



This waste tonnage return form asks you to tell us about the types and quantities of controlled waste you have handled at your site.

Please complete a copy of this form every quarter and send it to us within 1 month of the end of the reporting quarter.

The Quarters are Q1: 1 January to 31 March, Q2: 1 April to 30 June, Q3: 1 July to 30 September, Q4: 1 October to 31 December.

How to use the form - Introductory notes

Please read through the whole form and these guidance notes before you start filling anything in.

Please note that if you have more than one facility covered by your permit/licence, you will need to combine all your figures for the facilities into a single return form.

When you fill in the form you will also need a copy of the GOR picklists.

This lists all of the items we need in sections 5 and 6, including:

- the district/county councils within your region
- List of Waste Regulations (LOWR) which give details of all European Waste Classification Codes (EWC)
- Disposal or Recovery codes

Please note that mandatory fields are marked with an asterisk.

Continuation Sheets

We have not sent you a continuation sheet. In the case that you need a continuation sheet for sections 5 or 6, please call us on 08708 506 506.

If you do use a continuation sheet(s), please make sure you label each sheet clearly with your waste permit number.
This can be found on the front of your licence/permit.

You should also tell us how many continuation sheets you are using when you fill in section 7 'Declaration' of the form.

You can photocopy the form or continuation sheet if you then need further copies.

If you need help and advice

We have tried to make the form as straightforward as possible, but please get in touch with us if you:

- need any advice on how to set out the information we need
- have any other questions about the waste returns process

Please call our National Operator Returns Team on 08708 506 506 if you have any queries.

How to complete the form

Section 1 The return period and contact details

Please enter the appropriate quarter as months, as shown above and the year.

Please add the contact details for this return.

If any details are incorrect, the form will be sent back to you.

Section 2 Permit, operator and site details

Site Operator

Please enter your Permit number, and site operator details from your current waste management licence or permit.

Type of facility

Please enter the facility type from the details stated on your waste management licence or permit.

Section 3 Landfill sites only

Landfill operators should complete this section as at 31 March in the current year. Please complete question 2.5 even if you are making a 'nil return' which means that no waste has been received or removed from the site during the return period.

Remaining voidspace covered by the licence/permit

Please enter the remaining landfill void space covered by your licence or permit in cubic metres at 31 March in the current year. 'Void space' is the licensed/permitted capacity remaining at your site and this should only include areas covered by a waste management licence or permit and planning permission.

Section 4 Return details

Nil Return?

Please say whether you are submitting a nil return and state the reason for the nil return from the GOR picklist.

Was a weighbridge used?

Please say whether you used a weighbridge (either at your facility or a public weighbridge) before deposit. Enter the weighed proportion of waste accepted as a percentage.

Section 5 Waste received on site

Before you complete this section make sure you have a copy of the GOR picklists which lists all of the items we need in section 5, including:

- List of Waste (England) Regulations 2005 (LOWR) which gives details of all European Waste Codes
- A list of the district/county councils

We need to know about each batch of waste you receive from a different source. For each batch please give:

- its place of origin.
- details of the waste (EWC code, physical state, amount, units used) processed at this site.

Please use the continuation sheet available on request, or a copy of it, if you need to.

Origin

Please enter the local authority district where the waste originated. If the district is not known, enter the county council or planning region where the waste originated.

A list of district/counties is included in the GOR picklists.

EWC Code

Please enter the EWC code as shown in the List of Waste (England) Regulations 2005 and GOR picklists.

Disposal or Recovery Code

Please enter the Disposal or Recovery code as shown in the GOR picklists that is relevant to this waste received.

State

Please enter the physical state of the waste (*whether it is solid, liquid, powder, sludge or gas*).

From another facility

Please enter the type of facility where the waste came from as shown in the GOR picklists.

Amount in tonnes

Please give the amount in tonnes of each specific waste type received from each district of origin.

Units

Please note that quantities of waste must be reported using units of Tonnes. To convert other units to Tonnes please use our waste conversion factors which are available from our website or by contacting us.

Pre-treatment

Please select from the list of pre-treatment options included in the GOR picklists.

Section 6 Waste removed from site

Before you complete this section make sure you have a copy of the GOR picklists which lists all of the items we need in section 6, including:

- List of Waste (England) Regulations 2005 (LOWR) which gives details of all European Waste Codes
- A list of the district/county councils

We need to know about each batch of waste you send to a different source. For each batch please give:

- the destination you are sending it to
- details of the waste (EWC code, physical state, amount, units used) removed from this type.

Please use the continuation sheet available on request, or a copy of it, if you need to.

Destination

Please enter the local authority district where the waste is sent. If the district is not known, enter the county council or planning region of destination.

A list of district/counties is included in the GOR picklists.

EWC Code

Please enter the EWC code as shown in the List of Waste (England) Regulations 2005 and GOR picklists.

State

Please enter the physical state of the waste (*whether it is solid, liquid, powder, sludge or gas*).

Destination facility Disposal or Recovery Code

Please enter the Disposal or Recovery code as shown in the GOR picklists that is relevant to this waste removed.

Amount in tonnes

Please give the amount in tonnes of each specific waste type removed to each district.

Units

Please note that quantities of waste must be reported using units of Tonnes. To convert other units to Tonnes please use our waste conversion factors which are available from our website or by contacting us.

Sending the form back to us

You should return the form back to us:

- no later than one month after the quarter end
- using the address printed at the top of page 1 of the form

Additional Information

For general enquiries please call our general enquiry number 08708 506 506 between 8.00am and 6.00pm.