

Registration of an exemption to treat waste electrical and electronic equipment



It will take about eight minutes to fill in this form.

When should I use this form?

The Environmental Permitting (England and Wales) Regulations say that most waste-management activities must have a permit. However, there are some exceptions. These are called exemptions. Exemptions are operations that do not need a permit but do need you to be registered. We have provided this form for you to register a T11 exemption to repair and refurbish waste electrical and electronic equipment (WEEE) or dismantle WEEE for the component parts. Use the guidance to make sure you know specifically what the exemption covers and that you can work within the limits.

You can register online at <http://www.environment-agency.gov.uk/business/topics/107355.aspx>. You may find registering online quicker and easier than printing off this form and sending it in by post. If you do not have access to the internet, most public libraries will allow you to use the internet free of charge (you will need to have an email address).

Where can I find the guidance?

You can find a full description of the T11 WEEE exemption on our website or by emailing us at enquiries@environment-agency.gov.uk. If you do not have access to the internet, you can contact our National Customer Contact Centre for support by calling us on **08708 506 506**.

How much does it cost?

We do charge for this exemption. You will find the current cost of registration with the guidance on our website or with the guidance provided by one of our customer service providers.

How do I register?

It's an easy six-step process.

Step 1 Read the guidance.

Step 2 Fill in parts A and B.

Step 3 Read the information in parts C and D.

Step 4 Read the information in part E and tick the box if relevant.

Step 5 Fill in your payment details, tick the declaration and fill in the sections in part F.

Step 6 Post the form and fee to us at the address in part F.

What happens when we receive your form?

When we receive your form, we will enter it on our system but we will not register it straight away. We will arrange for one of our inspectors to visit your site. They will check your facilities to make sure that you can keep to your responsibilities. If everything is satisfactory, we will register your site and will let you know by post or email. When you receive your confirmation of registration, you can start to operate. You must not start to operate until you receive our confirmation.

The registration lasts for three years. After this time you will need to renew. One month before your registration is due to end, we will remind you that your renewal is due and invite you to re-register. We also charge you for re-registering.

If you want to make any changes to your registration, please contact our National Customer Contact Centre on **08708 506 506** or email us at enquiries@environment-agency.gov.uk. You also need to let us know as soon as possible if you change any of the contact details for your exemptions.

Part A About you

A1 Customer reference number

If you have registered exemptions before using our registration system, you may have a customer reference number. If so, please enter the reference below and then go to section A4 of this part. If you do not have a customer reference number, please fill in the relevant questions of sections A2, A3 and A4 of this part in BLOCK letters. If you have any other references numbers from us that do not start like this, please leave this section blank and go to section A2.

A1a 0000000

A1b Please give the name the customer reference number relates to

If you do not have a customer reference number, please fill in the following details in BLOCK letters.

A2 What type of customer are you?

This is the organisation or householder occupying the property to which the exemption will be registered and which will be responsible for its operation.

A company
Please go to question A2a.

A2 What type of customer are you?, continued

An individual
Please go to question A2b.

A public organisation (such as a local council)
Please go to question A2c.

An organisation of individuals (such as a partnership)
Please go to question A2d.

A2a If you are a company

What is your company called?

What is your trading name (if different from company name)?

What is your company registration number?

Now go to section A3.

A2b If you are an individual

Please provide the following details.

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section A3.

A2 What type of customer are you?, continued

A2c If you are a public organisation

What is your public organisation called?

What type of public organisation are you (for example, a local council or health trust)?

Please provide the following details of the executive. That is an officer of the public body authorised to sign on your behalf.

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Now go to section A3.

A2d An organisation of individuals

What type of group are you (for example, a partnership, a charity or club)?

What is the name of your group?

Please enter the main representative's details here.

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

Please provide details of the second representative for partnerships, or where relevant for other organisations.

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

A2 What type of customer are you?, continued

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

Every partner needs to give us their details. So, if you need to, continue on a separate sheet and give us the document reference below.

Document reference

Now go to section A3.

A3 Your address

A3a Enter your address below, this should be the address of the occupier or operator. For companies this should be the registered office address but you may also enter your main UK business address.

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Email _____

A3b Other address (for companies only)

Address

Postcode _____

A3 Your address, continued

Contact numbers, including the area code

Phone _____
 Fax _____
 Email _____

A4 Contact details, continued

Position _____
 Address _____

A4 Contact details

You must provide a contact name for the registration. As we will send all correspondence to the contact, please provide full details of postal and email address, phone and fax numbers.

As in question A3a above

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Postcode _____
 Contact numbers, including the area code
 Phone _____
 Fax _____
 Email _____

Part B Details of the waste and where the operation is based

B1 Waste types

Please enter the EWC code, and a description of the waste you will be treating under this exemption and the amount you will be storing or treating over a 12-month period. Please see the guidance to find out what types of waste can be treated under this exemption. A list of what types of waste can be treated under this exemption can be found on the back of this application form.

EWC code	Please describe the waste	Total amount to be stored or treated in 12 months

B2 Where the operation is based

This is the place where the operation you want to register will be carried out. You should enter a postal address including the postcode. If you do not have this, you must provide an accurate grid reference. If you want to register more than one place, please attach a separate sheet listing the same information for each place.

Address

Postcode _____

Enter a 12-digit national grid reference if you cannot provide an address. For example, SJ 99999 99999.

National grid reference

B3 Is the operation on a farm?

Please tick one of the boxes below

Yes
 No

Part C Warning

You must read this section before ticking the declaration and sending your form to us.

You must have the authority of the organisation that will carry out the exempt operation to send us this notice on their behalf.

Ticking 'Yes' in the declaration confirms that you have read the guidance, understood and accepted the specific conditions and limits of the exemption and that your operation will keep to them.

You will also be confirming that you will carry out your exempt operations without putting human health in danger and causing harm to the environment. In particular:

- a without causing a risk to water, air, soil, plants or animals;
- b without causing a nuisance through noise and odours; and
- c without having a negative effect on the countryside or places of special interest.

You may need to put extra controls in place over and above the one shown in the exemptions to make sure this happens. If the site where you plan to carry out the operation is not developed, you should make sure that it will not affect any protected sites such as European sites or SSSIs (Sites of Special Scientific Interest) or any protected species. It is less likely if your operation is based on, for example, an existing industrial site but you should still make some assessment.

For more information on protected sites and species, please visit our website, contact our National Customer Contact Centre on **08708 506 506** or email us at enquiries@environment-agency.gov.uk.

Part D The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.

Part E National security

Apart from the contact details for waste, we will normally put all the information in your application on a public register of environmental information. However, we may not include certain information on the public register if this is in the interest of national security.

You can tell the Secretary of State that you believe including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

Tick the box below if you have written to the Secretary of state to claim national security for your application.

I attach a letter stating that I have written to the Secretary of State advising why my information should not be included on the public register for national security reasons

Note: We will not be able to progress your registration until we receive the decision from the Secretary of State/Welsh Ministers and therefore is highly likely to delay your registration.

Part F Charges, declarations, and so on

1 Payment

Tick below to show how you will pay.

- Cheque
Go to question 1a.
- Postal order
Go to question 1a.
- Cash
Go to question 1a.
- Credit or debit card
Go to question 1b.
- Electronic transfer (for example, BACS)
Go to question 1c.

1a Paying by cheque, postal order or cash

Cheque details

Cheque made payable to

Cheque number

Cash or cheque amount

£ _____

You should make cheques or postal orders payable to 'Environment Agency' or 'Environment Agency Wales' as appropriate and they should be marked 'A/c Payee'.

We **will not** accept post-dated cheques (cheques with a future date written on them).

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded-delivery postal service and enclose your application form with the cash. Please tick in the box below to show that you have enclosed cash with your application.

I have enclosed cash with my application

1 Payment, continued

1b Payment by credit or debit card

If you are paying by credit or debit card, please fill in the separate form CC1. You can download this from the WEEE web guidance page or you can ask for one of our customer service providers to send one by post. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

1c Paying by electronic transfer

If you choose to pay by electronic transfer and you are applying for an exemption in the EA Wales region, you will need to use the following information to make your payment.

Company name: Environment Agency Wales
 Company address: PO Box 663, Cardiff, CF24 0TP
 Bank: Barclays Bank Plc
 Address: 15 Queen Square, Bristol, BS1 4NP
 Sort code: 20-13-42
 Account number: 00440108

Reference number

You can use any reference number but we prefer the number to be 'EPWEEE' followed by the first five letters of your organisation name followed by a four-digit number. For example, for a company named Joe Bloggs Ltd, the reference number might be EPWEEEJOEBL0001. (Remember you can use any four-digit number at the end.)

The reference number you will provide will appear on our bank statements so we can check your payment. We may need to contact your bank to make sure the reference number is quoted correctly.

You should also email your payment details and payment reference number to online@environment-agency.wales.gov.uk or fax it to 02920 466 404 and enter it in the space provided below.

BACS reference

If you are making your payment from outside the United Kingdom (which must be received in sterling), our IBAN number is GB42 BARC2013 4200 4401 08 and our SWIFTBIC number is BARC GB22.

If you do not quote your payment reference number, there may be a delay in processing your payment and application.

If you choose to pay by electronic transfer and you are applying for an exemption for another (English) region, you will need to use the following information to make your payment.

Company name: Environment Agency
 Company address: Income Dept 311, PO Box 263
 Peterborough, PE2 8YD
 Bank: Barclays Bank Plc
 Address: 15 Queen Square, Bristol, BS1 4NP
 Sort code: 20-13-42
 Account number: 20744646

2 Declaration

The contact for this application must tick the declaration section. The contact must be the operator or their agent.

If you deliberately or recklessly make a statement which is false or misleading to gain registration (for yourself or another person), you are committing an offence under Regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010.

If you make a false or misleading statement:

- we may prosecute you; and
- if you are convicted, you will have to pay a fine or go to prison (or both).

I declare that the information provided on the notification form is correct.

Name

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Today's date (DD/MM/YYYY)

3 How to contact us

If you would like help filling in this form or guidance on exemptions, you can find information on our website or please contact us using one of the options listed below.

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

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

Email: 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.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

4 Where to send this form

After you fill in the form, please read through it again and make sure you have correctly answered all the questions and included the correct fee. This will make sure we can process your exemption as quickly as possible.

Send your filled-in form to:

**Environment Agency
 Permitting Support Centre
 Quadrant 2
 99 Parkway Avenue
 Parkway Business Park
 Sheffield
 S9 4WF.**

You can also call our general enquiries number for information on 08708 506 506.



Waste codes and types

Waste codes	Waste types
16 02 11*	WEEE containing CFCs, HCFCs, and HFCs
16 02 13*	WEEE containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	WEEE other than those mentioned in 16 02 09 to 16 02 13
16 02 16	Components removed from discarded equipment other than those mentioned in 16 02 15
20 01 23*	WEEE containing CFCs
20 01 35*	WEEE other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 36	WEEE other than those mentioned in 20 01 21, 20 01 23 and 20 01 35

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received

£ _____