

# Applying for an accreditation to reprocess waste packaging in the UK



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 reprocess waste packaging in the UK. By 'reprocessing' waste packaging, we mean using it to create new products or using it to create energy (for example, creating heat by burning it).

The accreditation will allow you to receive funding through issuing packaging waste recovery notes (ePRNs). We grant accreditations for individual sites and you cannot transfer them to another site or business.

If you want to reprocess more than one type of waste on one site, you only need to apply once. See 'Reprocessing more than one type of waste' on page 1.

### If you reprocess waste at more than one site

You must fill in a separate application form for each site where you reprocess waste packaging and for which you want an accreditation.

### Assessing your application

We normally grant accreditations for one calendar year (starting on 1 January and ending on 31 December). 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.

### How to fill in the form

You must fill in all parts of the form – parts A, B and 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.

### Reprocessing more than one type of waste

If you reprocess more than one type of waste packaging, you must fill in a separate part B for each material you reprocess (for example, one for plastic and one for paper).

You can photocopy part B, 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 reprocessing site is in England or Wales;
- Scottish Environment Protection Agency (SEPA) – if your reprocessing site is in Scotland; or

- Environment and Heritage Service (EHS) – if your reprocessing site 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 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 ePRNs you plan to issue on waste packaging you reprocess during the calendar year.

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

Remember, if you are applying to reprocess more than one type of packaging waste, you must tell us the total number of tonnes you plan to issue ePRNs for.

For example, each year Bloggs Reprocessing Ltd reprocesses 100 tonnes of paper, 400 tonnes of glass and 250 tonnes of plastic. The total number of tonnes reprocessed is 750, so the fee is £2,616. The company fills in three separate part Bs – one for paper, one for glass and one for plastic.

Type of waste	Tonnes they will receive for reprocessing in the year to come	Number of copies of part B
Paper and cardboard packaging	100	1
Glass	400	1
Plastic	250	1
Total:	750	3 part Bs
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

Once you are accredited for this application, you cannot:

- add another material to your accreditation; or

- transfer the accreditation to another:
  - person; or
  - site.

If you want to be accredited for reprocessing any other material after you have been accredited, you must apply separately and include the appropriate fee.

**Approval for processing waste electrical and electronic equipment**

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

**Contents**

**Part A**

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

**Part B**

- 8 About the waste packaging material
- 9 The process
- 10 Tonnes for the last calendar year
- 11 Issuing ePRNs

**Part C**

- 12 Checklist
- 13 The Data Protection Act 1998
- 14 Public registers and access to information
- 15 Declaration
- 16 What happens next
- 17 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.**

Name

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Trading or business name (if you have one)

\_\_\_\_\_

Address and postcode

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 9.

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

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 The site

### a Please tell us where the reprocessing site is.

At the address given in question 2

At the address given in question 3

If the site is at neither of these addresses, please give the address here.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

### b Please give the Ordnance Survey National Grid Reference of the site (for example, SJ 1234 5678).

\_\_\_\_\_

If there is more than one grid reference, please give the reference for the site entrance.

## 5 Other accreditations

### Reprocessing or exporting waste packaging

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

No  Go to question 6 – Environmental registrations or permits

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

**5 Other 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.

**6 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. If you answer 'No' to questions 6b, 6c and 6d, your application will probably not be successful.

**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.

\_\_\_\_\_

Are you registered as a waste broker?

No

Yes  Please give the registration number.

\_\_\_\_\_

**Licence for managing waste**

**b Do you hold a current licence for managing waste?**

Licences for managing waste are issued under part 2 of the Environmental Protection Act 1990, the Control of Pollution Act 1974 or the Waste and Contaminated Land (Northern Ireland) Order 1997. Your licence should state which set of regulations it was issued under.

No

Yes  Please give the following details.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6 Environmental registrations or permits, continued**

Date issued (DD/MM/YYYY)

\_\_\_\_\_

Office which issued the licence

\_\_\_\_\_

**Now go to question 6d.**

**c 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 what they relate to on our website, [www.environment-agency.gov.uk/subjects/waste/1416460/](http://www.environment-agency.gov.uk/subjects/waste/1416460/)

\_\_\_\_\_

**Integrated Pollution Control (IPC) or Pollution Prevention and Control (PPC) authorisations**

**d Do you either hold 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 (you will have modification reference numbers if your 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

\_\_\_\_\_

**e Do you hold 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 (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.

**6 Environmental registrations or permits, continued**

Local authority  
 \_\_\_\_\_  
 Address and postcode  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Person who issued authorisation  
 \_\_\_\_\_

**Producers' responsibility**

**f 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.

Registration number  
 \_\_\_\_\_  
 Compliance scheme number  
 \_\_\_\_\_

**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.

**6 Environmental registrations or permits, continued**

Please continue on separate sheets if you need to.

**7 Business plans**

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

Your business plan should include details about:

- developing how much waste you collect and reprocess;
- 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 achieve the above.

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

## Part B

You must fill in a separate part B for each waste packaging material you plan to reprocess. 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 reprocessing at the site?

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

\_\_\_\_\_

#### b What is the waste packaging material you want to reprocess (for example, ‘paper’)?

\_\_\_\_\_

#### c Please tell us where this waste packaging will come from (for example, ‘supermarkets’, ‘a recycling plant’ and so on).

\_\_\_\_\_

### Sampling and inspection plan

#### d Please attach a plan showing how you will sample and inspect the packaging waste you receive.

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 ePRNs on this waste); and
- waste packaging from outside the UK (you cannot issue ePRNs 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.

### Recording waste delivered and reprocessed

#### e 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 packaging waste you receive at your site;
- weigh the waste packaging you receive;
- record the materials you send out from your site (waste and products);
- classify waste packaging;
- record the waste packaging you reprocess; and
- produce three-monthly returns to send to us.

### 9 The process

#### a What is the operation code for the process you use?

Recycling and reclaiming waste (reclaiming waste is when you recover waste to use it again)

R3 – organic substances which are not used as solvents (for example, paper, cardboard, wood and plastic) – recycling processes for R3 include composting

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

### 9 The process, continued

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

#### Recovering energy

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

### Summary of your process

#### b Please attach the following.

- A flow chart showing all the waste packaging you start with, all the materials you produce from that waste and the process itself
- A list of the main reprocessing equipment you use.

#### c Please give the amount (in tonnes) that you estimate you will reprocess in the year for which you are applying for an accreditation. Include all types of materials you process.

\_\_\_\_\_ tonnes a year

#### d Please give the amount (in tonnes) you estimate you will reprocess in a normal working week. (Make sure you allow for routine maintenance, when equipment would need to be turned off for a while.) Include all types of materials you process.

\_\_\_\_\_ tonnes a week

### 10 Tonnes for the last calendar year

Because we issue accreditations for the year to come, we need to compare the estimates you gave in 9c and 9d with your actual figures for the previous year.

#### a Please give details of all materials you reprocessed in the last calendar year (from January to December).

If you have been carrying out the process for less than a year, please give estimates.

Do not include materials twice under separate headings.

If you receive mixed loads at your site, record the weight of waste packaging in the ‘UK waste packaging’ answer space and record the weight of the rest in the ‘waste which is not packaging’ answer space. Your sampling and inspection plan should include details of how you work this out.

In the ‘Raw materials’ answer space, only include extra material you add to the process (for example, dyes used in reprocessing plastic).

Please tick the appropriate box to show whether the following are:

estimated figures  actual (recorded) figures

Materials reprocessed	Tonnes in the last calendar year
UK waste packaging	
Non-UK waste packaging	
Waste which is not packaging	
Raw materials	

### 10 Tonnes for the last calendar year, continued

**b Please give details of all the materials you have produced from reprocessing in the last calendar year.**

If you have been carrying out the process for less than a year, please give an estimate.

Please tick the appropriate box to show whether the following are:

estimated figures  recorded figures

Materials	Tonnes or kilowatts
Material not reprocessed on site (for example, material you sell to another reprocessor or broker)	<input type="text"/>
Contaminants (for example, plastic contained in batches of paper)	<input type="text"/>
Process loss (packaging waste that is lost as waste during the recycling process)	<input type="text"/>
Product (including energy)	<input type="text"/>
Other (please give details below.)	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total	<input type="text"/>

'Product' is the recovered or recycled products from the reprocessing you do. For example, the weight (in tonnes) of plastic pellets.

### 11 Issuing ePRNs

**People authorised to sign ePRNs**

From February 2007, PRN books have been replaced by electronic PRNs (ePRNs). You can now only issue ePRNs. You can find more details about ePRNs in the guidance document (NPWDO2) that comes with this form. The guidance also tells you how to issue ePRNs 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, including issuing ePRNs. To do this, ePRNs must be produced and authorised 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 reprocessor and we will manage an online account for you. You will have to send us details of waste packaging you receive so we can record this. You will also need to send us ePRN request forms so we can issue ePRNs on your behalf.

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

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 C

### 12 Checklist

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

If you are applying to issue ePRNs 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 formal partnership (section 2e)                         | <input type="checkbox"/> |
| A company registration document (section 2i)                        | <input type="checkbox"/> |
| A business plan (section 7a)  | <input type="checkbox"/> |
| A sampling and inspection plan (section 8d)                         | <input type="checkbox"/> |
| A description of systems you use to record information (section 8e) | <input type="checkbox"/> |
| Documents to give details of the process you use (section 9b)       | <input type="checkbox"/> |
| Any other attachments   | <input type="checkbox"/> |
| A cheque for the correct amount                                     | <input type="checkbox"/> |
- How many copies of part B 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.

### 13 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.

### 14 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;
- the phone number;
- the address of your site;
- 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 ePRNs that have been issued or sold;
- the total amount of money made from ePRNs 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 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 if you have asked us to keep it confidential.

### 15 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 \_\_\_\_\_

## 15 Declaration, continued

Position

Date (DD/MM/YYYY)

## 16 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

## 16 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.

## 17 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](mailto:enquiries@environment-agency.gov.uk)

Website: [www.environment-agency.gov.uk](http://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