WASTE TRANSFER NOTES – GUIDANCE FOR COMPLETION

A Waste Transfer Note is a legal document that must be completed correctly

Legible copies must be retained for at least 2 years from the date of waste collection

European Waste Catalogue (EWC) Code (or List of Wastes code)

The 6-digit code to describe the type of waste

e.g. 20 03 01: mixed municipal waste

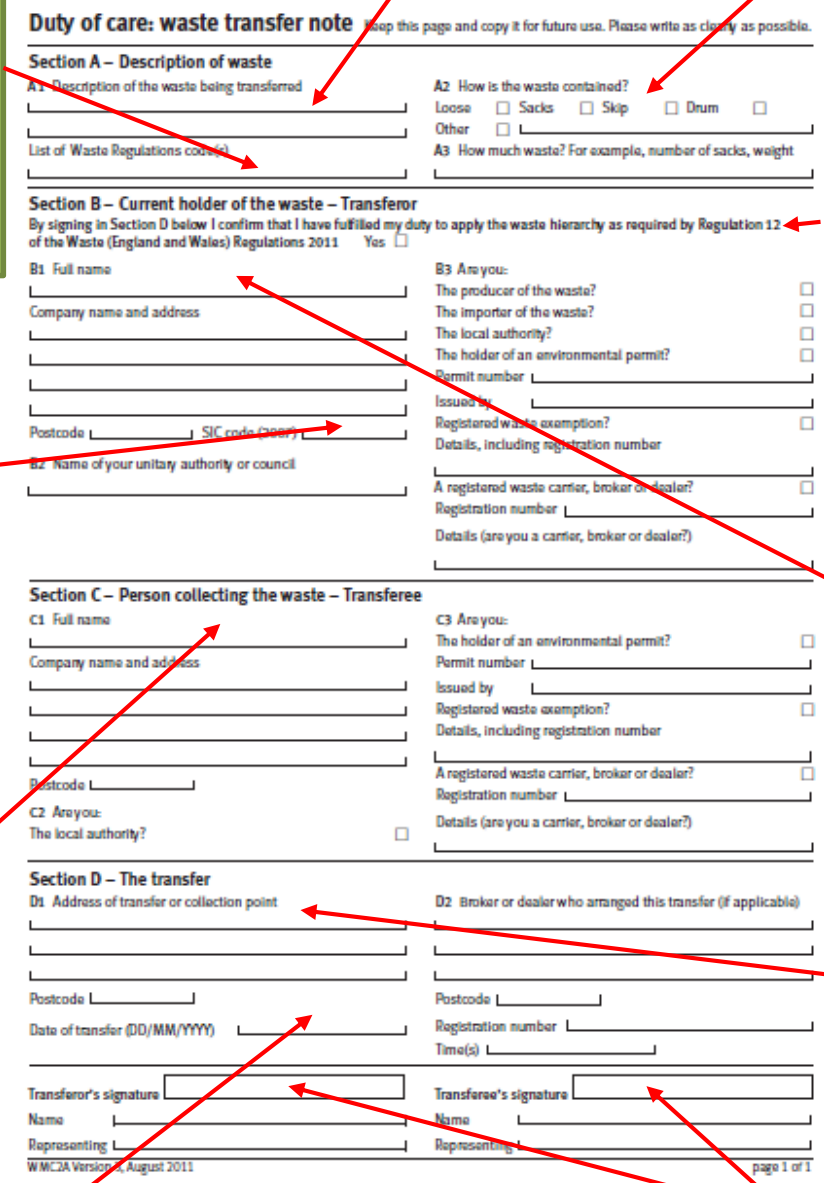
See http://wastesupport.co.uk/ewc-codes/

Written description of the waste

Accurately describe the waste

Quantity and container type

e.g. skip size, volume or weight and whether the waste is in bags, drums etc.



Duty of care: waste transfer note Keep this page and copy it for future use. Please write as clearly as possible.

Section A – Description of waste

A1 Description of the waste being transferred

List of Waste Regulations code(s)

A2 How is the waste contained?

Loose ☐ Sacks ☐ Skip ☐ Drum ☐

Other ☐

A3 How much waste? For example, number of sacks, weight

Section B – Current holder of the waste – Transferor

By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Yes ☐

B1 Full name

Company name and address

Postcode SIC code (2007)

B2 Name of your unitary authority or council

B3 Are you:

The producer of the waste? ☐

The importer of the waste? ☐

The local authority? ☐

The holder of an environmental permit? ☐

Permit number

Issued by

Registered waste exemption? ☐

Details, including registration number

A registered waste carrier, broker or dealer? ☐

Registration number

Details (are you a carrier, broker or dealer?)

Section C – Person collecting the waste – Transferee

C1 Full name

Company name and address

Postcode

C2 Are you:

The local authority? ☐

C3 Are you:

The holder of an environmental permit? ☐

Permit number

Issued by

Registered waste exemption? ☐

Details, including registration number

A registered waste carrier, broker or dealer? ☐

Registration number

Details (are you a carrier, broker or dealer?)

Section D – The transfer

D1 Address of transfer or collection point

Postcode

Date of transfer (DD/MM/YYYY)

D2 Broker or dealer who arranged this transfer (if applicable)

Postcode

Registration number

Time(s)

Transferor's signature

Name

Representing

Transferee's signature

Name

Representing

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Standard Industry Classification (SIC) Code

The Companies House code for the activity producing the waste e.g.

e.g. 41.20 – construction of buildings

Waste hierarchy declaration

Confirming that the waste producer has considered reuse, recycling, recovery with disposal as a last resort

Details of the person transferring the waste (transferor)

The waste producer's name, company name & address and whether any permits/licenses are held

Details of the person the waste is being transferred to (transferee)

The waste carrier's name, company name & address and waste carrier license number

The transfer location

Address where the waste is passed from the producer (transferor) to the carrier (transferee)

Date of transfer

This can be a one-off transaction or, for multiple collections where the waste details remain the same (e.g. fortnightly bin collections), two dates up to 12 months apart can be entered for an Annual Waste Transfer Note

Signatures

The note must be signed by both the transferor and transferree

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