



**Town of Brookline**  
**DEPARTMENT OF PUBLIC WORKS**  
**HIGHWAY & SANITATION DIVISION**

**Erin Chute Gallentine**  
Commissioner DPW

**Kevin Johnson**  
Director Hwy/Sanitation  
Deputy Commissioner of Operations

***RE: Waste Hauler License Renewal***

Dear Disposal Service Provider:

Enclosed please find the Sanitation/Health Department renewal permit application forms for the removal and transportation of garbage, recyclable, demolition, hazardous, and compostable waste in the Town of Brookline (MGL C.111 & 31A). Please return filled out and signed Forms A, B, C, and D with the appropriate permit fee **by May 1<sup>st</sup> 2023**. Failure to do so will put into motion the removal of your company from operating in the Town of Brookline and fines will be written for being an unregistered company. Please review all forms as changes have been made.

**Form A: Company Contact Information.** Provide company contact information and identify waste disposal site. Form A-1 shows the fee structure and outlines additional important information.

**Form B: Vehicle and Waste Identification Worksheet.** Identify each truck in use and annual waste tonnages collect in the Town of Brookline. Please note your company will be required to report annual tonnages for each waste type in May, 2024. This information will be required as part of your renewal application. If your company is not seeking permit renewal, please send this tonnage information to [zerowaste@brooklinema.gov](mailto:zerowaste@brooklinema.gov) or via mail to Brookline Department of Public Works, 870 Hammond Street, Chestnut Hill, MA 02467 Attn: John King by May 15<sup>th</sup>.

**Form C: List of Collection Contracts in Brookline.** Provide list of all collection contracts and identify the type of waste collected.

**Form D: Town of Brookline Bylaws, Regulations & Permitting Policies.** Highlights the Town's recycling and waste removal by-laws.

**All forms must be completed, signed, and dated.**

Appropriate permit fees (\*see form A-1) should be sent to the *Brookline Department of Public Works, 870 Hammond Street, Chestnut Hill, MA 02467. Attn: John King*. Checks should be made payable to the Town of Brookline. NO CASH ACCEPTED. **If you would like to renew online and pay by credit card please visit:** <https://www.brooklinema.gov/Permits>

**Time of collection.** The collection and transportation of any refuse, garbage, grease or bones, rubbish or other waste or offensive material in any commercial or residential area shall be limited to the following hours:

	<i>From</i>	<i>To</i>
Monday - Saturday	7:00 A.M.	11:00 P.M.
Sunday	7:00 A.M.	10:00 P.M.

The Town of Brookline will be strictly enforcing all rules and regulations pertaining to Waste Disposal Providers. Citations and fines may be issued to any disposal company and/or customers violating these rules and regulations and/or operating without the required permit. If any waste containers belonging to non-permitted disposal companies are found within the Town, they may be removed at the owner's expense.

Thank You,  
**John King**, Environmental Health Supervisor  
(617) 879-4908

**A**

**COMPANY CONTACT INFORMATION**

Erin Chute Gallentine  
*Commissioner DPW*

Kevin Johnson  
*Director Hwy/Sanitation*  
*Deputy Commissioner of Operations*

Permit #: \_\_\_\_\_

<p><b><u>COMPANY TYPE:</u></b> (1-5, SEE FORM A-1)</p>
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**Incomplete applications will be returned with permit fee and permits will not be issued. Please review all forms as changes have been made.**

NAME OF COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

OWNER/AGENT: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

RECYCLING COMPANY (Only if subcontracted) \_\_\_\_\_

DISPOSAL SITE (Location of primary transfer station/incinerator/landfill)

\_\_\_\_\_

SITE MANAGER: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\_\_\_\_\_

I, the undersigned, certify under the penalties of perjury that the applicant has filed all state tax returns and paid all state taxes as required by law. (MGL Chapter 62C Sec 49A)

\_\_\_\_\_  
Signature of person completing the application

\_\_\_\_\_  
Date of Application

# Permit Fee Structure

TYPE	COMPANY DESCRIPTION	ANNUAL FEE
1	Companies who operate packers, trailers or roll-off services and curbside pick-up services for Solid Waste and C&D only. If subcontracting recycling must provide subcontractor name on Form A.	\$360.00 + \$60 per vehicle operating in Town
2	Companies collecting and transporting medical/infectious and hazardous wastes only.	\$360.00 + \$60.00 per vehicle operating in Town
3	Companies collecting and transporting Solid Waste and C&D without the use of a packer and/or roll-off.	\$100.00 + \$10.00 per vehicle operating in Town
4	Companies collecting and transporting recyclable material ONLY. No Solid Waste or C&D material.	\$100.00 + \$10.00 per vehicle operating in Town
5	Companies that are collecting and transporting food service byproducts only, including grease, bones, compost, etc.	\$100.00 + \$10.00 per vehicle operating in Town

**All applicants are subject to vehicle inspections prior to permit issuance.**

## IMPORTANT NOTES

- **The Town of Brookline requires all waste haulers to provide recycling removal services for residential and commercial properties.**
- The Town of Brookline encourages all waste haulers to offer composting (not mandatory) along with their waste and recycling services.
- Haulers are required to track and report annual tonnages. New haulers will be expected to report tonnages for application renewal.
- Vehicles must be maintained in a clean, sanitary, and leak-proof condition to prevent loss or discharge of offensive material during transportation.
- The identification of the owner of the vehicle or the business name and address shall be clearly posted on both sides of the vehicle.
- Current permit shall be prominently displayed on the vehicle(s) at all times.
- All source-separated waste and recyclable materials are covered or maintained in a closed truck.
- Waste hauler companies must clearly label all waste disposal bins/toters with company name and/or logo.

**All curbside collection schedules must coincide with the Town's curbside collection schedule in regards to the day of pick-up. The Town's collection schedule is provided upon request. Call (617) 730-2156 with any questions.**

# B Vehicle and Waste Identification Worksheet

VEHICLE IDENTIFICATION: (Provide additional sheet if necessary)

Year, Make & Model	State	License Plate	Capacity	Specify Type

WASTE IDENTIFICATION: (Provide additional sheet if necessary)

Type of Waste Disposed	Annual Weight or Volume (Tons, Gallons, Cubic Yards, etc.)	Disposal Site
Municipal Solid Waste		
Single Stream Recycling		
Cardboard		
Food Waste		
Yard Waste		
Scrap Metal		
Tires		
Construction & Demolition		
Medical		
Hazardous/ Chemical		
Waste Oil		
Electronics		
Other: _____		

\_\_\_\_\_  
Signature of person completing the application

\_\_\_\_\_  
Date of Application

# **C List of Collection Contracts in Brookline**

Please list address(s) and check off applicable collection services for each. Applicants can provide information in a separate sheet if necessary.

Serviced Address	Recycling Collection	Trash Collection	Organics Collection	C&D	Hazwaste	Other

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Signature of person completing the application

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Date of Application

# D Brookline Bylaws, Regulations & Permitting Policies

I, the undersigned, agree to comply with all applicable Town of Brookline Bylaws; Health Department Regulations and Department of Public Works permitting policies, including but not limited to, the following:

**Plastic bags** may not be used on any Brookline Street for solid waste pick-up. Plastic bags may be used in conjunction with proper rodent/water proof waste carts.

**Placing Containers on the Public Right of Way.** Any disposal company wishing to place a waste container in any public way must have on file with the Department of Public Works a current bond (\$5,000.00 minimum) Contact (617) 730-2156 for more information.

**Section 8.16.6 Permitted haulers to comply with all regulations and to provide recycling removal services for residential /commercial properties.**

Every permitted hauler, as a precondition to receiving a permit to collect waste within the Town of Brookline, shall be required to comply with all regulations promulgated under this Bylaw concerning storage, collection, and removal of solid waste and recyclables, and shall be required to provide its residential/commercial customers the service of removing recyclables from their properties.

**Solid Waste Regulations Sec VIII: Private Dumps**

**(A) PERMIT REQUIRED.** No person shall use any public or private premises within the limits of the Town of Brookline as a place for the disposal of garbage, rubbish, or other waste or offensive material, (clean ashes of cinders excepted), without a permit from the Director of Public Health.

**Solid Waste Regulations Sec IX: Private Collectors (See also: Brookline Bylaw 7.5.6)**

**(A) PERMIT REQUIRED.** No person shall remove or transport through the streets of the Town of Brookline any garbage, grease or bones, rubbish or other waste or offensive material, collected within the Town, without a permit from the Director of Public Health. Application for a permit shall be made on forms provided by the Director of Public Health, shall contain such information as the Director of Public Health may require, and shall be accompanied by a fee as determined by the Director of Public Health. Permits shall expire at the end of the calendar year in which issued, but may be renewed annually on application as herein provided. Permits may be revoked or suspended by the Director of Public Health for failure to comply with the requirements of this section.

**(B) REGISTRATION REQUIRED.** No person shall transport through the streets of the Town of Brookline any garbage, grease or bones, rubbish, or other waste or offensive material, not collected within the Town, without first registering with the Director of Public Health. Transportation of such materials shall be in compliance with the requirements of this section.

**(C) TRANSPORTATION.** The transportation of all garbage, grease or bones, rubbish or other waste or offensive material through the streets of the Town shall be conducted in such manner as not to create a nuisance.

**(D) COLLECTION VEHICLES.** Vehicles conveying waste shall be of such construction and so operated that contents shall not spill, leak, fall or be blown upon the public street, or otherwise create a nuisance. Vehicles used for conveying garbage or grease and bones shall be fully enclosed unless the material is transported in watertight containers equipped with tight-fitting covers.

**(E) TIME OF COLLECTION.** The collection and transportation of any refuse, garbage, grease or bones, rubbish or other waste or offensive material in any commercial or residential area shall be limited to the following hours:

	<i>From</i>	<i>To</i>
Monday - Saturday	7:00 A.M.	11:00 P.M.
Sunday	7:00 A.M.	10:00 P.M.

**(F) COLLECTION SCHEDULE.** Private curbside collection must be carried out on a schedule consistent with the Town’s curbside collection service, with regard to the time and day of pick-up. Any exceptions to this must be approved by the Commissioner of Public Works. **Please note this may cause disposal companies to revise contracts with their customers.**

I understand failure to comply with any Town Bylaw, Health Department Regulation or Department of Public Works Permit Policy may result in citations and fines of \$50.00-\$300.00 per offense per day and/or hearings before the Department of Public Health. Signed under the pains and penalties of perjury.

\_\_\_\_\_  
Signature of person completing the application

\_\_\_\_\_  
Date of Application

