

# Duty Of Care Annual Waste Transfer Note

## Trade Waste Collection – Wheelie Bins /Sacks



*\*Please complete, sign & return to Commercial Recycling Ltd,  
Arena Way, Off Magna Road, Wimborne, Dorset, BH21 3BW*

## Section A: Producer of Waste (Your Details)

1. Company Name: (Block Capitals).....

2.Address of collection point: .....

..... Post Code:.....

3. Annual Transfer Period: *1st January 2010 to 31st December 2010*

4. Signed by Name: (Block Capitals).....

Position:..... Date:.....

*Section 34(1) of the Environmental Protection Act 1990 imposes a duty of care on all producers of waste to take 'reasonable and appropriate' steps in relation to the waste they produce.*

*This duty requires you to ensure that no unauthorised, harmful deposit, treatment or disposal of your waste and to prevent the discharge of any waste from your premises. You are further required to ensure that only an authorised person transport your waste. A written description of the waste legally must be provided by you on the Transfer Note and kept by you for at least 2 years as written proof of the discharge of your responsibilities.*

**Breach of this duty is a criminal offence with a potential unlimited fine in the Crown Court.**

## Section B: Description of Waste

1. Please provide a general description of the types of waste to be transferred (eg paper, cardboard, glass, mixed recyclables, commercial waste, food waste, waste electrical, confidential waste etc)

2. How is the waste contained? Wheeled Bin (Please tick)  Waste Bag (Please tick)

3. How many containers do you have? (Please fill in the boxes below)

120 Litre	240 Litre	360 Litre	500 Litre	660 Litre	770 Litre	1100 Litre

4. How often is the waste collected? (Please tick)

1x Per Week ( ) 2x Per Week ( ) 3x Per Week ( ) 4x Per Week ( )

5x Per Week ( ) 6x Per Week ( ) Monthly ( ) On Request ( )

## Section C: Registered Waste Carrier

**Carrier:** Commercial Recycling Limited

**Address:** Canford Recycling Centre, Arena Way, Wimborne, Dorset BH21 3BW

**Registration No:** ESW/245092

**Issued by:** SW Environment Agency, Blandford

## Section D: Waste Disposal Facility

**Site:** Canford Recycling Centre, Arena Way, Wimborne, Dorset BH21 3BW

**Operator:** Commercial Recycling Limited

**Licence No:** WML 23718

**Issued by:** SW Environment Agency, Blandford

**Site:** Southwood Recycling Centre, Evercreech, Shepton Mallet, Somerset BA4 6LX

**Operator:** Commercial Recycling Limited

**Licence No:** ERP / DP 3496SG

**Issued by:** NW Environment Agency, Bridgewater

**Site:** Parkstone Recycling Centre, Mannings Heath Road, Poole, Dorset, BH12 4NQ

**Operator:** Commercial Recycling Limited

**Licence No:** WML 23523

**Issued by:** SW Environment Agency, Blandford

**Site:** Bristol Recycling Centre, Albert Road, St Phillips, Bristol, Avon BS2 0XS

**Operator:** Commercial Recycling Limited

**Licence No:** WML 26031

**Issued by:** NW Environment Agency, Bridgewater

### IMPORTANT

1. Section A and B on this form must be completed by waste producer. Return one copy to Commercial Recycling Ltd. Retain the second copy for a minimum of two years.

2. This Annual Transfer Note covers you, our customer, for a fixed frequency collection with little variation to the volume or nature of the waste removed. You must ensure unlisted or harmful waste is not presented for collection, and to inform Commercial Recycling Ltd should there be any change of circumstances.

3. Commercial Recycling Limited reserve the right to apply a charge for the administration of the Duty of Care Annual Waste Transfer Note.