



**ENVIRONMENT
AGENCY**

Guidance for Registering an Exempt Operation: Repair or refurbishment of Waste Electrical or Electronic Equipment

Please read these guidance notes carefully before you make your notification.

Introduction

This document is intended for any establishment or undertaking that wishes to renew or make changes to an existing paragraph 40 registration. It should be read in conjunction with the notification form EPA, EPB-40 & EPF which can be found alongside these guidance notes on our web site.

The document is split into four sections –

Section A - About the Regulations

This section explains where you can find a full description of a Paragraph 40 operation and what to do if you want to notify us of your intention to undertake this operation. We also explain what happens when your operation is registered and how a registration is renewed.

Section B – Completing the Notification Form

Explains how to complete the notification form which provides us with the basic details of your paragraph 40 operation. You must use the notification form with the same reference as this document – EPA, EPB-40 & EPF.

Section C – Supporting Documentation

Sets out the full list of supporting documents that you must submit with a renewal notification and details the sort of information each supporting document must contain.

Section D – Declaration

Reminds you to read the declaration on the notification form before you submit your renewal.

Section A – About the regulations

Most waste management activities are regulated by the Environmental Permitting (England and Wales) Regulations 2010. The regulations determine whether certain waste operations must have a permit or if they can be exempt. The exception to this would be exemptions registered before 5 April 2010. This would still be covered by the Environmental Permitting (England and Wales) Regulations 2007, during the transitional provisions detailed in the 2010 regulations.

There are a number of waste operations that are exempt from permitting. We provide a plain language guide to each of the exemptions on our website at: -

<http://www.environment-agency.gov.uk/business/topics/waste/32140.aspx>

A full transcript of the paragraph 40 exemption which covers the repair or refurbishment of Waste Electrical and Electronic Equipment, and a summary explaining the legislation can be found on our web site at:-

<http://www.environment-agency.gov.uk/business/topics/permitting/34787.aspx>

Before you make your notification

If you want to undertake an exempt operation you must notify us first, providing us with certain information. We will assess the information and decide whether we can register that operation as exempt. **It is an offence to carry out a paragraph 40 exempt operation without being registered.**

Before you notify us, use the guidance detailed at the links above to make sure that you know what the exemption covers, what the specific limits of the exemption are and that you can always operate within its limits.

Please note:

For an operation to be exempt, the waste must be recovered without endangering human health and without using processes or methods which could harm the environment, and in particular without:

- risk to water, air, soil, plants or animals
- causing nuisance through noise or odours
- adversely affecting the countryside or places of special interest.

Making your notification

When you make a notification you are required to fill in a form and may also need to provide supporting documentation.

For a renewal, we must receive your notification at least 2 months before you want to carry out the operation. The notification is complete when we have received all your documents and you have paid your fee.

Fees

Paragraph 40 is a chargeable exemption. You can find information under the Environmental Permitting Charging Scheme at –

<http://www.environment-agency.gov.uk/business/regulation/31857.aspx>

You must include the correct fee with the renewal, otherwise all documentation will be returned to you without further processing.

What happens when we receive your notification

When we have received your notification we will contact you to arrange an inspection of the site. The inspection must be carried out within 2 months of receiving your notification. After the inspection, if we are satisfied that you are meeting the exemption criteria we will send you confirmation of your registration. If we are not satisfied that you are meeting the exemption criteria we will send you a notice of refusal. If we refuse your notification we will tell you why. There is no appeal process for exemptions.

Carrying out an operation when not registered with us is an offence.

Please ensure that you allow a minimum of 2 months from the date that we will receive your notification to the date upon which you wish to begin the operation.

Renewing a notification.

We must receive notification for renewals before the current registration expires which is 12 months from the original registration or last renewal. A notification received after a registration has expired will be a new notification and will attract the higher fee. We will remind you when your registration is due for renewal, usually at least one month before it is due to expire.

Each year that you renew a Paragraph 40 exemption you will need to complete a notification form. Other supporting documents may be required where you have not provided that item previously, where they are out of date or where there have been changes.

If you wish to vary any of the details of an exemption after it has been registered, phone us on **08708 506506** to discuss the changes.

When you are registered

When we confirm that we have registered your waste operation you may start to operate. We will inspect the site at least once in every 12 months. The inspection will check that the types and quantities of waste stored and treated comply with the regulations.

We may remove your registration from the public register if you are carrying out your operation in breach of the regulations. We will send you a notice and explain why we have removed your exemption. You will also be liable for prosecution

Where to post your form and how to contact us

Post your notification form, fee and any supporting documents to the Environment Agency office at the address on the last page of the notification form.

If you have any queries regarding the form or supporting documents, please contact us as shown below.

General Enquiries : 08708 506 506 (Monday to Friday, 8am to 6pm)

Minicom: 08702 422 549 (Monday to Friday 8am to 6pm)

E-mail: enquiries@environment-agency.gov.uk

Website: 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.

SECTION B – Completing the Notification Form EPA, EPB40 & EPF

Part A

Details of the establishment or undertaking

1 Customer Reference number

2 Please indicate in the boxes provided, the type of applicant (Individual, Organisation of Individuals, Company or Public Body).

3 - 5 Please provide the details of the person, company or organisation that will be carrying out the exempt operation in section 1.2., including name, date of birth, position (where relevant) address, phone number, fax and email address. If you are a company also include the company name and registration number. If you are a Public body say what type.

Where you have identified yourself as an Organisation of Individuals, include the same details for all members.

6 Provide the details of the person who will be the contact for this notification.

Please note the contents of the Data Protection Notice on the last page of the form which states what the information will be used for.

Part B

1 About the notification

1a Please provide your customer reference number

Type of Notification

1b Please state the notification is a renewal.

Please give details of the current or previous registration.

1c Please enter the registration number of the exemption which you wish to renew and the expiry date. Other supporting documents may be required where you have not provided that item previously, where they are out of date (such as soil analysis older than 4 years) or where there have been changes.

1d Please provide details of any changes to the current registration

2 About the waste

Please give us details about the following waste types that you will repair or refurbish.

2a Please enter the total amounts stored at any one time and the total amounts to be treated in one day, alongside the relevant waste in the boxes provide.

The repair or refurbishment should result in the reuse of the WEEE for its original purpose.

This exemption relates to specific European Waste Catalogue (EWC) codes. The exemption limits the amount of waste that can be stored at any one time and the amount that can be treated per day. This is shown in the table below.

Kind of Waste	Storage Limits	Treatment Limits
16 02 14 WEEE other than those mentioned in 16 02 09 to 16 02 13	80 cubic metres	5 tonnes per day
20 01 36 WEEE other than those mentioned in 20 01 21, 20 01 23 and 20 01 35	80 cubic metres	5 tonnes per day
16 02 11 * WEEE containing chlorofluorocarbons, HCFC, HFC 20 01 23* WEEE containing chlorofluorocarbons	80 cubic metres	5 tonnes per day
Televisions and computer monitors containing cathode ray tubes falling within 16 02 13* WEEE containing hazardous components other than those mentioned in 16 02 09 to 16 02 12 20 01 35* WEEE other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components	80 cubic metres	5 tonnes per day

Example 1

You could store 80 cubic metres of 16 02 14 and 80 cubic metres of 20 01 36. You could treat 5 tonnes per day of 16 02 14 and 5 tonnes per day of 20 01 36.

Example 2

If you store televisions and computer monitors you can store a total of 80 cubic metres which can be 16 02 13 or 20 01 35* or a mix of both EWC codes. You could not store 80 cubic metres of 16 02 13* and 80 cubic metres of 20 01 35*. You could treat a total of 5 tonnes per day of these wastes.*

3 Address of the operation location

Where will the operation take place?

3a Please give the address where the treatment will take place and an accurate grid reference.

You need to be aware of the following –

- The place where waste is to be stored and treated must be secure.
- WEEE should be stored in a way that prevents it being damaged, because any damage could prevent its reuse or recycling. For example, the WEEE should be stacked in a way that avoids the stack collapsing or being blown over.
- The WEEE should have a waterproof covering.
- The site should have impermeable surfaces with facilities for spillage collection and, where appropriate decanters and cleanser-degreasers.
- Disassembled spare parts should be stored in

an appropriate way.

- Hazardous waste, such as batteries and PCBs/PCTs containing capacitors, should be stored in suitable containers.
- For waste codes 16 02 11* and 20 01 23* you must also make sure that the waste is stored and treated in a way that prevents the release of CFCs, HCFCs or HFCs.
- WEEE must not be stored at the exempt site for more than 12 months.
- Extra precautions may need to be taken if you plan to store waste closer than
 - 10m from any inland or coastal waters
 - 50m from any spring, well or borehole not used to supply water for domestic or food production purposes
 - 250m from any spring, well or borehole that is used to supply water for domestic or food production purposes.
 - 1km from any designated conservation or environmentally sensitive site.

You must take reasonable precautions to ensure that

- the waste cannot escape from storage; and
- members of the public are unable to gain access to it.

For example, the waste could be stored in a fenced area, container, or a locked building etc.

4 Occupancy of the land

Occupancy

4a – 4c The exemption will only be valid if either:

- the operation is undertaken by or with the consent of the occupier of the land where the operation is to be carried out *or*
- the person carrying out the operation is otherwise entitled to do so on that land.

The occupier may be the landowner or tenant. You must have the consent of the occupier before carrying out the operation unless you have any other rights that allow you to do this.

If you are not the owner or occupier please tell us why you are allowed to carry on this operation.

SECTION C

5 Supporting Documents

5.1 Site map or plan

Any maps or plans you send us should

- be an A4 or A3 sheet
- show the area of land covered by your notification
- be based on an Ordnance Survey map at a scale of 1:10,000 or larger
- label individual points and areas ('A', 'B' and so on)
- use colour or hatching to highlight areas on the map
- use the form to cross-refer to labelled and highlighted areas on the map.

It may be easier to explain or clarify complicated proposals (including answering questions on the forms) by reference to maps and plans than in words.

5.2 Supporting material such as occupier's consent, where relevant.

Please attach any other documents in support of your notification, for instance you may have documentary evidence of the occupier's consent for you to use the land where your site is located.

5.3 Continuation sheets

If you have used continuation sheets for any of your answers, you should tell us how many sheets you are enclosing. Please make sure that you label each sheet clearly with

- the question number it applies to and
- the number of the sheet

Section D – Declaration

Part F

1. Payment

Select the method you will be using to pay for your application:

Cheques and postal orders: These should be made payable to Environment Agency or Environment Agency Wales as appropriate and crossed 'A/c Payee'. Send it to us with your completed application form and any relevant supporting documents.

Post-dated cheques will not be accepted.

Cash: You are advised not to send cash through the post. If this is unavoidable, please use a recorded delivery postal service and enclose your application reference details.

Payment by credit or debit card: We can accept payments by Visa, MasterCard or Maestro cards only. Please complete the required details in the separate form CC1.

Payment by electronic transfer: Make sure you use the right payment information, depending on whether your application is being made in England or Wales.

Failure to quote your reference number or to forward to us your payment details, including applicant name, payment amount and full payment reference number, may result in a delay in processing your payment and therefore your application.

2. Data Protection Notice

Make sure you understand how we will use the information you provide to us.

3. Confidentiality and national security

If you think any of the information in your application and supporting documents is confidential, tick the box and provide supporting evidence to enable us to determine your

claim.

If you think any of the information in your application and supporting documents is damaging to national security, tick the box and provide supporting evidence to enable us to determine your claim.

4. Declaration

When you have completed your notification form you will be asked to tick a declaration confirming the accuracy of the information you have provided both in the form and in the supporting documentation. We cannot progress an application unless the box is ticked. Please ensure that you have read the information contained in the Data protection notice in the form before you tick the declaration and submit or post your application.

5. How to contact us

If you need help filling in the form, please contact the person who sent it to you or contact us as shown below.

6. Where to send the form

Completed application forms and supporting information should be sent to:

Environment Agency
Permitting Support Centre (PSC)
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

If you need help filling in this form, please contact the person who sent you it or contact us as shown below.

General enquiries: 08708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 08702 422 549 (Monday to Friday, 8am to 6pm)

E-mail: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk