

# Application for approval as an approved exporter of waste electrical and electronic equipment

The Waste Electrical and Electronic Equipment Regulations 2006, as amended



Environment Agency



Northern Ireland Environment Agency



An Agency within the Department of the Environment  
www.doeni.gov.uk

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

It will take about 4 hours to fill in this form.

You'll need:

- WMP7 guidance notes
- details of environmental permits
- contact details of all overseas sites covered by the application
- details of operations at all overseas sites covered by the application
- evidence of equivalent environmental standards for all overseas sites covered by the application
- cheque book

### Who needs to fill in this form

Use this form if you want to apply for approval as an exporter of waste electrical and electronic equipment (WEEE). Approval will allow you, or any AATF supplying you, to issue evidence notes for WEEE which you export for reuse as a whole appliance, treatment, recovery or recycling.

Use this form to apply for approval as an exporter with:

- the Environment Agency
- Scottish Environment Protection Agency (SEPA)
- Northern Ireland Environment Agency (NIEA)

### Assessing your application

Your application will be subject to a number of checks and may include a site visit. We need to receive your application by 30 September if you want your approval to run from the start of the next compliance period. For approval from 1 January 2009 we need to receive your application by 30 September 2008.

If you apply during a compliance period your approval will run from the date we determine your application.

### Important information on waste exports

Exports of waste from the United Kingdom are subject to controls set out in the Waste Shipments Regulation (Council Regulation 259/93) and associated legislation. The legislative regime governing exports is complex and the controls applicable depend upon the type of waste being exported, the purpose of the export and the destination country.

There are additional restrictions on exports of hazardous waste which may affect some categories of WEEE. You may also need to refer to the Transfrontier Shipment of Radioactive Wastes Regulations where you intend to export WEEE containing radioactive sources.

Before making any export you must ensure that you comply with the requirements of the Waste Shipment Regulations and associated legislation. Your relevant agency can provide further information as follows:

- If you are in England and Wales you can contact the Environment Agency's Transfrontier Shipment of Waste National Service on 01925 542265

- If you are in Scotland contact SEPA on 01786 457700 or email [transfrontier@sepa.org.uk](mailto:transfrontier@sepa.org.uk)
- If you are in Northern Ireland contact NIEA on 028 9056 9317

There is more about this in the 'Transfrontier Shipment of Waste Regulations' section of the Form Guidance WMP7.

### How to complete the form

This form is in four parts. You must complete **Parts A, B and D** and also provide at least one completed **Part C** for an overseas recovery site. If you wish to use more than one overseas site for treatment, recovery or recycling of WEEE, then you must provide a completed **Part C** for each overseas site you intend to use. For example, if you intend to export WEEE for treatment at one site and for the WEEE materials to be passed to another site for recovery then you will need to provide a separate **Part C** for each of these sites.

Exports of waste can only occur where the waste will ultimately be recovered. Therefore you must include at least one overseas site that will be recovering (or recycling, which is a form of recovery) the waste that you intend to export. If your application does not include the details of at least one overseas recovery site it is likely to be refused.

You can use photocopies of **Part C**, but make sure that you take copies before you start to write on the form.

### Continuation sheets

If you need more space for any of your answers, please use a continuation sheet. Make sure that you label each sheet clearly with:

- the section number it applies to
- the number of the sheet, for example, 3 of 5

### Approval

You will be notified of our decision no later than 12 weeks after we receive your complete application. If our decision is to refuse approval we will tell you the reason for this decision and details of your right to appeal.

### Who to apply to

Use this form to apply to:

- the Environment Agency – if your principal place of business is in England or Wales
- Scottish Environment Protection Agency – if your principal place of business is in Scotland
- Northern Ireland Environment Agency – if your principal place of business is in Northern Ireland.

### If you need help and advice

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

Environment Agency – 08708 506 506

SEPA – 01786 457 700

NIEA – 028 9056 9387

**Keeping a copy**

You should keep a copy of your completed form and any supporting information that you submit. We may ask to see them when we monitor your compliance. You should keep these records for at least four years.

**Fees**

There is a fee for applying for approval as an exporter of WEEE. It is based on the amount of evidence of WEEE treatment, recovery and recycling you intend to issue during the calendar year.

- 400 tonnes or less – £500
- over 400 tonnes – £2,590

Cheques should be made payable to:

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

We cannot refund your fees, even if your application is refused.

There is more about fees in the guidance notes.

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**Part A**

**1 The applicant**

**1.1 What is your status?**

Corporate body   
Please go to section 1.2.

Partnership   
Please go to section 1.6.

Where not a body registered in the UK, including an individual or sole trader   
Please go to section 1.9.

**1.2 Corporate bodies**

Please give the following information:

Full company name  
\_\_\_\_\_

Former company name (if any)  
\_\_\_\_\_

**1.3 Business address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company registration number  
\_\_\_\_\_

VAT registration number  
\_\_\_\_\_

**1 The applicant, continued**

**Approved exporter reference**

If you have previously been an approved exporter please tell us your approval number

\_\_\_\_\_

**1.4 Registered office**

Full address of registered office if different from 1.3

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.5 Please supply a copy of your company registration document**

Document attached

**1.6 Partnerships**

Please give the following details:

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

\_\_\_\_\_

Business address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

**1 The applicant, continued**

Contact numbers, please include the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**1.7 Please give the following details for each partner**

Partner 1

Title \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

Partner 2

Title \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

Partner 3

Title \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

Please continue on a separate sheet if you have more than three partners.

**1.8 Please supply evidence of partnership**

For example a deed of partnership

Document attached

**1.9 Individual or sole trader**

Please give the applicant's details

Title \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

Position

\_\_\_\_\_

Trading or business name

\_\_\_\_\_

Business address or principal place of business

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**1 The applicant, continued**

**1.10 Service of notices**

Address for service of notices if not your registered office.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

**2 Contact details**

**2.1 Please give the details of someone we can contact with questions about this application.**

Name

Title \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_

Position

\_\_\_\_\_

If you have already provided the address and contact details, indicate which section they are provided in

1.3  1.4  1.6  1.9

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3 Other accreditations**

**3.1 Have you applied or do you intend to apply to be an approved authorised treatment facility of waste electrical and electronic equipment?**

No

Yes  Please give the following details.

Name of site

\_\_\_\_\_

Address of site

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

## Part B

### 4 Environmental registrations and data management

#### 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.

#### 4.1 Are you registered as a waste carrier or broker, or both?

No

Yes  Please provide details.

Registration numbers

Waste carrier:

\_\_\_\_\_

Waste broker:

\_\_\_\_\_

#### 4.2 Sampling and inspection plan

Please supply a sampling and inspection plan detailing how you intend to categorise the WEEE you export. Reference must be made to any agreed protocols used. If you do not use protocols you will need to tell us how you will identify which categories of WEEE you will receive and how you will differentiate between WEEE from households and WEEE from business end users. There is more about sampling and inspection plans in the guidance notes WMP7.

#### 4.3 Please give details of your documentation systems.

Please provide on a continuation sheet a summary of your records system which will enable you to keep the records listed below.

You must provide sufficient detail to enable us to assess, as part of the application process, the systems you have in place. We may ask to see your records when we monitor compliance. You should keep them for at least four years. Please include a description of the systems used to:

- record the receipt of waste
- establish the weight of the WEEE
- record the movement of WEEE within and outside of the UK
- classify WEEE into the 13 categories
- classify WEEE into household or non-household
- establish export logs
- complete quarterly returns to the relevant agency

## Part C

**You will need to fill in a separate Part C for each overseas site you expect to send WEEE to for treatment, recovery and recycling. If you do not provide details of each overseas site you subsequently use, you will not be permitted to issue evidence against WEEE exported to them. Please take as many copies of Part C as you need before you start to fill it in.**

### 5 Completing Part C

As your approval will be based on the site details you give here, you must include all overseas sites you are likely to use. Applications cannot be processed without this information.

#### Additional sites

If you want to include an additional overseas site after your approval has been granted, there will be an administrative charge of £110. Please submit additional site details on copies of this Part C.

#### 5.1 How many overseas treatment, recovery and recycling sites will you be exporting to?

\_\_\_\_\_

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

#### 5.2 Departure ports

Please give us the names of all the UK departure places you intend to use (e.g. port names).

Place of UK departure

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please continue on a separate sheet if you need to.

## 6 Exporting waste – complying with legislation

You must comply with the Transfrontier Shipment of Waste Regulations (TFS) and any other relevant waste shipment legislation when exporting waste electrical and electronic equipment (for example, the Transfrontier Shipment of Radioactive Waste Regulations).

There is more information about this in the guidance notes.

Visit

<http://europa.eu.int/comm/environment/impel/wastelst.htm> for full details of the 'traffic light' waste shipment regulations.

Destination countries must consent to this waste electrical and electronic equipment being imported and it is your responsibility to make sure that the correct procedures have been followed.

## 7 Use of overseas site

### 7.1 Please give the following details for this overseas treatment, recovery and/or recycling site.

If you do not provide details of the overseas site you intend to use we will not include this Part C in your approval. If you do not submit at least one fully completed Part C for a recovery site we will be unable to progress your application. You need to include details of sites additional to the ones you directly ship to, if your WEEE or WEEE materials are treated, recovered and/or recycled at further sites.

## 7 Use of overseas site, continued

Where you are exporting un-treated WEEE for re-use you must send us full details of the receiving site.

Company name

\_\_\_\_\_

Main contact

Title \_\_\_\_\_

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

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

Position

\_\_\_\_\_

Site address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Web address (if available)

Website \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 7.2 Transport flow diagram

Please supply a flow diagram showing the transport route to the overseas site. This should include all places the WEEE goes through prior to reaching the final recovery site.

Document attached

### 7.3 Equivalent standards

For every overseas treatment, recovery or recycling site you include in **Part C** of your application, which is outside the European Economic Area (EEA), you must provide us with evidence that the treatment, recovery, recycling or reprocessing of WEEE will be carried out under conditions that are equivalent to the environmental standards that apply in the European Union.

If you are unable to provide us with satisfactory evidence of equivalent standards for an overseas site, it will not be included in your approval and you will not be permitted to issue evidence notes on WEEE exported to that site.

Please refer to the guidance notes for more details.

I have attached evidence of equivalent standards for this overseas site.

All supporting information on equivalent standards must be in English.

## 8 Categorising the WEEE and tonnages

### 8.1 Please indicate the amount in tonnes of WEEE that you intend to export to this site for treatment, recovery or recycling.

Please refer to Schedule 1 of the regulations and to the guidance notes for further information on what is included in each category.

Category	Exported for treatment	Exported for recovery	Exported for recycling and re-use of components, materials and substances	Total WEEE from households	Total WEEE other than from households
1. Large household appliances (except cooling appliances containing refrigerants)					
2. Small household appliances					
3. IT and telecommunications equipment (except display equipment)					
4. Consumer equipment (except display equipment)					
5. Lighting equipment (except gas discharge lamps)					
6. Electrical and electronic tools					
7. Toys, leisure and sports equipment					
8. Medical devices					
9. Monitoring and control instruments					
10. Automatic dispensers					
11. Display equipment					
12. Cooling appliances containing refrigerants					
13. Gas discharge lamps					

## 9 Describing the waste and treatment, recovery or recycling processes

### 9.1 Description of WEEE

Please describe the waste you intend to export to this site, or which will be passed to this site by another overseas site on your behalf. You should describe the type of WEEE (i.e. whole appliances) or WEEE derived materials (i.e. ferrous metals) that you are exporting.

## 10 Load rejection

If your application is approved you must record any tonnage rejected by the overseas treatment site so that it can be deducted from the total amount of evidence notes issued.

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

Include arrangements the site or importing country have implemented – for example, financial bonds.

### 9.2 Is the waste you are exporting from the UK classed as hazardous waste?

No

Yes

### 9.3 Description of treatment, recovery and recycling

Please describe the treatment, recovery and recycling processes that will be undertaken on WEEE at this site. Please provide as much detail as possible. i.e. mobile phones exported for refurbishment and re-use, non-ferrous metals smelted for recovery etc.

Please continue on a separate sheet if you wish to add further details.

## Part D

### 11.1 Checklist

For applications to issue evidence notes for:

400 tonnes or less – enclose a cheque for £500

over 400 tonnes – enclose a cheque for £2,590

I enclose:

evidence of company registration, Section 1.5

evidence of formal partnership, Section 1.8

sampling and inspection plan, Section 4.2

description of documentation systems, Section 4.3

How many copies of Part C are you submitting in total?

\_\_\_\_\_

How many sets of evidence to support the equivalent standard are you submitting in total?

\_\_\_\_\_

How many transport flow diagrams are you submitting in total?

\_\_\_\_\_

How many continuation sheets are you attaching to this form in total?

\_\_\_\_\_

The application will not be accepted for consideration unless all the required information has been submitted.

### 11.2 Previous convictions

As an operator of an AATF or approved exporter have you ever been convicted of an offence under the Waste Electrical and Electronic Equipment Regulations, 2007 as amended?

No

Yes  If yes, please provide further information about your conviction and what remedial steps you have taken to ensure this does not happen in the future.

## 12 The Data Protection Act 1998

The Environment Agency is responsible for regulating environmental protection, flood defence, water resources and fisheries. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

SEPA's main aim is to provide an efficient and integrated environmental protection system for Scotland that will both improve the environment and contribute to the Scottish minister's goal of sustainable development.

## 12 The Data Protection Act 1998, continued

NIEA's aim is to protect and conserve Northern Ireland's natural and built environment, to control and regulate pollution and to promote appreciation of the environment and best practice.

We, the Environment Agency, SEPA or NIEA (depending on which regulator 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 registers 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.

### Public register and access to information

The regulations say we must publish a list of who is approved.

If your application for approval is successful the following information will be added to that list:

- name and address of approved exporter

If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let us know. You should be aware that we may be required by freedom of information laws to disclose information even where the applicant requests that it is kept confidential. The relevant laws are: for the Environment Agency and NIEA – The Freedom of Information Act 2000 and the Environmental Information Regulations 2004; and for SEPA – the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

## 13 Declaration

**13.1 I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.**

**13.2 I declare that I have read and understood the conditions of approval as set out in Schedule 8 of the regulations and that I will comply with these conditions.**

### 13 Declaration, continued

If you deliberately make a statement that is false or misleading in order to obtain approval you may be liable to prosecution.

Signature

Name

Title

First name

Last name

Position

Date (DD/MM/YYYY)

### 14 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
- signed the declaration

Your application may be refused if the application is incomplete

### 15 Where to send your application

If your site is in England or Wales

Environment Agency  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WG  
Phone 08708 506506

### 15 Where to send your application, continued

If your site is in Scotland

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

Phone 01786 457700

Fax 01786 446885

If your site is in Northern Ireland

Producer Responsibility Unit  
Northern Ireland Environment Agency  
Klondyke Building  
Cromac Avenue  
Gasworks Business Park  
Lower Ormeau Road  
Belfast  
BT7 2JA

Phone 028 9056 9387

Fax 028 9056 9376

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

### 16 How to contact us

If you need help filling in the form, please contact the person who sent you this form or call our general enquiries number shown below.

General enquiries: 08708 506 506 (Mon–Fri 8–6)

Minicom: 08702 422549 (Mon–Fri 8–6)

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 have any communication needs such as community language or alternative format so we can keep in touch with you more easily.**

#### For office use only

Operator/Business name

Reference number

Number of sites covered by this application

Date stamp

Cheque enclosed

No

Yes

Cheque number

Cheque amount

£500  £2,590  Passed to finance

Region/Area/Officer details

Site inspection required

No

Yes

Recommendation:

Approve

Refuse