



## Transporting waste

The law covers any movement of waste other than your own waste, taken by you to a local authority recycling centre (for which none of the below applies).

Any waste leaving any premises (even if taken from one premises to another within the same business) must be transported by a company or individual who hold a valid and current waste carriers license. The waste must have a Waste Transfer Notice (WTN) available to view (can be online), or other doc such as an invoice providing it includes all of the same required info (see below).

Waste must be correctly described - if **hazardous items** are included then different rules apply (see below).

### Waste Transfer Notices (WTN)

The WTN is a legal document which must be signed by both parties (collector and receiver) and kept for 2yrs. They must be shown on demand to any Police officer or authorised council official/Environment Agency officer.

Information within the WTN must include:

- ✓ An accurate and honest description of the waste including the waste catalogue classification code(s).
- ✓ The quantity of waste and how it is contained or packaged (loose, sacks/barrels, skip etc.)
- ✓ The location and date of transfer (movement).
- ✓ The names and addresses of the organisation that produced the waste and the organisation moving it.
- ✓ Details of the permit, license or exemption of the person/company receiving the waste.

Some WTNs can cover a regular similar load over a year  
*See the back of this sheet for an example of a WTN.*



### Hazardous waste

Hazardous items (as defined within the Waste catalogue, with a \* by their code) are subject to stricter rules and need a consignment note rather than a WTN.

Examples of hazardous waste includes:

- ✓ LCD screens and laptops (see EA Guidance Note) and also old CRT TVs and monitors.
- ✓ Fluorescent Light tubes or sodium lamps.
- ✓ Most fridges and freezers
- ✓ Certain types of batteries.
- ✓ Mineral oil or absorbent rags or container contaminated with oil .

These items and anything else which would be classed as hazardous (as defined within the regulations) cannot be discarded or transported mixed with general waste.



### Dangerous waste

If your waste is classified as dangerous (within the waste catalogue) such as asbestos, clinical waste, acids, flammable liquids and certain batteries, then it must be transported under the **Carriage of Dangerous Goods** regulations (CDG) which are outside of this guidance.

**Licensed waste carriers.** Anyone transporting waste which is not their own private waste to a council centre, **must have** current and valid registration (and carry proof with them whenever they transport any waste).

There are two tiers and the Env Agency will advise which applies on registration. **Upper tier** is for **anyone** who transports waste professionally, not just waste transporters like skip companies but also electricians, plumbers, carpenters and gardeners/landscapers etc. **Lower tier** is for less commercial movements, such as carpet fitters taking offcuts away or healthcare nurses travelling with waste sharps in their car etc.

Upper tier registrations need renewing every 3yrs (at around £100), lower tiers don't need to be renewed.



**You can be fined £5,000 if you transport waste without being reg or without a WTN/equivalent.**

**Everyone who pays someone else to remove their waste has a legal duty to ensure that person is licensed and authorised to do so, risking a Fixed Penalty if not.**

There is a growing trend of people advertising or agreeing to collect or clear waste on social media sites for cash, usually undercutting legitimate businesses (who dispose of it properly with associated costs). This is often dumped on fields, roads and verges or illegally taken to a local recycling centre passed off as their own waste.



**You can be prosecuted if the company you paid to dispose of your waste dumps it illegally.**

**Due diligence.** To protect yourself from prosecution when paying someone else to remove your waste:

- ✓ Always **ask to see** their waste carrier licence issued by the Environment Agency.
- ✓ Always **get a receipt**, including the details of who collected the waste and a description of the waste. Do not accept excuses such as, "I left my receipt book in my other van, I'll drop one off".
- ✓ **Record the reg** plate and description of the vehicle used to collect the waste plus any company name displayed on it or other markings.

 If in doubt, you should **check the Environment Agency register** of all authorised carriers which is available online: <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>



# 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 \_\_\_\_\_