

Waste Transfer Note

It's a legal requirement to keep a copy of your transfer note for two years from the date signed.

Company Name	Account Number
Company Address	
	Postcode
Address of transfer or collection point	Broker who arranged this transfer (if applicable)
Postcode	Postcode
Date of transfer D D / M M / Y Y	Time(s)

Type of Premises/
Process from which
the waste is produced

Standard Industry Code (SIC):

Please tick the categories that best describe the waste we collect from you (please tick all that apply)

<input type="checkbox"/> Cardboard	<input type="checkbox"/> Paper	<input type="checkbox"/> Ridgid plastics	<input type="checkbox"/> Plastic film	<input type="checkbox"/> Soft plastics (rubber, EPS etc)
<input type="checkbox"/> Food	<input type="checkbox"/> Glass	<input type="checkbox"/> Textiles	<input type="checkbox"/> Organics (non food)	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Wood	<input type="checkbox"/> Bulky items	<input type="checkbox"/> Electrical items (WEEE)	<input type="checkbox"/> Metals	

Please select the main applicable European Waste Code (tick one in category that applies)

<p>For recycling</p> <p><input type="checkbox"/> 20 03 01 commingled recycling</p> <p><input type="checkbox"/> 15 01 06 mixed packaging</p> <p><input type="checkbox"/> 20 01 01 paper and cardboard</p> <p><input type="checkbox"/> 20 01 02 glass</p> <p><input type="checkbox"/> 20 01 08 biodegradable kitchen and canteen waste</p> <p><input type="checkbox"/> 16 02 14 waste electrical and electronic equipment (WEEE)</p>	<p>For disposal</p> <p><input type="checkbox"/> 20 03 01 mixed municipal waste</p> <p><input type="checkbox"/> 20 03 02 market waste</p> <p><input type="checkbox"/> 20 03 01 biodegradable garden and park waste</p> <p><input type="checkbox"/> 20 03 07 bulky waste (non WEEE electrical items)</p> <p><input type="checkbox"/> 18 01 07 clinical waste: chemicals (not 18 01 06)</p> <p><input type="checkbox"/> 18 01 04 clinical waste: offensive materials</p>
---	--

Type of container	Quantity	Quantity
Bags/cardboard tape purchased per annum		Compacted bag (Bergmann, Orwak, Tony Team)
660-1280 litre euro bin/chamberlain		Machine baled cardboard
140-360 litre wheelie bin		Other (please specify)

Waste Hierarchy Declaration: As the waste producer we confirm that we have fulfilled our duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Tick to confirm

I certify that all the information given is correct

Signed <input style="width: 100%;" type="text"/>	Signed <input style="width: 100%;" type="text" value="Mark Banks"/>
(Authorised Signature)	(Authorised Signature)
Print Name	Print Name <input style="width: 100%;" type="text" value="Mark Banks"/>
For and on behalf of the Customer	On behalf of <input style="width: 100%;" type="text" value="Westminster City Council"/>
Position in company	Position in company <input style="width: 100%;" type="text" value="Head of Waste and Parks"/>
Date D D / M M / Y Y	Date <input style="width: 20px;" type="text" value="01"/> / <input style="width: 20px;" type="text" value="04"/> / <input style="width: 20px;" type="text" value="21"/>

Would you like to receive our free e-newsletter, a regular update on issues affecting Westminster businesses? Yes No

Recipient email

Responsibilities of the waste producer

When using Westminster City Council commercial waste/ recycling bags and cardboard tape:

- All waste must be properly segregated and contained in the appropriate commercial waste/recycling bags.
- No ordinary black bags can be presented for collection.
- All bags must be tied and closed up for collection; no open bags please.
- No liquid waste can be put in commercial waste bags; your bags cannot leak.
- Westminster City Council commercial waste bags and tapes can only be obtained via the official channels.
- No uncontained broken glass or crockery is to be disposed of in waste bags.
- Cardboard tapes should not be used on waste bags
- Standard commercial waste bags can only contain a maximum of 5 kg waste per bag
- Cardboard must be presented for collection flat packed and securely tied with cardboard tape attached.
- No more than 15 boxes per whole cardboard tape.
- Use a whole cardboard tape d not tear them and use half a tape or less.
- No builders waste, soil, chemicals, paint, electrical appliances, bulky items, liquids and raw meat waste can be presented in commercial waste bags. Order a special collection instead.

When using a commercial waste/ recycling container:

- Don't overload the container, the lid must always be closed
- Inform us if your container is faulty. All containers must have lids and working castors.
- Excess waste that doesn't fit in the container can be collected if you request an extra collection.
- No builders waste, soil, chemicals, paint, appliances, liquids and raw meat can be deposited in the container. Order a special collection instead.

The Waste Transfer Note must be completed by the customer and returned to Westminster City Council on an annual basis.

You are required under Section 34, Environmental Protection Act 1990 to complete and keep a copy of the Waste Transfer note for 2 years. This Waste Transfer Note does not serve as a contract between yourselves and Westminster City Council in any way.

Veolia ES (UK) Limited acting on behalf of the Westminster City Council is defined as 'The Carrier'. Registered Waste Carrier Number CBDU95537 - issued by the Environment Agency, Sheffield.

Under normal operating conditions collected materials are disposed of at:

Waste: SELCHP, London SE14 – License NP3738SY

Recycling: Veolia Southwark IWMF, London SE15 – License EPR/CP3198VG

Recycling: Veolia Alperton Waste Transfer Station, London HA0 – License WML80379

This Waste Transfer Note is valid for one year from the date of signature. Westminster City Council reserves the right to invalidate any time remaining on this Waste Transfer Note at any time due to service cancellation, non-payment and/or any other breach of our Terms.