

How to fill in the registrations and renewals Excel spreadsheet

A guide to the Hazardous Waste Regulations



Introduction

Some premises are 'exempt' and do not need to be registered. If you are not sure whether your premises need to be registered, read our guide HWR02A 'Do I need to notify my premises?'.

Under the Hazardous Waste Regulations 2005, it is an offence to produce hazardous waste (waste which is dangerous to people, the environment or animals) at premises, or remove that waste from premises, unless those premises are either registered with us or are exempt.

You can register hazardous waste premises by phone, on paper, on-line, on disk and by e-mail. This guide tells you how to create an electronic file to send to us on disk and by e-mail.

Our computer system needs the file you send to us to be in a format called XML (extensible mark-up language). You do not need to understand the format because we have produced a tool to make the file for you. The tool uses Microsoft Excel. This guide tells you how to make your XML file using the tool.

You can, however create your own XML file if you know how. You can download a 'Schema' document, which allows you to check your XML file, from our website (www.environment-agency.gov.uk/hazwaste) or by contacting us on 08708 502858.

For advice on how to make registrations by phone, on paper or on-line, read 'HWR02B How to register your premises'.

This guide is part of a series of documents that explain how the Hazardous Waste Regulations work.

We advise you to read this document fully before producing your XML file.

The information in this guide is based on what we know at the moment. It may change in the future if the law or guidance from the Government changes, or as a result of our experience in controlling hazardous waste.

Using the notifications spreadsheet

To create the file to send to us, you will need to do the following.

- 1 Open the spreadsheet.
- 2 From the main menu, press the 'Applicant Details' button, fill in your details and save them.
- 3 From the main menu, press the 'Registration Details' button, and fill in and save the details for each site that you have to register.
- 4 Click on the 'Validate' button to check that you have filled everything in correctly. The spreadsheet will highlight anything you have not filled in correctly.
- 5 From the main menu, click on the 'Create Return' button to create your file.
- 6 Save the file to your computer and send it to us by e-mail or on a disk. We will send you confirmation of the registration numbers.

Please do not send the spreadsheet to us. We only accept XML files.

Do not make any changes to the spreadsheet. If you do you may corrupt it, and any files you send will not be valid.

The spreadsheet will only definitely work with the following systems and types of software.

- Windows 2000 and Microsoft Excel 97
- Windows 2000 and Microsoft Excel 2003
- Windows XP and Microsoft Excel 97
- Windows XP and Microsoft Excel 2003

We cannot guarantee that it will work with older or newer versions of Excel or Microsoft operating systems.

Getting, saving and opening the spreadsheet

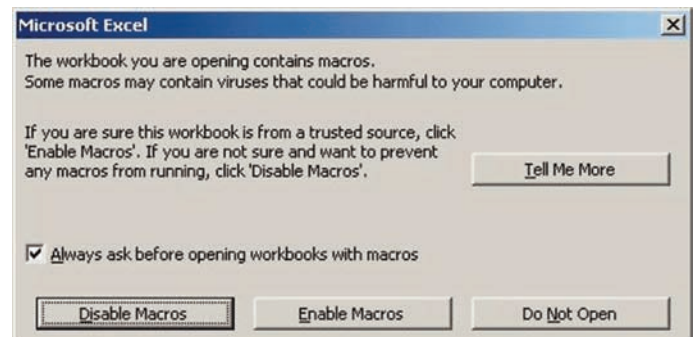
You can download the spreadsheet from our website. If you ring 08708 502858, we will send you the spreadsheet by e-mail or on disk.

You should save this file to your computer.

When you have saved the file, open it up.

The spreadsheet contains special instructions called a 'macro'. Macros allow the spreadsheet to check that your information is valid and produce the XML file. Macros are very useful in spreadsheets but they can also be used to hijack your computer. Your computer will ask you if you want to open the macro. You should allow the macro to work – if you do not, you will not be able to make the file.

If you have Excel 97 when you open the spreadsheet, you will see the following message.



You should choose 'Enable Macros'.

If you have Excel 2003, you will need to check your security settings before trying to open the spreadsheet. To do this, go through the following steps.

- 1 Open Excel.
- 2 Click on 'Tools' then choose 'Macro'.
- 3 Choose 'Security'.
- 4 Click on the 'Medium' button.
- 5 Close Excel.
- 6 Open the spreadsheet.

If you are not able to change the macro settings, you will need to contact your computer helpline at work to get them to do it for you.

When you have chosen 'Enable Macros' the spreadsheet will open.

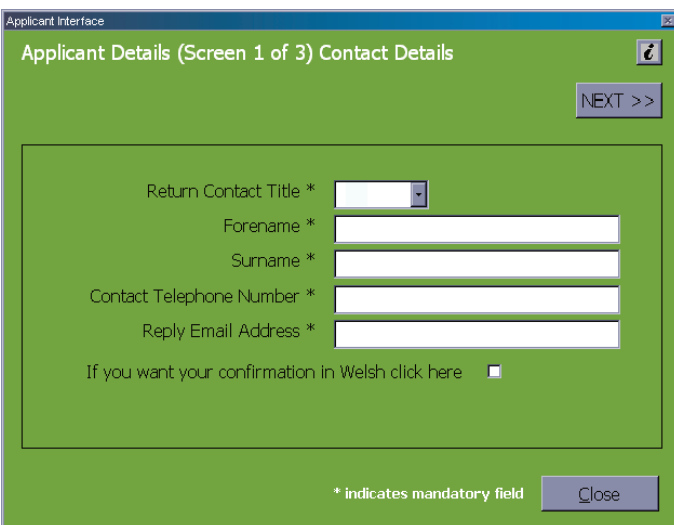


You should check that your spreadsheet shows Version 2.0. If it does not, you will need to get the new version.

Entering your details

The applicant is you – the person who sends the file to us. You might be registering your own site, or acting as an agent for other sites that need to be registered.

Click on the 'Step 1 Applicant Details' button to enter your details into the spreadsheet.

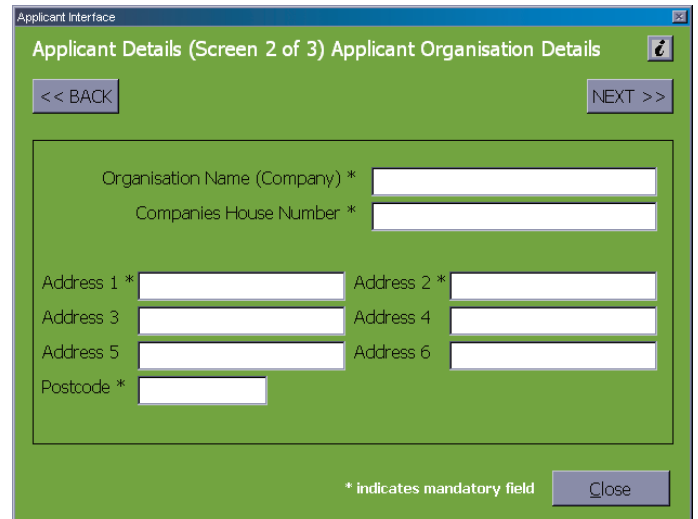


On Screen 1 of 3, you need to give us:

- your title, forename (first name) and surname (last name);
- a contact phone number, which can be a mobile number (if we need to discuss your application, we will use this number); and
- an e-mail address we can send your registration numbers to once we have processed your file.

You also need to tell us whether you want us to contact you in Welsh. If you do, you should click on the box to put a tick in it.

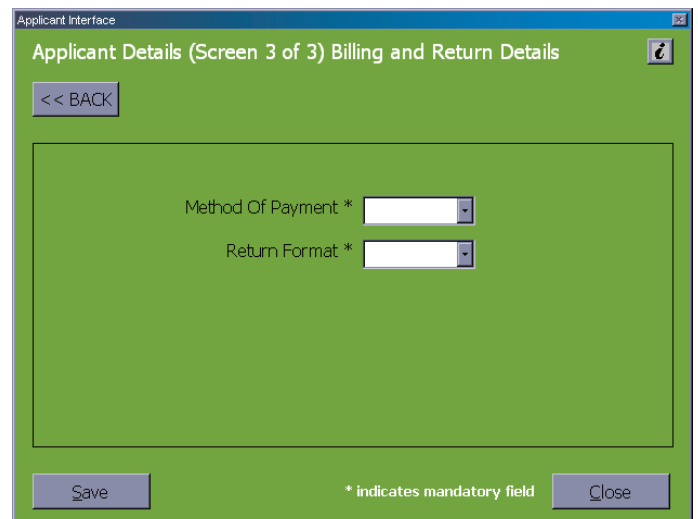
When you have finished Screen 1, you need to click on 'NEXT >>'.



On Screen 2 of 3, you need to give us the following information.

- The name of your organisation.
 - If you are a limited company, this is the name you gave to Companies House. You must also give us your Companies House number. You can check this number on-line at www.companieshouse.gov.uk.
 - If you are a partnership, give us the trading name of your organisation. You can enter 'N/A' as the Companies House number.
 - If you are self-employed, give us either your trading name or your name. You can enter N/A as the Companies House number.
 - For all other organisations, give us your trading name and enter 'N/A' as the Companies House number.
- Your address. You must fill in at least Address 1 (premises name or number) and Address 2 (street name) but you should try to give us a full address. As an example, if you live at 4 Acacia Avenue you should write '4' in Address 1 and 'Acacia Avenue' in Address 2.
- Your postcode. The spreadsheet will check that your postcode is in a valid format. If you need to check your postcode, please go to www.royalmail.com.

When you have finished Screen 2, you need to click on 'NEXT >>'.



On Screen 3 of 3, you need to tell us:

- how you are going to pay (you can pay by the Banks Automated Clearing System (BACS) or cheque); and
- the type of confirmation you want.
 - If you want to print out the registration numbers we send to you, choose PDF.
 - If you want to put the registration numbers into a spreadsheet, choose XML. Only choose XML if you are certain you know how to use it.

You have now filled in all the applicant’s details. Click ‘Close’. You will be asked if you want to save the information. Choose ‘Yes’. If you need to make any changes later, click on the ‘Applicant Details’ button.

Entering registration details

Click on the ‘Step 2. Registration Details’ button. A worksheet will open.

1	2	Registration Details						8	9	10	
3	4	5	6	7	8	9	10	11	12		
	Organisation Name (Company) *	Companies House Number *	Address Line 1 *	Address Line 2 *	Address Line 3	Address Line 4	Address Line 5	Address Line 6	Postcode *	Title *	Forename

You can enter information into the worksheet in two ways.

- By cutting and pasting information from another spreadsheet.
- By clicking on ‘Add New Registration’ and filling in the form that appears.

If you are going to cut and paste information, make sure you add it to the correct part of the worksheet and start at row 7. You should enter the number of employees as a code (0 to 5). For details of what you need to put in each part of the worksheet, see the information below.

If you click on ‘Add New Registration’ the following screen appears.

Registration Interface
Registration Details (Screen 1 of 2) Organisation Details

Organization Name (Company) *

Companies House Number *

Address 1 * Address 2 *

Address 3 Address 4

Address 5 Address 6

Postcode *

Next Site * indicates mandatory field Close

You must only register premises in England and Wales. Even though producers and holders in Scotland and Northern Ireland can send hazardous waste to England and Wales, they do not need to register their premises. Waste from the Isle of Man and the Channel Isles cannot be moved to England or Wales using the Hazardous Waste Regulations. You should get advice from our Transfrontier Waste team on 01925 542265 about how to move waste from these places.

On Screen 1 of 2, you need to give us the following information.

- The name of the organisation that wants to register.
 - If they are a limited company, this is the name they gave to Companies House. You must also give us their Companies House number. You can check this number online at www.companieshouse.gov.uk.
 - If they are a partnership, give us their trading name. You can enter ‘N/A’ as the Companies House number.
 - If they are self-employed, give us either their trading name or their name. You can enter N/A as the Companies House number.
 - For all other organisations, give us their trading name and enter ‘N/A’ as the Companies House number.
- The address that is going to be registered. You must fill in at least Address 1 (premises name or number) and Address 2 (street name) but you should try to give us a full address.
- The postcode for the site. The spreadsheet will check that the postcode is in a valid format. If you need to check the postcode, please go to www.royalmail.com.

When you have finished Screen 1, you need to click on ‘NEXT >>’.

Registration Interface
Registration Details (Screen 2 of 2) Site Contact Details

<< BACK

Title *

Forename *

Surname *

Contact Telephone Number *

Previous Registration Number (If Applicable)

SIC 2003 Code *

Number Of Employees Code *

Registration Start Date (dd/mm/yyyy) *

Customer Reference

Save Next Site * indicates mandatory field Close

On Screen 2 of 2, you need to give us the following information.

- The title, forename and surname of someone at the site who can talk to us about their hazardous waste.
- The phone number (this can be a mobile number) of the responsible person at the site given above.
- If the site is renewing its registration, what its existing hazardous waste registration number is. If this is the first time the site is being registered, it won’t have a registration number so you should leave this blank.
- The standard industrial classification (SIC) code for the site being registered. For more details about the SIC code, see our website.

- A number of employees code.
 - If there are no employees, put 0.
 - If there are between one and four employees, put 1.
 - If there are between five and nine employees, put 2.
 - If there are between 10 and 49 employees, put 3.
 - If there are between 50 and 249 employees, put 4.
 - If there are more than 250 employees, put 5.
- The registration start date.
 - The date cannot be before the date we receive your application and the money to go with it.
 - The date can be up to one month beyond the day that we receive the application from you.
 - If the registration is being renewed, you can put ‘On Expiry’ so that the registration is renewed from the date it runs out.

If you do not give us the correct registration start date, our system will set the start date of the registration to the day we receive the application.

- You can fill in the customer reference if you want us to put your own reference number on the registration we send back to you.

You have now filled in all the registration details for a site. Click ‘Save’.

If you have other sites you want to tell us about, you can click on the ‘Next Site’ button and enter the new details.

If you have entered all the sites you want to register, choose ‘Close’. You will then see all the sites you have entered in the worksheet.

If you want to change the information, you can either change it on the worksheet or put the insertion mark in one of the boxes in the row you want to change and click on ‘Edit’.

If you want to delete a row, click on one of the boxes in the row you want to delete and click on ‘Delete’.

Validating the information

When you have finished adding sites, you need to check that the information you have given is accurate and correct. To do this, click on ‘Validate’.

If you have entered all the information using the ‘Add New Registration’ button and not made any changes in the worksheet, all the information will validate correctly. If you have not done so, the system will tell you if you have made any mistakes. An incorrect entry will be highlighted in red. If you have repeated a row, it will be highlighted in pink.

If a box or line is highlighted you should check that:

- you have not repeated any information;
- you have filled details in;
- you have entered the information correctly (for example, is the postcode right, does the SIC exist?);
- the details aren’t too long for the entry (see appendix A for field lengths);
- you haven’t put in an invalid character; and
- you have entered a previous registration number if you have put ‘On Expiry’ as the start date. If you do not do this, ‘On Expiry’ will be highlighted in yellow and the previous registration number highlighted in red.

Correct any mistakes, and click ‘Validate’ again.

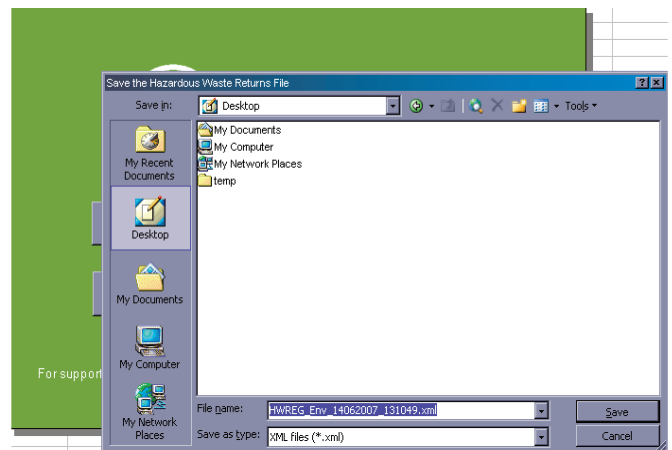
Creating the return

When you have successfully validated the registration details, you will need to create the XML file you need to send to us.

At the bottom left of the registration details screen is a tab labelled ‘Main Menu’. Click on it.

You will be taken to the main menu screen where you can click on ‘Step 3. Create Return’.

A save screen will appear.



You can save the file wherever you want to but you should not change the name of the file.

When you click on ‘Save’, you will get a message telling you where to send the file and how much you owe for the registrations you have put into the XML file.

Registration Details										
Organisation Name (Company) *	Companies House Number *	Address Line 1 *	Address Line 2 *	Address Line 3	Address Line 4	Address Line 5	Address Line 6	Postcode *	Title *	Forename *
Company A	12345678	18	Someplace	Somewhere				CB2 4NL	Dr	Frank
Organisation B		25	Someplace	Somewhere				CB2 4NL	Dr	Frank
Organisation C	N/A		Someplace	Somewhere				CB2 4NL	Dr	Frank
Company D	7274768	Units 2 and 3		Somewhere				CB2 4NL	Dr	Frank
Company E	6163768	The Place	Someplace	Somewhere					Dr	Frank
Organisation F	N/A	24	Someplace	Somewhere				CB2 4NL		Frank
Company G	8574747	12	Someplace	Somewhere				CB2 4NL	Dr	
Company H	82838	16	Someplace	Somewhere				CB2 4NL	Dr	Frank
Company A	12345678	18	Someplace	Somewhere				CB2 4NL	Dr	Frank

Sending the file to us

You should fill in an 'applications sent on email or by disk' form (HWRB01). The form contains a declaration that you must sign. We need to be sure that you are allowed to register the premises you have put in the file. You can download the form from our website.

You will need to send the form and the file to us. If you want to e-mail the form and the file to us, you should send them to hwnotifications@environment-agency.gov.uk.

If you want to send the form and the file in the post, you must put the file onto a disk, print the form off and send it with the disk to Bulk Registrations, Environment Agency, Quadrant 2, 99 Parkway Avenue, Sheffield S9 4WG. You must send the printed copy of the form so that we can identify who is sending it and how you are planning to pay without having to open the disk.

We will not process your application unless we have received your full payment. If you are paying by cheque, you must make it payable to the Environment Agency. You must send the cheque to Bulk Registrations, Environment Agency, Quadrant 2, 99 Parkway Avenue, Sheffield S9 4WG. If you are sending the cheque and the file separately, you must send a note with the cheque to make it clear what the cheque is for.

Paying by BACS

BACS is a banking system that allows people to transfer money from one bank account to another electronically. If you want to pay electronically, ask your bank to set up a 'BACS transfer' so that payments are sent from your account into ours.

To pay by BACS, you will need to give your bank the following information.

Our bank details:

Barclays Bank plc
15 Queen Square
Bristol
BS1 4NP

Account name:

Environment Agency Receipts Account

Account number:

20744646

Sort code:

20-13-42

Reference number:

You can choose any reference number but we prefer the number to be 'HWAPP' followed by the **first five characters of your organisation name** and then a **four-digit number**. For example, if your company is called Joe Bloggs Ltd, the reference number might be **HWAPPJOEBL0001** (remember, you can use any **four-digit number** at the end).

The BACS reference number you supply will appear on our bank statements, allowing us to check your payment. We may need to contact your bank to make sure you have given us the correct reference number.

If we have not received your payment or you do not send us the full amount, we will contact you.

Appendix A

Field lengths

By field lengths, we mean the maximum number of letters and numbers you are allowed to enter.

Field name	Maximum field length
'Forename'	50
'Surname'	50
'Contact Telephone Number'	30
'Reply Email Address'	254
'Organisation name'	50
'Companies House Number'	8
Address 1 and 2	50 (on each line)
Address 3 to 6	35 (on each line)
'Postcode'	8
'Customer Reference'	30

