

The Hazardous Waste Regulations 2005: Registering premises that produce or store hazardous waste – applications sent by post



Premises where hazardous waste (waste which is dangerous to people, the environment or animals) is produced or stored must be registered with the Environment Agency. Use this form to register those premises. If you have more than five premises to register, you may be better creating an XML file and either e-mailing it to us or posting it on a disk. If you want to do this, do not use this form. Instead go to our website for details on how to create an XML file and how to send it to us.

Please carefully read through this form. Please type or write clearly in the answer spaces. If you are filling in this form online, you can save it if you have version 7.0 or 8.0 of Adobe Acrobat.

It will take about 15 minutes to fill in this form.

You will need:

- your Companies House registration number and the Companies House registration number for the organisation that wants to be registered (if there is one);
- the name and contact details of a person we can speak to about your application; and
- your payment by cheque or, if you are paying using the Banks Automated Clearing System (BACS), your BACS reference number.

For guidance on this form please read HWR02E 'Guide to filling in application form HWRP01 for registering premises that produce hazardous waste (applications sent by post)'. You can find this guide and details of costs on our website at www.environment-agency.gov.uk/hazwaste. Or you can phone us on 08708 502858 and we will send you a copy.

If you have any questions about filling in this form, phone us on 08708 502858 or send an e-mail to enquiries@environment-agency.gov.uk.

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.

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1 Details of premises to be registered

If you have more than one premises to register, you can use further copies of this page to record details of each other premises.

Previous registration number

(Only fill in a number if you are renewing an existing registration. A hazardous waste registration number starts with three letters followed by three numbers.)

Organisation's full name

Companies House registration number (if any)

Address of premises

Postcode

1 Details of premises to be registered, continued

Contact at premises

If we need to contact someone at the premises, who should we contact?

(The contact details should be someone at the premises who can tell us about the waste on site. If you are in a partnership, enter one name only.)

Title

First name

Last name

Phone

(You can give us a mobile phone number.)

Your business SIC code

(You can find your SIC code from our website at <http://www.environment-agency.gov.uk/hazwaste>.)

How many employees work on this site?

- 0 1 to 4 5 to 9
10 to 49 50 to 249 250 or more

Date you want the registration to start (DD/MM/YYYY)

2 Your organisation's details

Are your organisation's details the same as you gave in section 1?

No

Yes If you answer yes, give your e-mail address (if you have one) and then go to the 'Payment details' section. Otherwise fill in all the details of your premises on this page.

Organisation's full name

Companies House registration number (if any)

Your address

Postcode _____

If we need to talk to someone about this application, who should we contact?

Title _____

First name _____

Last name _____

Phone _____

(You can give us a mobile phone number.)

E-mail _____

3 Payment details

How many premises are you registering?

Amount due

£ _____

Payment method (tick one box)

Cheque BACS

Please make cheques payable to 'Environment Agency' and write your organisation's name and address on the back. Don't forget to sign the cheque.

Cheque number

If you are paying by BACS, give your BACS payment reference number. (We prefer the number to be **HWAPP** followed by the **first five characters of your organisation name** followed by a **four digit number**. For example, **HWAPPJOEBL0001**.)

BACS reference number

4 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; and
- process renewals.

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;
- 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.

5 Declaration

Read the following statement and then sign below.

As far as I know, the information in this application is true. I understand that you may reject this application if I give false or incomplete information.

(If you deliberately give false information, you may be prosecuted.)

Your signature

Title _____

First name _____

Last name _____

Position

Date (DD/MM/YYYY)

6 How to contact us

If you need help filling in this form, please contact the person who sent you it or contact us as shown below.

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

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

E-mail: 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.



For Environment Agency use only

Date received (DD/MM/YYYY)

Cheque or BACS amount

£ _____

Cheque or BACS number

Our reference number

Inputted by
