



**ENVIRONMENT
AGENCY**

A GUIDE TO THE HAZARDOUS WASTE REGULATIONS

SITE PREMISES REGISTRATION (NOTIFICATION) GUIDE

Version 2 - May 2005

The information in this guidance represents our current understanding and our position may be subject to change in the light of regulatory or case law changes, future Government guidance or experience of regulating this type of waste.

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1. Introduction

On 16 July 2005, the Hazardous Waste Regulations 2005 (HWR) will come into force. The HWR, which replace the Special Waste Regulations 1996, provide an effective system of control for those wastes that are harmful to human health or the environment, or are difficult to handle. They ensure that such wastes are properly managed from their production to their final destination for disposal or recovery.

The main features of the HWR are to:

- implement a definition of hazardous waste into domestic legislation;
- require producers or consignors of hazardous waste to notify (register) their premises;
- restrict mixing and to require separation of wastes where appropriate;
- provide cradle-to-grave documentation for the movement of hazardous waste;
- require consignees to keep thorough records of hazardous waste and provide the Environment Agency with quarterly disposal and recovery information.

This guidance note is one of a series that will explain the functions of the HWR. The purpose of this guidance is to explain the process by which premises, where hazardous waste is produced at or removed from, are notified to the Environment Agency.

2. Notification - General Principles

It is a requirement of Regulation 21 to the HWR that “where hazardous waste is produced at, or removed from, any premises other than exempt premises, the premises must be notified to the Agency...”

The Environment Agency records these notifications by means of a registration scheme and each registered premises will receive from the Environment Agency a unique registration number (also known as a “premises code”).

Notification is an important function of the management of hazardous wastes. There are ten main areas that you will need to consider regarding notification:

- A: [Do I need to make a notification?](#)
- B: [When can I make a notification?](#)
- C: [How do I make a notification?](#)
- D: [What information is required to make a notification?](#)
- E: [How much does notification cost?](#)
- F: [What do I get when I make a notification?](#)
- G: [How long does a notification last?](#)
- H: [How do I check details of sites that have been notified to the Environment Agency?](#)
- I: [What should I do if my details change?](#)
- J: [What do I do when my notification runs out?](#)

A: Do I need to make a notification?

Many site premises will need to be notified to the Environment Agency in accordance with Regulation 21 to the HWR. There are some exemptions from the requirements to make a notification, outlined in Regulation 23, which are described below.

Domestic Premises

In accordance with Regulation 12(2), the HWR do not apply to domestic waste except where that waste is:

- ❑ asbestos collected by a contractor. In this case the contractor may have to notify the premises at which s/he is engaged (if those premises are not otherwise exempt); or
- ❑ separately collected hazardous waste. In this case the premises it is collected from will not need to be notified. Any subsequent premises, such as a transfer station, that it is removed from will need to be notified.

Flytipped Waste

Regulation 22(2) provides that where waste has been deposited in contravention of Section 33 to the Environment Protection Act 1990, it may be removed from those premises without requiring registration of those premises. For example, where waste has been flytipped on land, that waste may be removed (albeit using consignment notes in the normal manner) without the site being registered.

Mobile Service Operators

Regulation 29 to the HWR allows a mobile service operator (e.g. photo booth servicing, mobile mechanics, electricians, plumbers and road sweepers), producing waste in the course of their business from premises at which they perform their mobile service activities, to register their main operating premises rather than the premises at which they produce the waste.

Regulation 29 is dependent on a tenure restriction (Regulation 31) and a qualifying limitation (Regulation 30(1)(a)).

The tenure restriction allows the mobile service operator to take advantage of regulation 29 only where the mobile service operator neither owns nor occupies the premises where they perform their mobile service activities.

The qualifying limitation is that the mobile service operator does not produce more than 200 kg of hazardous waste in any twelve-month period at a premises at which they are performing their mobile service activity. If this limit is exceeded, that premises will need to be notified to the Agency, but the mobile service will continue to be able to use the notification of its main premises when performing mobile service activities at other premises and producing less than 200kg of hazardous waste.

Registration of the main premises that the mobile service operator works from is made in the normal manner - there is no requirement to inform the Agency that the premises is operating as a mobile service operator.

Regulation 29 applies to all types of premises, not only those that may be exempt under Regulation 23 ([see below](#)).

If premises have been notified, regulation 29 is not relevant.

Step 2: Is the waste collected by a registered carrier or an exempt carrier?

Regulation 23(2)(b) requires that hazardous waste from one of the premises described in Step 1 above must be collected by either a registered or exempt carrier for the premises to be exempt from notification. Otherwise the premises must be notified. Exempt carriers include for example:

- ❑ a waste collection authority, waste disposal authority or waste regulation authority;
- ❑ the waste producer carrying their own waste, except where it is building or demolition waste;
- ❑ a charity or voluntary organisation.

It should be noted that movement of waste without using a registered carrier or one who is exempt from registration would be an offence under the Duty of Care.

Step 3: How much Hazardous Waste do you produce in any 12 month period?

In accordance with Regulation 23(2)(a) premises, other than ships, may only be exempt if the “qualifying limitation is observed”. Regulation 30(1) sets the qualifying limitation at less than 200kg in any 12 month period. If you intend to, or do, produce more than 200 kg of hazardous waste on premises in any 12 month period, you must notify those premises.

There is no qualifying limitation for ships - ships from which hazardous waste is removed are not required to be notified under any circumstances.

It must be noted that exemption from notification does not exempt a producer from any other aspect of the HWR. This includes the requirement to use consignment notes. For example an office, removing up 200 kg hazardous waste, must prepare hazardous waste consignment notes in the normal manner regardless of their exemption from notification.

B: When can I make a notification?

Regulation 1(1)(a) to the HWR allows notifications to be made in England and Wales before full implementation of the regulations. This allows producers, consignors or their agents the opportunity to notify the Agency in time for full implementation of the HWR on 16 July 2005. After the 15 July 2005, it will be an offence to produce at, remove, or cause to be removed, or transport hazardous waste from any premises unless those premises are notified or exempt from notification.

If you apply for notification up to and including 15 July 2005 your registration may be set to start between 16 July 2005 and 16 September 2005. If you apply on or after 16 July 2005 your registration will be set to start up to one month from the date of your application. If you don't request a start date, regulation 28 provides that your registration will start four business days after notification is given.

If you are applying to re-register your existing number you may do this up to a month before the End Date of the registration, e.g. if your registration is due to end on 15 July 2006 you may re-register from 16 June 2006. Your new registration will start from the day on which your old registration expires, e.g. if your registration was due to end on 15 July 2006, your new registration would start on 16 July 2006.

C: How do I make a notification?

If you are required to notify the Environment Agency, you can make the notification yourself, or you can ask your head office, your waste management contractor or another person authorised by you (e.g. registered carrier, registered broker, consignee) to make the notification on your behalf.

There are many ways that you or your agent can notify premises, as summarised in [Figure 2.2](#).

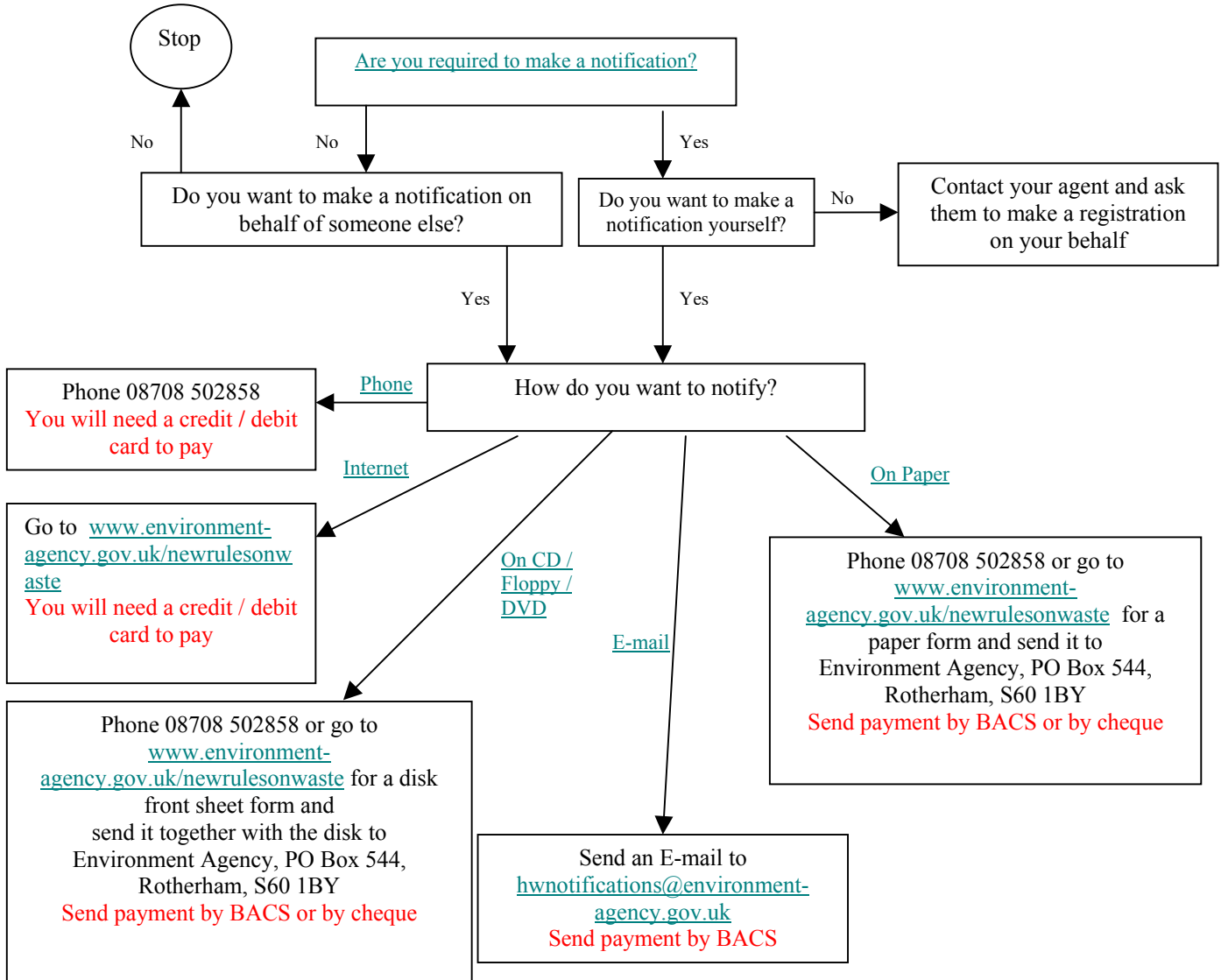


Figure 2.2 Notification Methods

Application for notification may be made by [phone](#), on the [Internet](#), on [disk](#), via [e-mail](#) or on [paper](#). Note that the maximum number of premises that may be notified on each occasion is currently limited to 2,000. You will be required to pay a fee on application. The mechanisms for payment are described [below](#).

Applying by Phone

To notify the Environment Agency that you produce Hazardous Waste ring 08708 502858 and ask to make a Hazardous Waste Notification. Applications by phone can be made between

A Guide to the Hazardous Waste Regulations: Site Premises Notification

0900 and 1700 hours Monday to Friday excluding Good Friday, Christmas Day, bank holidays or other public holidays.

Applying by Internet

To notify using the Internet go to the Environment Agency's web site www.environment-agency.gov.uk/newrulesonwaste, locate the Hazardous Waste Notification page and enter the required details.

Applying on Disk

Complete the disk front sheet form and send it to the Environment Agency, together with the disk (a DVD, CD or floppy) containing the details of the site(s) you want to notify. The [format of the data](#) required on the disk is described in [Appendix A](#). You must send the disk to:

Environment Agency
PO Box 544
Rotherham
S60 1BY

The disk front sheet form can be obtained by ringing the Environment Agency on 08708 502858 and asking for a Notification of Hazardous Waste Producer Premises Disk form (Ref. HWRD01). Alternatively you can download a form from the Agency's web site www.environment-agency.gov.uk/newrulesonwaste.

Applying using E-mail

Notification can also be made by sending the Environment Agency an E-mail to the E-mail address:

hwnotifications@environment-agency.gov.uk

This E-mail should include an attached file containing the details of the required notification(s). The [format of the data](#) required on the E-mail file attachment is described in [Appendix A](#). You must give the File a name prefixed **HWREG_** e.g., **HWREG_File12.csv** - if your file is not prefixed in this manner it will not be processed by the notification system. To aid your internal systems you should put the following details in the Message part of the E-mail:

FILENAME
DATE SENT

If your application is rejected you will be sent the contents of your message back in a rejection E-mail.

Please note that the E-mail address hwnotifications@environment-agency.gov.uk is specifically set up to receive notifications. Any other E-mail sent to this address will be rejected. The system is entirely automated so we will not read any messages that accompany files.

Applying on a Paper Form

Send the Environment Agency a paper form containing the details of the site(s) you want to notify. You must send the paper form to:

Environment Agency
PO Box 544
Rotherham
S60 1BY

The paper form can be obtained by ringing the Environment Agency on 08708 502858 and asking for a Notification of Hazardous Waste Producer Premises Paper form (Ref. HWRP01). Alternatively you can download a form from the Agency's web site www.environment-agency.gov.uk/newrulesonwaste.

D: What information is required to make a notification?

The Data Protection Act 1998

The information you provide will be processed by the Environment Agency to deal with your application, to monitor compliance with registration conditions and to process renewals. The information may also be used to respond to requests from third parties for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows.

You may be applying for a notification on your own behalf or you may be making an application on behalf of others. In all cases we will require the following information:

- 1) Details about the organisation submitting the application (the Applicant) Whether you are making the application for notification on behalf of your own premises or on behalf of another's premises, these are the details for the organisation for which you work.
- 2) Details of the premises to be notified If you are making the application on behalf of your own premises, these are the details of your own premises. If the application is on behalf of another organisation's premises, you should give the details of the premises where the hazardous waste is being produced.
- 3) Payment details Without a valid payment the Environment Agency will not process the application and you will not be registered.

You will not be able to make a registration without **all of** the following:

1: Details about the organisation (e.g. company, partnership, sole trader) making the application for notification

Name of Organisation submitting the application

For a limited company (e.g. Ltd or Plc) you should supply the full limited company name e.g. A A Aardvark (Avon) Ltd, and its Companies House registration number. The Companies House number should be given without leading zeroes e.g. 338997 rather than 00338997.

For a partnership you should supply the trading name for the organisation. You should give N/A as your companies house number to indicate that you do not have one.

For an individual or sole trader you should supply the trading name for the organisation. You should give N/A as your companies house number to indicate that you do not have one.

Address and Postcode of the Applicant

The Agency requires the full postal address for the organisation making the application. Postcodes are essential.

Welsh language preference for the Applicant

If you wish the Environment Agency to return your registration confirmation in Welsh then please indicate this in the application.

Contact name for the Applicant

This is the Title, First Name and Last Name of the individual making the application. The individual who is making the application should be appropriately authorised to make the application. If you are making an application for:

- a limited company, you should be properly authorised by the company to do so;
- a partnership, you should be an authorised partner; or
- a sole trader, you should be the proprietor.

Contact details for the Applicant (E-mail address, phone and fax)

To minimise administrative and environmental costs the Environment Agency would like to send registration confirmations to you electronically by E-mail (preferably) or fax. An E-mail address is mandatory when making an Internet application for notification. We will always require a valid phone number; if there are any queries about your application we will need a contact number to discuss these with you.

2: Details about the organisation for which notification is required

The details of the organisation making the application may be the same as the organisation whose premises require the notification. You can indicate this, minimising the length of time it takes to make the application.

Detail of premises to be notified

For a limited company (e.g. Ltd or Plc) you should supply the full limited company name e.g. A A Aardvark (Avon) Ltd, and its Companies House registration number. The Companies House number should be given without leading zeroes e.g. 338997 rather than 00338997.

For a partnership you should supply the trading name for the organisation. You should give N/A as your companies house number to indicate that you do not have one.

For an individual or sole trader you should supply the trading name for the organisation. You should give N/A as your companies house number to indicate that you do not have one.

Address and Postcode of the premises to be notified

The Environment Agency requires the full postal address for the company requiring notification. Postcodes are essential.

Contact name and phone number for the contact at the site premises

You should provide the site contact's name and phone number. This should be a person who is based at the premises being notified and may be the same as in step 1 above where the Applicant is notifying their own premises. If you are a sole trader, please provide the name of the proprietor of the business. If you are a partnership, enter one name only.

Previous Registration Number (if applicable)

If you are re-registering prior to the expiry of your existing registration, you should provide the previous hazardous waste registration number. If you do not supply this number you may be issued with a new registration number.

Business SIC code for the main activity which produces the hazardous waste

The Standard Industrial Classification (SIC) was introduced in 1948 for classifying businesses and other operations (e.g. educational establishments). The 2003 version of the SIC is split into 17 Sections, A-Q (e.g. D Manufacturing), some of which are split into sub-sections which are denoted with two letters (e.g. DB Manufacture of textiles and textile products). Each section or sub-section comprises divisions (e.g. 17 Manufacture of textiles), which are in turn sub-divided into groups (e.g. 17.5 Manufacture of other textiles), classes (e.g. 17.51 Manufacture of carpets and rugs) and sub-classes (e.g. 17.51/1 Manufacture of woven carpets and rugs).

For further details of the 2003 version of the SIC system go to:

<http://www.statistics.gov.uk/statbase/Product.asp?vlnk=9769>

The level of SIC required by the Environment Agency is that providing the most detail for that particular classification, e.g. 24.12 (Manufacture of dyes and pigments) or 17.51/1 (Manufacture of woven carpets and rugs).

To aid the identification of your SIC, the Environment Agency has provided a SIC search system on its web-site www.environment-agency.gov.uk/newrulesonwaste.

The full document 'Indexes to the UK Standard Industrial Classification of Economic Activities 2003' can be found at:

[http://www.statistics.gov.uk/methods_quality/sic/downloads/UK_SIC_Vol2\(2003\).pdf](http://www.statistics.gov.uk/methods_quality/sic/downloads/UK_SIC_Vol2(2003).pdf)

We do not require you to provide us with more than one SIC for your premises. Where your facility involves several operations you should give the SIC for the premises based on the greatest amount of hazardous waste typically produced by the site.

It is important that you use the 2003 SIC code, as the HWR require its specific use. 1992 or previous SIC codes will not be accepted.

The number of employees on site

We require you to identify the number of employees working at the premises for which notification is required from within a range - 0, 1-4, 5-9, 10-49, 50-249, 250+.

Proposed registration start date

This is the date that you would like the notification to start; see [Section G: How long does a notification last?](#)

More than one notification may be made in the same application up to a maximum of 2,000 premises. On disk or via E-mail you should complete a "Registration" line for each premises for which notification is required. On paper you may copy and complete Section 3, "Details of Premises to be Notified" as many times as you require. Over the phone and on the Internet you can also make multiple notifications.

3: Payment Details

Payment method

Please note, different payment methods are applicable to each method of notification:

- ❑ If you are making the notification on [paper](#) or on [disk](#) the payment methods are Cheque or [BACS](#). Please identify the amount payable and the payment method in the relevant section of the form attached to your application. Where notification is being made on disk the payment details in the file should match with those given on the disk front sheet. Cheques should be made payable to the **Environment Agency**, writing your organisation's name and address on the back of the cheque.
- ❑ If you are making the notification on the [phone](#) or the [Internet](#) the payment method is Credit or Debit Card (other than American Express and Diners).
- ❑ The payment method for registration by [E-mail](#) is [BACS](#).

E: How much does a notification cost?

The Environment Agency is required to make full cost recovery when it issues a registration number. Different methods of notification will cost different amounts reflecting the resource required by the Agency to process the registration number. The most efficient, and therefore least expensive, method of notification, is electronically.

The cost of each notification method (i.e. paper, internet, email, phone and disk) may change, usually annually and following consultation; to find out the existing cost of notification please contact the Agency on 08708 506506 or check the Agency's website at www.environment-agency.gov.uk/newrulesonwaste.

The [payment methods](#) for each notification method are described [above](#).

Paying by BACS

To pay via the BACS system you will need 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: HWAPP(first five digits of your organisation name)(four digit numerical identifier) e.g. HWAPPENVIR0001.

*The reference number you supply will appear on our bank statements enabling us to rationalise your payment. It may be necessary to contact your bank to ensure that the reference number is quoted correctly **to ensure prompt processing**.*

F: What do I get when I make a Notification?

The Agency will supply you with a registration number in the form:

XYZ123,

where XYZ are letters and 123 are numbers.

If you have notified using the Internet you will be able to print your registration number on-line. You will also receive confirmation of your registration number by E-mail

If you have notified using E-mail you will only receive confirmation of your registration number by e-mail. It is therefore very important that the e-mail address provided to us in the file you have sent to us has a valid E-mail address.

If you have notified by phone you will be given your registration number verbally over the phone; your registration number will also be forwarded to you. If you have supplied an E-mail address we will send your registration number confirmation to that E-mail address. If you have not supplied an E-mail address but you have supplied a fax number, you will receive confirmation by fax. Otherwise, you will receive confirmation in the post. It is important that any E-mail address supplied to us is valid.

If you have notified by post or on disk and have supplied an E-mail address we will send your registration number confirmation to that E-mail address. If you have not supplied an E-mail address but you have supplied a fax number, you will receive confirmation by fax. Otherwise, you will receive confirmation in the post. It is important that any E-mail address supplied to us is valid.

The Environment Agency's preference is to furnish registration numbers to you electronically. In some cases where this is not possible, we will send registrations by post but this may delay the receipt by you of your registration numbers.

[Appendix B](#) gives an example of the registration details you will be sent.

Please keep your registration number safe. This number is necessary to show that you have notified your premises but it also forms part of your consignment note number when you are transferring hazardous waste.

G: How long does a notification last?

In accordance with Regulation 21(2), a notification lasts for 12 months from the registration start date. When making a notification, the applicant can request a start date. That date must not be in the past, or more than one month from making the application (except by agreement or when the notification is made before 16 July 2005 as [described above](#)). If registering by telephone or using the Internet a registration number can be obtained immediately, assuming all of the required details are provided.

H: How do I check details of sites that have been notified to the Environment Agency?

If you want to check your own notification details or those of others please ring 08708 506506. The following details will be available:

- Name of body (person or organisation) holding the notification
- Address of the notified premises
- Postcode of the notified premises
- Registration Number
- Start date

We are required to make this information available under Regulation 26(8). We will not provide any other details about a notification such as SIC, Number of Employees or Waste Types under this particular provision. If we receive requests for more information than set out above under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, or otherwise we will consider the request in line with the relevant tests.

I: What should I do if my details change?

If the address of the organisation that you have registered changes then you will need to make a new registration.

If you start a new business from the same premises you will need to make a new registration.

Regulation 26(5) to the HWR requires that *if there are any changes in the information provided to the Agency at the time the premises were notified, the premises shall not be treated as notified until the Agency have received the updated information*. We consider that if your organisation simply changes its phone number, fax number, e-mail address or site personnel you should inform us of those changes when you next register.

J: What do I do when my notification runs out?

Your registration number is valid for a year from its start date. Up to a month before its expiry, you or your agent can apply to renew the registration number. Re-registration can be made in the same manner as the initial notification. If you wish to renew your existing registration number, you should make it clear that you are re-registering, and inform the Agency of your previous registration number.

Appendix A Data Format for Applications on Disk

The file sent to the Environment Agency can be in **only** one of two formats:

- Comma Separated Value (CSV) - values separated by commas (no other separators are acceptable); or
- eXtensible Markup Language (XML).

There are four types of line on the notification file:

Headings - the first line of the file giving all of the headings for the file

Header - the next line of the file describing the general file details

Applicant - the next line of the file giving information on the company making the application

Registration - the next line or lines of the file giving information on the company requiring the registration

All of the following fields must be completed except where indicated as “if applicable” (do not use commas in any of the fields as this will affect the comma separation of the file):

Headings

Put the headings shown above along the first line of the file i.e., RECORD_TYPE, HEAD_FILE_TYPE, HEAD_PAYMENT_TYPE, HEAD_PAYMENT_VALUE, INPUT_METHOD, RETURN_FORMAT, ORGANISATION_NAME, CO_HOUSE, ADDRESS_LINE1, ADDRESS_LINE2, ADDRESS_LINE3, ADDRESS_LINE4, ADDRESS_LINE5, ADDRESS_LINE6, POSTCODE, TITLE, FIRST_NAME, SECOND_NAME, TELEPHONE, FAX, EMAIL, APP_LANG, APP_REG_COUNT, REG_PREVIOUS_REG_REF, REG_SIC, REG_EMPLOYEES, REG_START_DATE.

Header

RECORD_TYPE: **Header**

HEAD_FILE_TYPE: **Registration**

HEAD_PAYMENT_TYPE: **BACS** or **Cheque** (for disk), **BACS** (for e-mail)

HEAD_PAYMENT_VALUE: **Amount in pound sterling for the notifications being made - no currency indicator is required i.e. £ symbol is not required. This value can be determined by multiplying the value of APP_REG_COUNT by the current fee for a Disk notification.**

INPUT_METHOD: **Disk** (for Disk), **Email** (for Email)

RETURN_FORMAT: **PDF** (for a printable confirmation report), **XML** (for a confirmation report formatted in XML).

Applicant

RECORD_TYPE: **Applicant**

ORGANISATION_NAME: **The name of the organisation making the application.**

CO_HOUSE: **The Companies House registration number for the organisation without leading zeroes e.g. 338997 rather than 00338997. If the organisation is not limited (i.e. not Ltd or Plc) you should put N/A.**

ADDRESS_LINE1: **Line 1 of the organisation address**

ADDRESS_LINE2: **Line 2 of the organisation address (if applicable)**

ADDRESS_LINE3: **Line 3 of the organisation address (if applicable)**

ADDRESS_LINE4: **Line 4 of the organisation address (if applicable)**

ADDRESS_LINE5: **Line 5 of the organisation address (if applicable)**

ADDRESS_LINE6: **Line 6 of the organisation address (if applicable)**

POSTCODE: The postcode for the organisation

TITLE: The title for the applicant contact, i.e. Mr, Mrs, Miss, Ms, Dr, Other

FIRST_NAME: The given name (first name) of the applicant contact

SECOND_NAME: The family name (surname) of the applicant contact

TELEPHONE: The telephone number of the applicant contact

FAX: The fax number of the applicant contact (if applicable)

EMAIL: The e-mail address of the applicant contact

APP_LANG: 0 for English, 1 for Welsh

APP_REG_COUNT: The number of registrations on the file e.g. 4

Registration

Whether the applicant is making the notification for themselves or on behalf of others, all of the information below is required to be completed; “As above” will not be sufficient.

RECORD_TYPE: Registration

ORGANISATION_NAME: The name of the organisation for which notification is required

CO_HOUSE: The company house registration number for the organisation. If the organisation is not limited (i.e. not Ltd or not Plc) you should put N/A.

ADDRESS_LINE1: Line 1 of the organisation address

ADDRESS_LINE2: Line 2 of the organisation address (if applicable)

ADDRESS_LINE3: Line 3 of the organisation address (if applicable)

ADDRESS_LINE4: Line 4 of the organisation address (if applicable)

ADDRESS_LINE5: Line 5 of the organisation address (if applicable)

ADDRESS_LINE6: Line 6 of the organisation address (if applicable)

POSTCODE: The postcode for the organisation

TITLE: The title for the applicant contact, i.e. Mr, Mrs, Miss, Ms, Dr, Other

FIRST_NAME: The given name (first name) of the contact at the site for which notification is required

SECOND_NAME: The family name (surname) of the site contact

TELEPHONE: The telephone number of the site contact

REG_PREVIOUS_REG_REF: If this is a re-registration the previous (six-digit) registration number for the premises should be provided.

REG_SIC: The SIC for the premises requiring the registration number should be provided (use the 2003 SIC).

REG_EMPLOYEES: The following should be entered as a key for the number of employees with the ranges shown

Number of Employees	Required Entry in File
0	0
1-4	1
5-9	2
10-49	3
50-249	4
250+	5

REG_START_DATE: If this is a re-registration On Expiry is a valid entry here. Otherwise the date that the registration is required to start should be entered in the following way DD/MM/YYYY (e.g. 12/08/2005). If this field is blank the registration will start when the Agency receives the properly furnished application.

The .csv file can be completed in Notepad. Alternatively you can enter all of the information into, for example, Microsoft Excel and produce a .csv file using:

File - Save As ... CSV (Comma delimited)

XML files can be created by specific XML writers. Note that Microsoft Excel does not produce a XML file in the correct format and must not be used to generate an XML file. You should also remember to format the REG_SIC, TELEPHONE and FAX items as “Text” and not “Number”.

The filename for your DISK file can be set to anything. The filename for an EMAIL file must be set to one prefixed HWREG_.

A blank colour-coded (to match the above text) Excel file can be found at www.environment-agency.gov.uk/newrulesonwaste, which should be completed as described above.

Appendix B Registration Details Document

Hazardous Waste Registration Report

Batch Number: 11540
Report Date: 06-12-2004



Details of the company (or individual providing hazardous waste registration details)

BOB'S GARAGE
UNIT 6
FOREST VALE ROAD
FOREST VALE INDUSTRIAL ESTATE
CINDERFORD
GLOUCESTER
GL14 2PH

Contact Name: Mr John Smith
Telephone: 01594 464747
Fax: 01594 464748
Email: hazproducer@logiacmng.com

Expected Payment: £18.00

Payment Type: CCARD **Payment Made:** £18.00
Total Payments: £18.00

Difference in expected payment and required payment: £0.00

Number of sites successfully registered: 1
Number of sites failed registration due to processing errors: 0

Sites successfully registered (Previous registration numbers which could not be validated are shown in brackets - you must use the new registration number given from the start dates shown)

Registration Number	Business Name	Address from application	Start Date
AAA352	BOB'S GARAGE	UNIT 6 FOREST VALE ROAD FOREST VALE INDUSTRIAL ESTATE CINDERFORD GLOUCESTERSHIRE GL14 2PH	28-01-2005