

Duty of Care Controlled Waste Transfer Note

(This is just an example of a transfer Note which you may use or adapt for your specific needs providing the same relevant information is contained)

Section A – Description of the waste			
Please describe the type of waste below: (e.g. "Plastic bale wrap")			
Please give the six figure European Waste Catalogue Code (EWC code) for the waste below: (information on EWC codes can be found on the SEPA website. https://www.sepa.org.uk/media/163421/ewc_guidance.pdf)			
Total quantity of waste to be collected: (e.g. number of sacks, weight)			
Section B – Waste producer details			
Standard Industrial Classification (SIC) Code – Find it on the Companies House website http://resources.companieshouse.gov.uk/sic/		SIC	
Name:			
Address:			
Postcode:			
Telephone:			
Email:			
Signature:			
Section C – Person or company collecting the waste			
Name:			
Address:			
Postcode:			
Telephone:			
Email:			
Name:			
Signature on behalf of person or company collecting waste:			
Which of the following is the person or company collecting the waste? (Please tick appropriate box)			
Registered waste carrier		Registration number	
Local Authority, Charity or other organisation registered as a Professional Carrier and Transporter of Waste.		Registration number	
<i>Note: If exempt from the requirement to register as a waste carrier, then you should be registered as a Professional Carrier and Transporter of Waste, see NetRegs: http://www.netregs.org.uk/environmental-topics/waste/waste-carriers-brokers-and-dealers/</i>			
Holder of a waste management licence or permit		Licence or permit number	
		Issued by:	
Exempt from requirement to have a waste management licence or permit		Give reason (e.g. exemption/registration number).	
Section D			
Address of place of transfer / collection point			
Date of transfer			
Name and address of broker who arranged transfer (if applicable)			