

Application to register as a carrier and/or broker of controlled waste

Waste management



Control of Pollution (Amendment) Act 1989, The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 (as amended), The Waste Management Licensing Regulations 1994 (as amended)

For Environment Agency use only

Fee received

£

Date received (DD MM YYYY)

Application reference number

Registration number

Please read the guidance notes and the form carefully before you complete it. We may refuse your application if the information you provide is incomplete or false.

When to fill in this form

Fill in this form if you:

- want to register as a carrier or a broker of controlled waste or both
- want to renew your registration as a carrier or a broker of controlled waste or both
- are a carrier and want to become a broker as well or instead
- are a broker and want to become a carrier as well or instead
- are registered as a partnership and a new partner has joined you.

Everyone has to fill in section 1 of the form.

1 About this application

1.1 Why are you filling in this application?

Decide which of the four headings below applies to you. Then please tick one of the descriptions under that heading.

To register for the first time

I am applying to register as

- a carrier
- a broker
- a carrier and a broker

Now go to question 1.2

1 About this application *continued*

To renew your registration

I am already registered as

- a carrier
- a broker
- a carrier and a broker

Existing registration number

Expiry date (DD MM YYYY)

Now go to question 1.2

To re-register a lapsed registration

I am applying to register as

- a carrier
- a broker
- a carrier and a broker

Lapsed registration number

Expiry date (DD MM YYYY)

Now go to question 1.2

To change an existing registration

Remember that any change of legal entity will require a new application.

Previous registration number *if applicable*

I have been registered

- separately as a carrier or broker and want to become both
- as a carrier and want to become a broker instead
- as a broker and want to become a carrier instead
- as an individual and want to become a partnership – *you need to make a new application*
- as an individual and want to become a company – *you need to make a new application*
- as a new partner(s) joining an existing partnership
- as a partner and want to become an individual
- other *Please give details*

1 About this application *continued*

Previous registrations as a carrier or broker

1.2 Have you tried to register with us or SEPA in the past three years and been refused?

No

Yes Please give the date (DD MM YYYY)

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2 Contact details

2.1 Please give us your contact details in case we have questions about your application.

This can be someone acting as your 'agent'.

Name

Title
First name
Last name

Position

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Address

Postcode									
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Contact numbers

Phone																			
Fax																			
Mobile																			
Email																			

3 The applicant

3.1 What is your status?

- Individual *Go to '4 Individuals'*
- Partnership *Go to '5 Partnerships'*
- Limited company *Go to '6 Limited companies' on page 3*
- Other (for example, a hospital trust, trade union) *Go to '7 Other types of organisation' on page 4*

4 Individuals

4.1 Name of applicant

Title
First name
Last name

Date of birth (DD MM YYYY)

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4 Individuals *continued*

Previous name *if any*

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Trading/business name *if any*

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4.2 Business contact details *if different from 2.1*

Address

Postcode									
----------	--	--	--	--	--	--	--	--	--

Contact numbers

Phone																			
Fax																			
Mobile																			
Email																			

Now go to '8 Convictions for relevant offences' on page 4.

5 Partnerships

5.1 What is the partnership name?

Trading or business name of partnership *if there is one*

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5.2 Business contact details *if different from 2.1*

Address

Postcode									
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Contact numbers

Phone																			
Fax																			
Mobile																			
Email																			

5 Partnerships continued

5.3 Please give us the following details for each partner

Continue on separate sheets if necessary and get a partner to sign them.

Partner 1

Title
First name
Last name

Date of birth (DD MM YYYY)

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Partner 2

Title
First name
Last name

Date of birth (DD MM YYYY)

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Partner 3

Title
First name
Last name

Date of birth (DD MM YYYY)

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Partner 4

Title
First name
Last name

Date of birth (DD MM YYYY)

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Now go to '8 Convictions for relevant offences' on page 4.

Existing registration

5.4 Are you joining a partnership which is already registered as a carrier and/or broker of controlled waste?

No Go to '8 Convictions for relevant offences' on page 4

Yes Please give details

Registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Area or authority the existing registration was issued by

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Now go to '8 Convictions for relevant offences' on page 4.

6 Limited companies

6.1 Business names

Full company name

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6 Limited companies continued

Former company name *if any*

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Trading name *if different from company name*

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6.2 Main office

Address

Postcode

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Contact numbers

Phone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email

Company registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If the company is registered abroad please give the country of registration

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6.3 Registered office if different from 6.2

Address

Postcode

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6.4 For each director, manager, company secretary or other similar officer please give us the following details

Continue on separate sheets if there are more people.

Person 1

Title
First name
Last name

Date of birth (DD MM YYYY)

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Position

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6 Limited companies continued

Home address

Postcode												
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Person 2

Title	
First name	
Last name	

Date of birth (DD MM YYYY)

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Position

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Home address

Postcode												
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Person 3

Title	
First name	
Last name	

Date of birth (DD MM YYYY)

--	--	--	--	--	--	--	--	--	--

Position

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Home address

Postcode												
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Now go to '8 Convictions for relevant offences'.

7 Other types of organisation

7.1 What is the legal status of your organisation?

For example, hospital trust, trade union.

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7.2 Organisation

Organisation name

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7 Other types of organisation continued

Address

Postcode												
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7.3 Executive

Name

Title	
First name	
Last name	

Date of birth (DD MM YYYY)

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Home address

Postcode												
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Contact numbers

Phone																				
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Fax																				
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Mobile														
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Email																															

Now go to '8 Convictions for relevant offences'.

8 Convictions for relevant offences

We need to know about any offences that you (or any relevant person in your business) have been convicted of as listed in the guidance notes that came with this form.

Conviction of a relevant offence will not automatically disqualify your application.

To help with our assessment, you must supply a 'post-conviction plan' with your application for any convictions you received after 1 July 2003.

For convictions received before 1 July 2003, you should give details in a 'representation of fitness' statement.

If a registration has been issued, and you are then convicted of a relevant offence, this could be enough to stop future licences or registrations from being issued or we could revoke any you already hold.

There is more about this in the guidance notes that come with this form.

8 Convictions for relevant offences *continued*

8.1 Have you or any other relevant person (including business partner, director, manager, company secretary or any similar officer) been convicted of any relevant offence?

For a list of relevant offences and details of who is a 'relevant person', read the guidance notes that came with this form.

No Go to '9 Existing authorisation'

Yes Please give details

Convicted person 1

Title

First name

Last name

Position held

Date of conviction (DD MM YYYY)

Name of court

Offence

Penalty imposed

Convicted person 2

Title

First name

Last name

Position held

Date of conviction (DD MM YYYY)

Name of court

Offence

Penalty imposed

Convicted person 3

Title

First name

Last name

Position held

8 Convictions for relevant offences *continued*

Date of conviction (DD MM YYYY)

Name of court

Offence

Penalty imposed

Continue on separate sheets if you need to.

9 Existing authorisation

Waste Management Licences and Pollution Prevention and Control (PPC) permits

9.1 Do you hold a current waste management licence or PPC permit?

For example, for a waste transfer station, a landfill site or a metal recycling facility. This is different from a waste carrier and/or broker registration.

No Go to question 9.2

Yes Please give details for each licence or permit

Continue on a separate sheet if you need to.

Individual or company 1

Name of individual or company

Name of authority

Waste management licence or PPC permit number

Date licence or permit was granted (DD MM YYYY)

Individual or company 2

Name of individual or company

Name of authority

Waste management licence or PPC permit number

Date licence or permit was granted (DD MM YYYY)

Individual or company 3

Name of individual or company

Name of authority

9 Existing authorisation *continued*

Waste management licence or PPC permit number

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Date licence or permit was granted (DD MM YYYY)

--	--	--	--	--	--	--	--

9.2 Do you have any currently registered exemptions from waste management licensing?

No

Yes Please give the registration number

Continue on a separate sheet if you need to.

Individual or company 1

Name of individual or company

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Exemption registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date exemption was registered (DD MM YYYY)

--	--	--	--	--	--	--	--

Individual or company 2

Name of individual or company

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Exemption registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date exemption was registered (DD MM YYYY)

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10 Data Protection Act 1998

The information provided by yourselves will be processed by the Environment Agency to deal with your application, to monitor compliance, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental matters;
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Defra) on environmental issues;
- carrying out statistical analysis, research and development on environmental issues;
- providing public register information to enquirers;
- investigating possible breaches of environmental law and taking any resulting action;
- preventing breaches of environmental law;
- assessing customer service satisfaction and improving our service; and

10 Data Protection Act 1998 *continued*

- responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows.

We may pass it on to our agents/representatives to do these things on our behalf.

11 Checklist

Please read the enclosed letter to see how much you need to pay.

Please make cheques payable to Environment Agency.

I enclose a cheque for the correct fee of

£	
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Please list below any other relevant documents included with this application; for example, post-conviction plan.

Give each document you send to us a reference so we can identify it.

Document 1

Title

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Date (DD MM YYYY)

--	--	--	--	--	--	--	--

Reference number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Document 2

Title

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Date (DD MM YYYY)

--	--	--	--	--	--	--	--

Reference number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Document 3

Title

--

Date (DD MM YYYY)

--	--	--	--	--	--	--	--

Reference number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Continue on separate sheets if you need to.

Number of continuation sheets if applicable. Please make sure any continuation sheets to question 5.3 are signed by the additional partners named on those sheets.

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11 Checklist *continued*

Certificates of Registration

We issue paper Certificates of Registration which are A4 size (standard letter size).

You can buy credit-card-style proofs of registration once your application has been registered. Contact your local area office or phone us on 08708 506506 for details.

12 Declaration

I declare that the information in this application is true to the best of my knowledge and belief.

I understand that if any information in this application is incomplete the Environment Agency may refuse my application. If any information is false the Environment Agency may:

- prosecute me
- revoke my registration, or
- both.

Signature

Please note that applicants must sign the declaration themselves, even if an agent is working on their behalf.

If you have completed this form on screen, then you should sign the form by hand where necessary after you have printed the form.

For partnerships, all applicants in the partnership must sign below.

Signature 1

Name

Title
First name
Last name

Status

Date (DD MM YYYY)

--	--	--	--	--	--	--	--

Signature 2

Name

Title
First name
Last name

Status

Date (DD MM YYYY)

--	--	--	--	--	--	--	--

12 Declaration *continued*

Signature 3

Name

Title
First name
Last name

Status

Date (DD MM YYYY)

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Signature 4

Name

Title
First name
Last name

Status

Date (DD MM YYYY)

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13 What happens next

When we receive your application form we will send you an acknowledgement.

After we get your form, it takes up to two months to deal with your application.

If we need any more information about your application, we will get in touch by phone or letter.

Once we have processed your application, we will usually send you a Certificate of Registration and your registration number. (Broker-only applicants will receive a confirmation of registration and their number by letter.)

We may refuse your registration if you:

- have been convicted of a relevant offence
- leave out information
- give false information.

If there are any changes to the information you give on your application, you must let us know straight away. You can phone us on 08708 506506.

Appeals

You can appeal:

- against our decision
- if we do not process your application on time.

There is more about this on the inside back cover of the folder.

Please return the completed application form to the address given on the letter that came with this form.