

How to register your premises

A guide to the Hazardous Waste Regulations



Our aims

You should read this guide if you need to register your premises under the Hazardous Waste Regulations.

Some premises are 'exempt' and do not need to be registered. If you are not sure whether your premises need to be registered, read our guide HWR02A 'Do I need to notify my premises?'.

Under the Hazardous Waste Regulations 2005, it is an offence to produce hazardous waste (waste which is dangerous to people, the environment or animals) at premises, or remove that waste from premises, unless those premises are either registered with us or are exempt. When you register your premises, we place details on a register and give you a registration number called a 'premises code'. The whole process is also referred to as 'notifying' premises.

This guide only applies to premises in England and Wales. It is part of a series of documents that explain how the Hazardous Waste Regulations work.

This guide explains:

- who can apply to register premises;
- the different ways you can register;
- the details you need to give us;
- how much registration costs;
- how to pay by BACS;
- about registration numbers;
- how long your registration lasts;
- how to check details of your registration; and
- what happens if your details change.

The information in this guide is based on what we know at the moment. It may change in the future if the law changes, guidance from the Government changes, or as a result of our experience in regulating hazardous waste.

Who can apply to register a premises

The following people can apply to register your premises.

- You
- Your head office
- Your waste-management contractor
- Another person you have given permission to (for example, a registered carrier or registered broker).

How to register

You can apply online, on disk, by e-mail, by phone or on a paper form. You can register up to 2000 premises at one time. You will need to pay a fee when you apply.

Applying online

This is the quickest and cheapest way of applying. Go to www.environment-agency.gov.uk/hazwaste and choose 'Register online as a hazardous waste producer'.

Applying on disk or by e-mail

Produce an XML file that gives the details of the premises you want to register. You may produce the XML file yourself using your own systems. You can get the XML model document (called a schema) from our website or by contacting the National Customer Contact Centre on 08708 502858. If you cannot produce XML files from your systems, we have provided a spreadsheet for you to use. (See HWR02C: 'Registrations and Renewals: Using the Excel Spreadsheet Application' for details.)

Fill in an 'applications sent on e-mail or by disk' form (HWRB01). You can get the form by calling us on **08708 502858** and asking for form HWRB01. Or you can download the form from www.environment-agency.gov.uk/hazwaste.

If you want to send the form and the file in the post, you must put the file onto a disk, print the form off and send it with the disk to:

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

If you want to e-mail the form and the file to us, you should send them to hwnotifications@environment-agency.gov.uk.

We must receive your payment before we process your application.

If we turn down your application, you will get a rejection e-mail or a phone call.

Applying by phone

Phone **08708 502858** and ask to make a 'hazardous waste notification'. You can apply any weekday between 9am and 5pm (except Good Friday, Christmas Day, bank holidays or other public holidays).

Applying on a paper form

Send us a paper form (HWRP01) containing details of the premises you want to register. You can get a copy of the form by calling us on **08708 502858**. Or you can download a form from our website at www.environment-agency.gov.uk/hazwaste.

When you have filled in the form send it to:

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

The details you need to give us

You may be applying for yourself or on behalf of someone else. In all cases, we need the following information.

- Details about the organisation making the application (the applicant). Whether or not you are applying for your own premises or for someone else's premises, you must give details of your own organisation.
- Details about the premises that need to be registered. If you are applying for your own premises, you must give details of your premises. If you are applying on behalf of another organisation, you must give details of the premises where the hazardous waste is being produced.
- How you want to pay. If we do not receive payment, we will not process the application and the premises will not be registered.

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.

How much registration costs

The cost depends on how you apply. The most efficient and cheapest way to apply is online.

To find out the current costs call us on **08708 506506** or visit our website at: www.environment-agency.gov.uk/hazwaste.

The payment methods for each way of applying are as follows.

How you apply	Allowed payment method	Comments
Online	Credit card or debit card	Not American Express or Diners Club International card.
Disk, e-mail or paper	Cheque or Banks Automated Clearing System (BACS)	Make your cheque payable to ' Environment Agency ', writing your organisation's name and address on the back of the cheque. Send your cheque to Environment Agency, Hazardous Waste Team, Quadrant 2, 99 Parkway Avenue, Sheffield, S9 4WG. For details of what BACS is and how you can pay using BACS see below.
Phone	Credit card or debit card	Not American Express or Diners Club International card.

Paying by BACS

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

To pay 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 BACS 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.

Registration numbers

We will supply you with a registration number (called a premises code). The first three characters are letters, and the last three are numbers.

If you apply online, you will immediately get your registration number on screen once you have paid, and you will be able to print it off. You will also receive confirmation of your registration number by e-mail.

If you apply by e-mail, you will receive an e-mail confirming your registration number once we have processed your application. So it is very important that the e-mail address in the XML file you send us is correct.

If you apply by phone, we will give you your registration number over the phone once you have paid. We will also send your registration number to you. If you have given us an e-mail address, we will send confirmation of your registration number confirmation to that e-mail address. Otherwise, you will receive it in the post.

If you apply with a paper form or on disk, and have given an e-mail address, we will send your registration number to that e-mail address. Otherwise, you will receive confirmation in the post.

We prefer to send registration numbers to you by e-mail. If this is not possible, we will send your registration number by post, but this may delay you receiving it.

Please keep your registration number safe. You need this number to show that you have registered your premises, but it also forms part of your 'consignment note' number when you are transferring hazardous waste.

How long registration lasts

A notification lasts for 12 months from the registration start date. Up to one month before your registration runs out, you or your agent can apply to renew the registration number. You re-register in the same way you made your first application. If you want to renew your existing registration number, you should tell us what that number is in your application.

How to check registration details

If you want to check your own registration details, or those of others, you can either go to our website at <http://www2.environment-agency.gov.uk/epr/search.asp?type=register> or you can ring 08708 506506. You can get the following details.

- Name of the person or organisation holding the registration
- Address and postcode of the registered premises
- Registration number
- Date the registration started
- Date the registration runs out

We have to make this information available under regulation 26(8) to the Hazardous Waste Regulations. If you ask us for other information (for example, under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004), we will consider your request in line with the law.

What to do if your details change

If you move from one premises to another, you must register the new premises. However, if you move into premises that are already registered, you may be able to use the registration number for the premises. You must tell us, by phoning **08708 502828**, if you want to do this. We will make the necessary changes to the registration details and send you a new confirmation. You must not move any hazardous waste from those premises until we confirm that we have changed the registration details for the premises.

If the post office changes your address or postcode, you must tell us immediately by phoning **08708 502828**. We will then change your details and send you confirmation of this.

If your organisation simply changes its phone number, fax number, e-mail address or the number of employees, we would only expect you to tell us about those changes when you next register.

