

Application for an accreditation to export waste packaging



Under the Producer Responsibility Obligations (Packaging Waste) Regulations 2007 'the Regulations'

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

Who needs to fill in this form?

Use this form if you want to apply for or renew an accreditation to export waste packaging to a company in another country to:

- use it to make new products; or
- use it to create energy (for example, by burning it).

The accreditation will allow you to issue packaging waste export recovery notes (ePERNs) to producers or schemes, and charge a fee for each ePERN you issue. We grant accreditations to individual sites (no matter whether each site is run by the same organisation) and you cannot transfer your accreditation to another site.

If you want to export more than one material you only need to apply once. See 'More than one type of waste or overseas reprocessor' on page 1.

Assessing your application

We normally grant accreditations for a calendar year (starting on 1 January and ending on 31 December in the same year). We need to receive your application by 30 September for your accreditation to start on 1 January the next year.

If we receive your application after 30 September, we may not be able to make a decision on it before the end of the year, which could mean you are not accredited from 1 January.

If you export waste from the UK, your shipments are controlled by the Waste Shipments Regulation (Council Regulation 1013/2006/EC) and associated laws. The law governing exports is complicated and the controls that apply depend on:

- the type of waste you export;
- what you export it for; and
- where you are exporting it to.

Before you export anything you should ask our Transfrontier Shipment of Waste National Service for information on the controls that apply to the export you want to do. We have enclosed a copy of our 'Guide to the Transfrontier Shipment of Waste', which will give you more background information on the types of controls that may apply.

How to fill in this form

This form is in four parts. Everyone must fill in **parts A and D**. For each waste material you want to be included in your accreditation, you must fill in a separate copy of **part B**. For each overseas reprocessor you want to be included in your accreditation, you must fill in a separate copy of **part C**.

Please make sure you answer all the sections that apply to you. If you leave anything out, we may not be able to assess your application as quickly or we may refuse it. Your application and supporting documents must be in English.

More than one type of waste or overseas reprocessor

If you are planning to export more than one category of waste packaging, you must fill in a separate **part B** for each one (for example, if you want to export plastic and paper you must fill in one **part B** for plastic and one for paper).

If you are planning to export waste to more than one reprocessor, you must fill in a separate **part C** for each reprocessor you export the waste to.

You can use photocopies of **part B and part C**, but please make sure you take the copies you need before you start to write on the form.

Extra sheets

If you need more space for any of your answers, please use an extra sheet of paper. Make sure you label each sheet clearly with:

- the section number it applies to; and
- the number of the sheet (for example, '3 of 5').

Who to apply to

Use this form to apply to:

- us (Environment Agency) if your main business is in England or Wales;
- Scottish Environment Protection Agency (SEPA) – if your main business is in Scotland; and
- Environment and Heritage Service (EHS) – if your main business is in Northern Ireland.

Help and advice

Please contact us if you need any advice on how to give the information we need.

- Environment Agency – 08708 506506
- SEPA – 01786 457700
- EHS – 028 9056 9338

Keeping a copy

You should keep a copy of your filled-in form and any supporting information you send with the form. We may ask to see them when we check that you are keeping to the conditions of your accreditation. You should keep these records for at least four years.

Fees

There is a fee for accreditation. It is based on the amount of ePERNs you plan to issue on waste packaging you export for reprocessing during the calendar year.

- If you plan to issue ePERNs for 400 tonnes or less, the fee is £505.
- If you plan to issue ePERNs for more than 400 tonnes, the fee is £2,616.

Remember, if you are applying to export more than one type of waste packaging, you must tell us the total weight (in tonnes) you plan to issue ePERNs for.

For example, each year Bloggs Exporting Ltd exports three types of waste to six different overseas reprocessors. They export paper to two different reprocessors, glass to three different reprocessors and plastic to one reprocessor. Bloggs Exporting Ltd must fill in one part B for each

material, so they fill in one for glass, one for paper and one for plastic.

They export to six processors in total, so they must fill in six part Cs – two for paper, three for glass and one for plastic. They export 750 tonnes altogether, so they must pay the higher fee of £2,616.

Type of waste	Tonnes they will export in the year to come	Number of copies of part B	Number of copies of part C
Paper and cardboard packaging	100	1	2
Glass	400	1	3
Plastic	250	1	1
Total:	750	3	6
Fee:	£2,616		

Please make your cheques payable to:

- us (Environment Agency);
- Scottish Environment Protection Agency (SEPA); or
- Department of the Environment (Northern Ireland).

If we refuse your application, we cannot refund your fee.

You can find more information about fees in the guidance notes that came with this form.

Once you are accredited, you cannot:

- add another material; or
- transfer your accreditation to another person.

If you decide to export UK waste packaging to another overseas reprocessor after you have been accredited, you must send us another part C with the details of the new reprocessor and pay another fee if you want to issue ePERNs on that waste.

If you decide to export another packaging material after you have been accredited, you must make a separate application and pay a fee.

Approval to export waste electrical and electronic equipment

Please tick this box if you are planning to apply separately to be approved to export waste electrical and electronic equipment.

Contents

Part A

- 1 About this application
- 2 About your organisation
- 3 Contact details
- 4 Other registrations and accreditations
- 5 Environmental registrations or permits
- 6 Business plans
- 7 Issuing ePERNs

Part B

- 8 About the waste packaging material

Part C

- 9 How to fill in part C
- 10 Keeping to the law
- 11 Using overseas import agents
- 12 About the overseas reprocessor
- 13 The process
- 14 Describing the process
- 15 Loads rejected by the reprocessor

Part D

- 16 Checklist
- 17 The Data Protection Act 1998
- 18 Public registers and access to information
- 19 Declaration
- 20 What happens next
- 21 How to contact us



Part A

1 About this application

a Why are you filling in this application?

I am applying for the first time

I am renewing an existing accreditation

Please give the following details.

Registration number

Types of material accredited

If you are renewing your accreditation, you must fill in the form in full.

2 About your organisation

a Please tick the appropriate box to tell us your organisation's status.

Individual or sole trader (Please go to question 2b)

Partnership (Please go to question 2c)

Corporate organisation (Please go to question 2f)

b Please give us the following details for the person who is applying.

Title _____

First name _____

Last name _____

Trading or business name (if you have one)

Business address

Postcode _____

Contact details

Phone _____

Fax _____

Mobile _____

Email _____

If you are registered for VAT, please tell us the number here.

Now go to question 3.

2 About your organisation, continued

c Please give us the following details about your partnership.

Trading or business name of partnership (if there is one)

Business address and postcode

Postcode _____

Contact details

Phone _____

Fax _____

Mobile _____

Email _____

If you are registered for VAT, please tell us the number here.

d Please give us the following details for each partner.

Continue on separate sheets if you need to.

Partner 1

Title _____

First name _____

Last name _____

Partner 2

Title _____

First name _____

Last name _____

Partner 3

Title _____

First name _____

Last name _____

e Please attach evidence of your partnership.

(for example, a deed of partnership).

Now go to question 3.

f Please give us the following information about your corporate organisation.

Full company name

Previous company names (if any)

2 About your organisation, continued

g Business address

Please give us the address and postcode of your main office.

Postcode _____

Phone _____

Fax _____

Email _____

h Registered office

Please give the address and postcode of your registered office (if different from 2g).

Postcode _____

i Please attach a copy of your registration document.

Please tell us your company registration number.

If you are registered for VAT, please tell us the number here.

3 Contact details

a Please give us details of someone we can phone or write to with questions about this application.

We will put the name and phone number you give here on the public register – see ‘Public registers and access to information’ on page 11.

Postcode _____

Position

Address and postcode (if different from the address you gave in question 2)

Postcode _____

3 Contact details, continued

Contact details

Phone _____

Fax _____

Mobile _____

Email _____

4 Other registrations and accreditations

Producers' responsibility

a Are you an obligated producer of waste packaging?

An obligated producer of waste packaging is a business that handles more than 50 tonnes of packaging a year, and has a turnover of at least £2 million. If your business is part of a group of companies, these limits apply to the total amount of packaging handled by the group and the total turnover of the group.

No

Yes Please give the following details (whichever apply).

Registration number

Compliance scheme number

Reprocessing or exporting waste packaging materials

b Have you applied for any other accreditations for reprocessing or exporting waste packaging?

No

Yes Please give the following details.

Number of accreditations applied for

Name of site 1

Address and postcode of site 1

Postcode _____

Type of waste packaging

Did you apply as a reprocessor or as an exporter?

Reprocessor

Exporter

4 Other registrations and accreditations, continued

Name of site 2

Address and postcode of site 2

Postcode _____

Type of waste packaging

Did you apply as a reprocessor or as an exporter?

Reprocessor

Exporter

Please continue on separate sheets for other sites.

5 Environmental registrations or permits

We need to know about any environmental permits you already hold for this site. You must answer each question in this section.

Waste carriers and brokers

If you buy or sell waste, you should be registered as a waste broker. You may also need to register as a waste carrier if you transport other people's waste.

a Are you registered as a waste carrier?

No

Yes Please give the registration number.

b Are you registered as a waste broker?

No

Yes Please give the registration number.

Licence for managing waste

c Do you hold a current licence for managing waste?

Licences for managing waste are issued under the Environmental Protection Act 1990, the Control of Pollution Act 1974 or the Waste and Contaminated Land (Northern Ireland) Order 1997.

No

Yes Please give the following details.

Licence reference number and any modification reference numbers that might exist (you will have modification reference numbers if the licence has been amended to take account of changes to its conditions that we or you have asked to be made).

5 Environmental registrations or permits, continued

Date issued (DD/MM/YYYY)

Office which issued the licence

d Do you have a registered 'exemption from waste-management licensing'?

No

Yes Give the paragraph number in schedule 3 of the Waste Management Licensing Regulations 1994 which applies. You can find these paragraph numbers, and a description of what they relate to, at www.environment-agency.gov.uk/subjects/waste/1416460/.

Integrated Pollution Control (IPC) or Pollution Prevention and Control (PPC) authorisation

e Do you hold either an IPC 'Part A process' or a PPC 'Part A1 activity' authorisation?

No

Yes Please give the following details.

Reference number and any modification reference numbers that might exist (you will have modification reference numbers if the authorisation has been amended to take account of changes to its conditions that you or we have asked to be made).

Date issued (DD/MM/YYYY)

Office which issued the authorisation

f Do you hold either an IPC 'Part B process' or a PPC 'Part A2 or B activity' authorisation?

No

Yes Please give the following details.

Reference number and any modification reference numbers that might exist (you will have modification reference numbers if the authorisation has been amended to take account of changes to its conditions that you or we have asked to be made).

Date issued (DD/MM/YYYY)

Office that issued the authorisation

For sites in England and Wales, please give the name and address of the local authority, and the name of the person who dealt with your application.

5 Environmental registrations or permits, continued

Local authority

Address and postcode

Person who issued the authorisation

Postcode _____

Discharge consent

g Do you hold a discharge consent? (A discharge consent allows you to release agreed levels of pollution into rivers, aquifers and the sea.)
An aquifer is an underground layer of rock which holds water that can be taken out using a water well.

No

Yes Please give the following details.

Reference number

Date issued (DD/MM/YYYY)

Office that issued the discharge consent

Other environmental permits

h Do you hold any other environmental permits (for example, trade effluent consent)?

No

Yes Please tell us:

- what regulations apply to each permit;
- when the permit was issued;
- which office issued them; and
- to whom the permits were issued.

5 Environmental registrations or permits, continued

Please continue on separate sheets if you need to.

6 Business plans

a Please supply a business plan showing how you will use the funds you get from issuing ePERNs.

Your business plan should include details about:

- how you will increase the amount of waste packaging you can collect and export;
- developing new markets for materials or goods produced from recycled waste packaging;
- your arrangements for collecting and sorting waste packaging; and
- plans to help you to achieve the above.

There is more about business plans on page 3 of the guidance notes that came with this form.

7 Issuing ePERNs

People authorised to sign ePERNs

From 1 February 2007, PERN books have been replaced by electronic PERNs (ePERNs). You can now only issue ePERNs. You can find more details about ePERNs and how to issue them in the guidance document (NPWD02) that came with this form. The guidance also tells you how to issue ePERNs in the new National Packaging Waste Database (NWPD).

If we approve your accreditation, we will post or email you a username and password, and separately post you a PIN. This will allow you to use the NWPD, which includes issuing ePERNs. To do this, ePERNs must be produced and authorised within NWPD by the people in your organisation who you tell us about below.

If you don't have access to the internet, you will become an 'offline' accredited exporter and we will manage an online account for you. You will have to send us details of waste packaging you receive or export so we can record this. You will also need to send us ePERN request forms so we can issue ePERNs on your behalf.

7 Issuing ePERNs, continued

a Please give the names of the people in your organisation who are authorised to sign ePERNs.

Name 1 (Please use BLOCK CAPITALS)

Position

Signature

Name 2 (Please use BLOCK CAPITALS)

Position

Signature

Name 3 (Please use BLOCK CAPITALS)

Position

Signature

Part B

You must fill in a separate part B for each waste packaging material you plan to export.

Please take as many copies of part B as you need before you start to fill it in.

8 About the waste packaging material

a How many waste packaging materials (for example, bales of cardboard, bales of squashed plastic bottles and so on) will you be exporting?

This is the number of copies of part B you need to make.

b What is the type of waste packaging you want to export for reprocessing

(for example, cardboard boxes)?

c Please tell us where this waste packaging will come from

(for example, supermarkets, a recycling plant and so on).

d Please give the HM Revenue & Customs commodity code for the type of waste.

You can find the commodity codes at www.uktradeinfo.com/index.cfm?task=icnbrowsone

Sampling and inspection plan

e Please attach a plan showing how you will sample and inspect the packaging waste you export for reprocessing.

Your sampling and inspection plan should describe how you will work out how much UK packaging waste there is in any mixed loads. You must mention any trade procedures you will use.

By 'mixed loads' we mean waste packaging mixed with:

- other waste packaging materials;
- waste which is not packaging (you cannot issue ePERNs on this waste); and
- waste packaging from outside the UK (you cannot issue ePERNs on this waste).

You can find out more about sampling and inspection plans on page 3 of the guidance notes that came with this form.

8 About the waste packaging material, continued

Recording waste delivered and exported

f Please give the following details of your systems for recording the waste you receive and reprocess.

We may ask to see your records to check whether you are keeping to the conditions of your accreditation.

You should keep your records for at least four years.

Please attach a document describing the systems you use to:

- record the waste packaging you receive at your site;
- weigh the waste packaging;
- record packaging waste you send within and outside the UK;
- classify waste packaging;
- assess how the waste packaging is reprocessed;
- record the waste packaging you export; and
- produce three-monthly returns to send to us.

Transporting the waste packaging

g How do you plan to transport the waste packaging?

Please tick all that apply.

By road

By rail

By sea

By air

h Please list all the ports and airports you plan to export the waste packaging from.

Continue on separate sheets if you need to.

Part C

You need to fill in a separate part C for each overseas reprocessor you plan to use. If you use a reprocessor you have not told us about, you will not be allowed to issue ePERNs against UK waste packaging you export to that reprocessor.

Please take as many copies of part C as you need before you start to fill it in. You can send us a copy of a part C you sent when you last applied to us, if the details are still correct.

9 How to fill in part C

Your accreditation will be based on the reprocessor details you give here, so you must include all the overseas reproducers you are likely to use. We cannot process your application without this information.

a How many overseas reproducers will you be exporting to?

This is the number of copies of part C we need from you.

10 Keeping to the law

When you export waste packaging, you must keep to the waste-shipment regulations (TFS) and any other relevant waste-shipment laws.

There is more about this in 'Transfrontier Shipment of Waste Regulations (TFS)' on page 2 of the guidance notes.

For full details of the waste-shipment regulations, visit www.ec.europa.eu/environment/impel/wastelst.htm. These regulations group waste into 'Green', 'Amber' and 'Red' lists depending on the levels of controls that apply to them when they are exported. The group the waste is in depends very much on how dangerous the waste is. Waste in the 'Green' group needs the least amount of control, waste in the 'Amber' group is dangerous and waste in 'Red' is the most dangerous and is often banned from being moved.

The country you are exporting the waste to must also agree to import it. It is your responsibility to make sure that the correct procedures have been followed.

a Please give the following details about the overseas reprocessor.

Country the reprocessor is in

Type of waste packaging you will export to the reprocessor (for example, plastic)

OECD code from the 'Green list of waste' (for example, GH014). You can find this code at www.ec.europa.eu/environment/impel/wastelst.htm

b Please attach evidence to prove the waste will be reprocessed to standards that apply in the European Union.

If the reprocessor is outside the European Union, you must provide evidence that the waste will be reprocessed under conditions that meet the environmental standards that apply in the European Union.

If you cannot give us satisfactory evidence, we will not give you permission to issue ePERNs on waste packaging you export to that reprocessor. For more information, please read guidance note ACC-GN02 (a copy of which is attached).

11 Using overseas import agents

(foreign businesses which handle the exported waste before passing it to reproducers)

a Do you use an overseas agent when dealing with this reprocessor?

No

Yes Please give the following details about your agent.

Company name

Address and postcode

Postcode _____

Contact details

Title _____

First name _____

Last name _____

Position

Phone _____

Fax _____

Email _____

12 About the overseas reprocessor

a Please give the following details about the overseas reprocessor you plan to use. If you do not provide these details, we will not include this reprocessor in your accreditation. If you do not send at least one fully filled-in part C, we will not process your application.

Company name

Address and postcode

Postcode _____

12 About the overseas reprocessor, continued

Contact details

Title

First name

Last name

Position

Phone

Fax

Mobile

Email

b Please supply a flow diagram showing the transport route to the reprocessor. This should show the route the packaging waste travels from, where it was produced, and its final destination (the reprocessor), including all the places and businesses in between where it is received or handled.

13 The process

a What is the recovery or recycling code for the process the reprocessor uses?

Recycling or reusing waste

R3 – organic substances (for example, paper, cardboard, wood and plastic) which are not used as solvents, including composting and other biological processes.

R4 – metals and metal compounds (for example, steel and aluminum)

R5 – inorganic materials (for example, glass or ceramics)

Recovering energy

R1 – recovering energy, to be used mainly as a fuel or to generate energy in some other way

14 Describing the process

a Please describe what process your overseas reprocessor will carry out to recycle the waste packaging or create energy from it.

14 Describing the process, continued

b What new products will the waste packaging be made into (for example, new cardboard, glass containers, plastic rubbish sacks and so on)?

Continue on separate sheets if you need to.

15 Loads rejected by the reprocessor

You must record any loads the overseas reprocessor rejects (in tonnes) so we can take this from the total tonnes you have issued ePERNs for.

For example, you could record this information in the following way.

Type of waste	Tonnes exported	Tonnes rejected	Tonnes accepted
Paper	100	36	64
Glass	400	128	272
Total	500	164	336

a Please tell us about your arrangements for loads that are rejected or returned to the UK from this overseas reprocessor.

Include arrangements the reprocessor or importing country has put in place (for example, financial guarantees you have to make to cover any unexpected problems with the shipment).

Part D

16 Checklist

If you are planning to issue ePERNs for 400 tonnes or less, please enclose a cheque for £505.

If you are planning to issue ePERNs for over 400 tonnes, please enclose a cheque for £2,616.

Please tick the appropriate boxes to show which documents you have enclosed.

- Evidence of a formal partnership (section 2e)
- A company registration document (section 2i)
- A business plan (section 6a)
- A sampling and inspection plan (section 8e)
- A description of documentation systems (section 8f)
- Evidence to show the waste will be reprocessed to standards that apply in the European Union (section 10b)
- A flow diagram (section 12b)
- Any other attachments
- A cheque for the amount shown above

How many copies of part B are you sending?

How many copies of part C are you sending?

How many extra sheets are you sending?

We will not consider your application unless you have sent us all the information we need.

17 The Data Protection Act 1998

We, the Environment Agency, SEPA, or Environment & Heritage Service (depending on which organisation you have applied to) will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public register(s) up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.

18 Public registers and access to information

The regulations say we must list everyone we give an accreditation to on the public register.

If your application is successful, we will add the name and address of your registered office (or your main place of business) to the public register.

Specific information

We may also place on the public register:

- the type of material you reprocess and produce;
- your reprocessing 'R' code;
- the fee band you are in (less or more than 400 tonnes);
- the contact name for your organisation;
- your phone number;
- your reference number;
- whether or not we have received your three-monthly returns and yearly revenue returns;
- whether we have sent you a notice to suspend or cancel your accreditation; and
- whether we have actually suspended or cancelled your accreditation.

Combined information

From time to time we will also publish information brought together from all the reprocessors and exporters we accredit, including:

- the total amount of waste packaging received;
- the total amount of waste packaging reprocessed and exported;
- the number of ePERNs that have been issued or sold;
- the total amount of money made from ePERNs and what it has been spent on; and
- how much of each material the total number of accredited sites are able to reprocess.

We will not publish any of this information about your organisation separately.

If you think we should treat any information as commercially confidential, please let us know. However, under the Freedom of Information Act we may have to reveal your information even if you have asked us to keep it confidential.

19 Declaration

Please read the following declaration and sign below.

The information I have given in this application is true as far as I know and believe.

I understand that you may refuse, temporarily withdraw or cancel my accreditation if I give false or incomplete information.

If I deliberately make a statement which is false or misleading to get an accreditation, you may take legal action against me.

Your signature

Name

Title _____

First name _____

Last name _____

Position

Date (DD/MM/YYYY)

20 What happens next

After you fill in the form, please read through it again and make sure you have:

- answered all the questions;
- included all the documents you need to send us;
- included the correct fee; and
- signed the declaration.

We may refuse your application if you have not done all the things shown above.

Where to send your application

If your site is in England or Wales

Waste Industry Regulatory Services (WIRS)
 Quadrant 2
 99 Parkway Avenue
 Parkway Business Park
 Sheffield
 S9 4WG

Phone: 08708 506506
 Fax: 01142 626 660

If your site is in Scotland

Producer Responsibility Unit
 Scottish Environment Protection Agency (SEPA)
 Bremner House
 Castle Business Park
 Stirling
 FK9 4TF

Phone: 01786 457700
 Fax: 01786 446885

20 What happens next, continued

If your site is in Northern Ireland

Producer Responsibility Unit
 Environment and Heritage Service
 Klondyke Building
 Cromac Avenue
 Gasworks Business Park
 Lower Ormeau Road
 Belfast
 BT7 2JA

Phone: 028 9056 9338
 Fax: 028 9056 9376

Remember to keep copies of all the documents you send us.
 We will not return any documents you send.

Once we receive your application

Once we receive your application, we will contact you to arrange an accreditation inspection to check the information you have provided is correct.

21 How to contact us

If you need help filling in this form, please contact the person who sent you it or contact us as shown below.

General enquiries: 08708 506 506 (Monday to Friday, 8am to 6pm)

Minicom: 08702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

For Environment Agency use only

Name of the person applying

Date stamp

Was a cheque enclosed with the application?

No

Yes Cheque number

Amount

£505 £2,616

passed to finance

Number of materials applied for

Region, area and officer passed to

Date (DD/MM/YYYY)

Waste Industry Regulatory Services (WIRS) checks

Has the person included a business plan?

Has the person given a sampling and inspection plan?

Has the person signed the form?

Did you return the form to the person applying for more details?

No

Yes

Date the form was sent back (DD/MM/YYYY)

Comments

Applicant history

This is their first application

The person was accredited last year

Please give the previous accreditation numbers