



Brentwood
Borough Council

- There is another section on the WTN with the details of where the waste is going to. This must include dates, quantities delivered (weighbridge certificate), the names and addresses of all final destinations, both parties' signatures upon receipt of the waste and the waste management licence number of the final destination.
- If you are shipping the waste out of the UK, you need a 'Transfrontier Shipment Note' from the exporter, which details quantity of waste delivered, date, description of waste etc. - This is a complicated area and you should contact the Environmental Agency for information.
- If you are storing waste, operating a waste transfer station or sorting the waste before its final destination, you will need an Exemption from the Environment Agency. This lasts a year but can be renewed each year.

For more information, please visit
www.brentwood.gov.uk or
www.environment-agency.gov.uk

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This document is available in alternative
languages, audiotape, Braille or larger print.

Please contact
Brentwood Borough Council, Town Hall,
Ingrave Road, Brentwood, Essex
CM15 8AY

Environmental Services
*Commercial Waste
Responsibilities*

- **What to do if you produce waste**

You must ensure waste under your control is stored safely. You must prevent it causing pollution or harming anyone. The waste must be packed in suitable containers so that it cannot fall out, blow away or escape from the receptacle. You must secure the waste against unauthorised removal (vandals, thieves, animals, accident or weather) as far as is reasonably practical.

- You must have a waste removal contract with a licensed waste collection company. You must ensure that the company removing your waste is either from a local authority or is a licensed waste collection company (check with the Environment Agency if they are licensed by calling 08708 506506 or check their website www.environment-agency.gov.uk/publicregister). Keep a copy of your waste contractor's 'Certificate of Registration Under the Control of Pollution (Amendment) Act 1989'. The waste contractor's vehicle should display a copycard which must have the same registration number as is on the Certificate of Registration (issued by the Environment Agency). They will be authorised to remove your waste and dispose of it safely.
- You must provide a written description of your waste to the person who removes it. This is known as a waste transfer note (WTN) and must be completed by both persons involved in the transfer. This WTN can be supplied by the contractor with a section for you to fill in.

- You are required, by law, to produce copies of your current duty of care waste transfer notes, when asked by an authorised officer from the local council/environment agency, to prove that you are disposing of your waste in a responsible manner. You must keep these WTNs for 2 years.

- You must identify the waste on the WTN by reference to the codes set out in the List of Wastes (England) Regs 2005 (LoW). For example, if the waste consists only of tyres, then your LoW code is most likely to be 16-01-03, which is classified as 'tyre waste'. The WTN must have the date, your name and address as well as the waste contractor's name and address. The WTN must be signed by you and the waste contractor and must specify the exact quantity of waste removed. The waste contractor's vehicle registration number must be written on the WTN.

- **What to do if you remove waste**

You must have an up to date 'Certificate of Registration Under the Control of Pollution (Amendment) Act 1989', issued by the Environment Agency (contact the Environment Agency by calling 08708 506506 or visit their website for details). It is advisable to keep copies of your 'Certificate of Registration Under the Control of Pollution (Amendment) Act 1989' to issue to your customers when setting up their waste removal contract. Your vehicles must carry a copycard at all times (they are issued with your certificate by the Environment Agency),

which must have the same registration number as is on your Certificate of Registration.

- You must have in your possession a copy of the waste receipt issued to the waste producer. This is known as a waste transfer note (WTN) and must be completed by both persons involved in the transfer. This WTN can be supplied by you with a section for the waste producer to fill in.
- You are required, by law, to produce copies of your current duty of care waste transfer notes, when asked by an authorised officer from the local council/environment agency, to prove that you are disposing of the waste in a responsible manner. You must keep these WTNs for 2 years. The authorities may stop your vehicle at any time and you must be able to produce immediately a waste transfer note for all the waste in your vehicle.
- The waste producer must identify the waste on the WTN by reference to the codes set out in the List of Wastes (England) Regs 2005 (LoW). For example, if the waste consists only of tyres, then your LoW code is most likely to be 16-01-03, which is classified as 'tyre waste'. The WTN must have the date, waste producer's name and address as well as your name and address. The WTN must be signed by you and the waste producer and must specify the exact quantity of waste removed. Your vehicle registration number must be written on the WTN. You must leave a copy of the WTN with the waste producer.