Incentive Schedule Review (26-1-7 PD)* |  |
| For each of your proposed products, confirm the volumes you must produce and sell, and the incentive rates you would require, to be viable and sustainable. | Present this information in table format (preferably.xls) and list as Attachment E |
| Explain how the incentive rates you are requesting align with your operating costs. |  |
| Identify the volume of end-of-life tyres, by tyre category (e.g., passenger, light commercial, truck, OTR, other) you need to support the incentives you are requesting. |  |

**Section Six: Programme Stability and Sustainability**

This section is for the applicant to provide mandatory information about how their proposed operation supports the scheme objectives, performance measures, and targets. See Appendix B of the Application Guide. Applicants must also demonstrate how they will contribute to the stability of Tyrewise.

Desirable - The long-term sustainability of Tyrewise will be assured through continuous product and marketing innovation. Additional value in products manufactured for the domestic market will be recognised through incentive placement. Demonstrate how this level of sustainability will be advanced.

|  |  |
| --- | --- |
| Confirm your proposed plant capacity.  What are your long-term capacity (growth) plans? |  |
| Provide your assessment of the impact of new competition (from you or from others) for tyre-derived product/tyre-derived fuel supplies on programme stability and sustainability, and environmental results.  How will these mandatory performance requirements be assured? |  |
| Identify the size, stability, and diversity of the markets for the proposed products.  Add any attachments of marketing material that supports this (if any). | Identify any support material as Attachment F |
| Provide a project plan which outlines the key stages, steps, and milestones in the implementation of your proposal.  *This can be expressed as a summary GANTT.* | Label as Attachment G |

**Section Seven: Environment Benefits**

Tyrewise is a regulated product stewardship scheme. This means that, over a 7-year accreditation period, it must deliver improved recycling targets annually from the current baseline.

This section is for the applicant to provide mandatory information on how their proposed processing operation will not result in Tyrewise exceeding its overall production caps. See Appendix B of the Application Guide.

Desirable - ASNZ Trustees expect continuous improvement in managing environmental impacts of all registered participants’ operations. There is a particular focus on the reduction of greenhouse gas emissions (GHG). Due consideration will be given to recycling solutions which can achieve independently verified, significant reductions in GHG emissions [compared to similar processing operations].

|  |  |
| --- | --- |
| Confirm the percentage of rubber in each tyre-derived product you propose to produce. | You may choose to add this to the table in Attachment E |
| Provide as much information as possible to support the relative GHG efficiency of your proposed operation, as compared to other tyre recycling operations that produce the same products you are proposing to do. |  |

**Section Eight: Social Impacts**

This section is for the applicant to provide information the mandatory performance criteria on how their proposed processing operation will comply with the Health and Safety at Work Act 2015, the National Environmental Standard for Outdoor Storage of Tyres (if applicable), and all other applicable laws and by-laws relevant to their proposed location. It also includes the Tyrewise Code of Participation.

Desirable - the social impacts of applications will also be taken into consideration, including job creation or retention.

|  |  |
| --- | --- |
| Identify the hazards and risks to human health and safety typically associated with your proposed processing operation.  What steps will you take to mitigate those risks? | [If you have prepared a risk register that shows how these risks will be mitigated, and/or you have an existing Health and Safety pre-qual (e.g. Site Safe, ISO45001, IMPAC, Tōtika) attach current certificate or report as Attachment H] |
| Will your proposed operation need to comply with the National Environmental Standard for Outdoor Storage of Tyres? |  |
| Are there any other applicable by-laws your proposed processing operation site will need to comply with? | [e.g., Restrictions on noise, dust, traffic movements, hours of operation] |
| Identify and substantiate the number of new jobs created, or the impacts on existing jobs, if any. |  |

**Section Nine: Implementation and Operational Requirements**

This section is for the applicant to provide information the mandatory performance criteria Tyrewise is bound to ensure that the Tyre Stewardship Fee is not used on theoretical or perceived market rates This includes ensuring that the Fee is used to incentivise the highest use/best value for processing end-of-life tyres.

The applicant will be expected to work with the Tyrewise scheme manager to reduce, over time, the Cost of Goods Sold (COGS). The applicant will share metrics on how they will use monitoring to pinpoint inefficiencies and areas for improvement to reduce reliance on the incentive.

Desirable - Financial incentives paid to processors are the second-largest expenditure item for Tyrewise. ASNZ will consider applications where existing incentives would be significantly reduced, and committed to, by the processor in a Service Level Agreement. These will be evaluated using the Weighting Methodologies (Appendix D of the Application Guide).

Examples include innovative new product markets, or processes which require lower processor incentive rates due to efficiencies which will lower the processor’s costs for production, sale, or delivery.

|  |  |
| --- | --- |
| Provide a high-level, pro-forma financial forecast from the implementation phase through the first two years of full operations. | Label as Attachment I |
| Describe your ability to manage risk through implementation and ongoing operation phase. |  |
| Confirm that your proposal supports Tyrewise objectives and targets, as currently defined in Appendix B of the Application Guide.  *Not all of these may be applicable to your proposed processing operation.* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s declaration** | | | |
| **Topic** | **Declaration** | | **Applicant’s declaration** |
| Application Process | I/we have read and fully understand the Application Guide 1-3-2 GD | | [agree / disagree] |
| Collection of further information: | The Applicant/s authorises ASNZ to:   1. collect any information about the Applicant, except commercially sensitive pricing information, from any relevant third party, including a referee(s). 2. use such information in the evaluation of this application.   The Applicant/s agrees that all such information will be confidential to ASNZ and the Tyrewise Scheme Manager. | | [agree / disagree] |
| Ethics: | In submitting this application, the applicant/s warrants that it:   1. has not entered into any improper, illegal, collusive, or anti-competitive arrangements with any Competitor. 2. has not directly or indirectly approached any representative of ASNZ (other than the Tyrewise Point of Contact) to lobby or solicit information in relation to the application. 3. has not attempted to influence, or provide any form of personal inducement, reward, or benefit to any representative of ASNZ. | | [agree / disagree] |
| **DECLARATION**  I/we declare that in submitting the application and this declaration:   1. the information provided is true, accurate and complete and not misleading in any material respect. 2. the application does not contain intellectual property that will breach a third party’s rights. 3. I/we have secured all appropriate authorisations to submit this application, to make the statements and to provide the information in the application and I/we am/are not aware of any impediments to enter into an eventual agreement as a Registered Tyrewise Processor.   I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the application may result in the application being eliminated from further participation as a Registered Tyrewise Processor and may be grounds for termination of any Agreement entered into as a result of the application.  By signing this declaration, the signatory below represents, warrants, and agrees that he/she has been authorised by the applicant/s to make this declaration on its/their behalf.  **This document may be signed electronically.** | | | |
| **Signature:** | |  | |
| **Full name:** | |  | |
| **Title / position:** | |  | |
| **Name of organisation:** | |  | |
| **Date:** | |  | |