

# Waste Return Guidance Notes



Asiantaeth yr  
Amgylchedd Cymru  
Environment  
Agency Wales

The Environmental Permitting (England and Wales) Regulations 2007

Landfill Allowance Scheme (Wales) Regulations 2004

List of Wastes Regulations (Wales) 2005

The Waste and Emissions Trading Act 2003

Please read these guidance notes and the whole form carefully before you start to fill it in.

## Introduction

We need to know about the types and quantities of controlled waste you have handled at each permitted facility within your site.

Please fill in a copy of the form every

- quarter (i.e. three months) *or*
- year (this option is only applicable to Scrapyards & End of Life Vehicle sites)

as agreed with us.

*If you are not sure about this, please contact us.*

## How to use this form

When you fill in the form, you will also need a copy of the

- European Waste Catalogue (EWC) classification codes
- a list of district/county councils within the UK.

*You can get copies of these from your local Environment Agency office if you do not have them.*

## Continuation sheet, form WMS3W (Wales)

We have sent you a continuation sheet in case you need it. If you need more space for answers 3 and 4, please use a continuation sheet marked clearly with the

- local site licence *or*
- waste management licence number (EAWML number) or permit number
- number of the sheet, *for example 3 of 5.*

You should also tell us how many continuation sheets you are using when you complete the declaration in section 5 of the form.

*You can photocopy the form or the continuation sheet if you need another copy.*

## If you need help and advice

We have made 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 questions about the waste returns scheme.

Please get in touch with the officer handling your site returns. You will find their name and telephone number at the bottom of the letter that came with these notes and form.

## How to fill in the form

### Section 2 Operator and site details

#### Q2.1 Site operator and details

If the site details have been pre-printed please check that they are correct. If they are not correct or not printed please copy the details from your waste management licence or permit.

#### Q2.2 Type of facility

If the type of facility has been pre-printed please check that it is correct. If it is not correct or not printed please copy the details from your waste management licence or permit.

#### Q2.3 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.

#### Landfill sites only

*This section applies to landfill facilities 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 no waste has been received or removed from the site during the return period.

#### Q2.5 Remaining void space covered by the licence

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

## Section 3 Waste received on site

Before you fill in this section make sure you have a copy of the

- European Waste Catalogue (EWC) classification codes and
- a list of district/county councils within the UK.

*You can get copies of these from your local Environment Agency office if you do not have them.*

***Please use the continuation sheet WMS3W (Wales) provided, or a copy of it, if you need to.***

### Origin

Please enter the district where the waste originated.

### Description of waste

Please enter a written description of the waste or material.

### European Waste Catalogue classification code

Please enter the full 6-digit EWC code, as specified in the List of Waste Regulations 2005 (or any subsequent amendments).

### Municipal source

Please state whether the waste has arisen from a municipal source.

Municipal waste is defined as waste from households and other waste that, because of its nature or composition, is similar to waste from households.

Please note that if the waste is from a municipal source and it is going for disposal at a landfill site, you will need to enter an option in the **Pre-treatment column**.

### Biodegradable

Please state whether the waste is biodegradable (e.g. paper, cardboard).

### State

Please enter the physical state of the waste (whether it is solid, powder, sludge, liquid or gas). Please do not use other terms to describe the waste.

### Amount

Please give the weight of each specific waste type received from each district of origin and specify units used (e.g., tonnes, kg etc).

### Pre-treatment

If you have selected **YES** in the **Municipal source** column and the waste is going to a landfill site, please select one of the options 1–15 from the accompanying list, otherwise leave blank. See Pre-treatment options sheet for a detailed description.

### Additional information

For landfill sites

- Tick 'D' if this is the final disposal site for the waste *or*
- Tick 'U' if the waste was used on site (for example bunding, capping or levelling purposes).
- Tick 'F' for waste that has come from another facility, *for example, a transfer station.*

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### Section 4 Waste removed from site

Before you fill in this section make sure you have a copy of the

- European Waste Catalogue classification codes to be used and
- a list of district/county councils within the UK.

We need to know about each type of waste received at your site.

**Please use the continuation sheet WMS3W provided, or a copy of it, if you need to.**

### Destination

Please enter the district that the waste is going to.

*See the list of district/county councils within the UK.*

### Description of waste

Please enter a written description of the waste or material.

### European Waste Catalogue classification code

Please enter the full 6-digit EWC code, as specified in the List of Waste Regulations 2005 (or any subsequent amendments).

### Municipal source

Please state whether the waste has arisen from a municipal source. Municipal waste is defined as waste from households and other waste that, because of its nature or composition, is similar to waste from households.

### State

Please enter the physical state of the waste (whether it is solid, powder, sludge, liquid or gas). Please do not use other terms to describe the waste.

### Amount

Please give the weight of each specific waste type removed to each district and specify the units used (e.g., tonnes, kg etc).

### Destination facility type

Please enter the type of facility where the waste will be sent (*for example, incineration, transfer station, landfill, treatment, reprocessing, recycling*).

### Sending the form back to us

Send your waste return back to the address printed in the box on page 1 of the form. We need it no later than the date shown in the table below, depending on the return period.

Quarter	Year
1 January – 31 March	1 month after year end
1 April – 30 June	
1 July – 30 September	
1 October – 31 December	
28 days after quarter end	

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### Further information

For general enquiries please contact your local Environment Agency office or call our general enquiry number 08708 506 506 between 8.00am and 6.00pm.

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### The Data Protection Act 1998

The information provided by yourselves will be processed by the Environment Agency to deal with your application, to monitor compliance with the licence/permit/registration conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental matters;
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive Local Authorities, Emergency Services, DEFRA) on environmental issues;
- carrying out statistical analysis, research and development on environmental issues;
- providing public register information to enquirers;
- investigating possible breaches of environmental law and taking any resulting action; preventing breaches of environmental law;
- assessing customer service satisfaction and improving our service; and
- responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows.

We may pass it on to our agents/representatives to do these things on our behalf.