

Guide to filling in application form HWRB01 for registering premises that produce hazardous waste (applications sent by e-mail or on disk)



You can register premises by phone, in a paper application, online, on disk or by e-mail. This guide tells you how to get and fill in form HWRB01, which you need to send to us when you make an application by e-mail or on disk.

If you call us on **08708 502858** we will send you a copy of the form in the post. You can also download the form from www.environment-agency.gov.uk/hazwaste.

If you use Adobe Acrobat Reader version 7 or 8 you can fill in the form on screen and save it. You can download the reader from www.adobe.com.

1 Your organisation's details

You need to tell us the following.

- Your organisation's name.
 - If it is a limited company, this is the name you gave to Companies House. You must also give us your Companies House registration number. You can check this number on the website at www.companieshouse.gov.uk.
 - If it is a partnership, give us the trading name of your organisation. You do not need to give us a Companies House registration number.
 - If you are self-employed, give us your trading name or your name. You do not need to give us a Companies House registration number.
 - For all other organisations, give us your trading name. You do not need to give us a Companies House registration number.
- Your address and postcode. Try to give the full address, but you must provide at least the name or number of your premises, the street name and the postcode. We will check that your postcode is correct. If you need to check your postcode, visit www.royalmail.com.
- The title (Mr, Mrs, Miss, and so on), first name and surname of a person we can contact about the application.
- That person's phone number, which can be a mobile number.
- An e-mail address we can send the registration numbers to once we have processed your application.
- The name of the file you are sending to us. (The file must be in XML format.)
- The number of premises you are registering, as entered in the file.

2 Payment details

It costs £18 to register each premises. Work out what the fee is and put it in the 'Amount due' box on the form.

You can pay by BACS or cheque. Tick the relevant box to tell us how you are paying.

If you are paying by cheque, make it payable to Environment Agency.

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

To pay for your registrations 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:

We prefer the number to be **HWAPP** followed by the **first five characters of your organisation's name**, followed by a **four-digit number**. For example, for a company called Joe Bloggs Ltd, the reference number might be **HWAPPJOEBL0001** (you can use any **four-digit number** at the end).

The reference number you 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.

If we have not received payment or you do not send the correct payment, we will contact you.

Sending your form

If you are sending your file by e-mail, save the form on your computer and attach it to the e-mail. The e-mail address for files and forms is hwnotifications@environment-agency.gov.uk.

If you are sending your file on a disk in the post, send a paper copy of the form with the disk and post them to the address below.

If you are paying by cheque post the cheque to the address below.

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