

# Guide to filling in application form HWRP01 for registering premises that produce hazardous waste (applications sent by post)



Use the application to register premises in England and Wales only. Although Scottish and Northern Irish producers and holders can send hazardous waste (waste which is dangerous to people, the environment or animals) 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 under hazardous waste regulations. Get advice on how to move waste from our Transfrontier Waste team by phoning 01925 542265.

You can register premises by phone, in a paper application, online, on disk and by e-mail. This guide tells you how to get and fill in the paper application form.

If you call us on 08708 502858 we will send you a copy of the form in the post. You can download form HWRP01 (Registering premises that produce or store hazardous waste – applications sent by post) from [www.environment-agency.gov.uk/hazwaste](http://www.environment-agency.gov.uk/hazwaste).

## 1 Details of the premises to be registered

You can register one or many premises using the paper form. If you register more than one premises, you need to fill in a copy of page 1 for each site.

For each site you are registering you need to tell us the following.

- What the site's current registration number is, if the site was registered before and it needs to be renewed. If this is the first time the site is being registered, it won't already have a registration number and you should leave this blank.
- The name of the organisation that wants to be registered.
  - If it is a limited company, this is the name given to Companies House. You must also give the Companies House registration number (if it has one). You can check this number on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk).
  - If it is a partnership, give us their trading name. You do not need to give a Companies House registration number.
  - If the organisation is a self-employed person, give us their trading name or their name. You do not need to give a Companies House registration number.
  - For all other organisations, give us their trading name. You do not need to give a Companies House registration number.
- The address and postcode of the premises that are going to be registered. Try to give the full address, but you must provide at least the premises' name or number, the street name and the postcode. We will check that the postcode is correct. If you need to check the postcode, visit the website at [www.royalmail.com](http://www.royalmail.com).
- The title (Mr, Mrs, Miss and so on), first name and surname of someone at the site we can talk to about the hazardous waste.
- That person's phone number, which can be a mobile number.

- The standard industrial classification (SIC) code for the site being registered. For more details about the SIC code, see our website at [www.environment-agency.gov.uk/hazwaste](http://www.environment-agency.gov.uk/hazwaste).
- The number of employees on site.
- The date you want the registration to start from.
  - The date cannot be before the date we receive your application and payment.
  - The date must not be more than one month after the day we receive your application.
  - If you are renewing the registration, put 'On expiry' so that the renewal will follow on from the date the registration being renewed ends.

If you do not give the registration start date correctly, our system will set the start date at the day we receive the application.

## 2 Your organisation's details

If you are applying for your own premises, you will have given us your details in section 1. To answer the question 'are your organisation's details the same as you gave in section 1?', tick the yes box, give your e-mail address (if you have one) and then go to the 'Payment details' section.

Otherwise, you need to tell us the following.

- Your organisation's full 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](http://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 your 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](http://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.

### 3 Payment details

It costs £28 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. You must send the cheque to us in the post with your application form.

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:**

You can choose any reference number but we prefer the number to be 'HWAPP' followed by the **first five letters of your organisation name** followed by a **four-digit number**. For example, for a company called Joe Bloggs Ltd, the reference number might be **HWAPPJOEBL0001** (remember, 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

Send your paper form, and your cheque if that is how you are paying, to:

Environment Agency  
Hazardous Waste Team  
Quadrant 2  
99 Parkway Avenue  
Sheffield  
S9 4WG.

