

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 at http://www.sepa.org.uk/waste/waste_regulation/ldoc.ashx?docid=6694b6cd-1890-4b78-b20e-9d1d07207fac&version=-1)

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Total quantity of waste to be collected: (e.g. number of sacks, weight)

Section B – Waste Producer (your name and address)

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:

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, for more information see:

http://www.sepa.org.uk/waste/waste_regulation/waste_carriers_and_brokers/who_needs_to_register.aspx

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

Time of transfer

Name and address of broker who arranged transfer (if applicable):