

# Waste Transfer Note – What To Look For



A Waste Transfer Note must contain ALL of the information marked below.

**THIS IS A LEGAL DOCUMENT AND MUST BE KEPT FOR 2 YEARS.**

- 1 Description of the waste
- 2 EWC Code for each waste
- 3 How the waste is packaged/ contained
- 4 Quantity of waste
- 5 Name and address of waste producer
- 6 SIC code of the waste producer

Section A: Description of the Waste	EWC Code	Container	Number of containers	Volume
1	2	3		4

**Section B: Producer of holder of the waste (Waste Producer)**

Company Name: 5

Address: \_\_\_\_\_ Postcode: 6

SIC code of activity producing waste: 7

Name of nominated person/ENGINEER (please print): 8

By signing below, I confirm that I have a duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C: Person collecting the waste (Waste Carrier)**

Waste Carrier Company Name: 9

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Waste Carrier Licence Number: \_\_\_\_\_ Waste Transfer Note M: \_\_\_\_\_

Waste Carrier Nominated person (please print): 10

I confirm receipt of the waste outlined in section A

Signature: \_\_\_\_\_

Date (dd/mm/yy): 11 (hh:mm): \_\_\_\_\_

**Section D: Details of Waste Management Facility (indicate type of facility)**

Recycling Facility	Transfer Station	Exempt Site	Landfill Site
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Waste Management Company Name: 12

Waste Management Facility Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Environmental Permit Number: \_\_\_\_\_

Site Exemption Details: \_\_\_\_\_

Management Facility Nominated person (please print): \_\_\_\_\_

I confirm receipt of waste outlined in section A

Signature: \_\_\_\_\_

Date (dd/mm/yy): \_\_\_\_\_ Time (hh:mm): \_\_\_\_\_

- 7 Declaration of application of waste hierarchy
- 8 Signature of nominated person (producer)
- 9 Details of the Waste Carrier
- 10 Signature of nominated person
- 11 Date and time of waste transfer
- 12 Details of the licence/exemption of the person receiving the waste

Please note: the waste transfer note will remain ENGIE as that remains the legal entity