



# 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 ABC TRADING LTD Account number 123456  
 Company address 6TH FLOOR, 64 VICTORIA STREET  
LONDON Postcode SW1E 6QP

Address of transfer or collection point 64 VICTORIA STREET  
LONDON Postcode SW1E 6QP  
 Broker who arranged this transfer (if applicable) XYZ WASTE LTD  
62 VICTORIA STREET  
LONDON Postcode SW1E 6QP

Date of transfer 02/04/12 Time(s) DAILY

Type of Premises/Process from which the waste is produced OFFICES

Standard Industry Code (SIC): 7510 GOVERNMENT

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

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

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

- |  |   |
|--|---|
| For recycling  | For disposal  |
| <input checked="" type="checkbox"/> 20 03 01 commingled recycling                  | <input checked="" type="checkbox"/> 20 03 01 mixed municipal waste        |
| <input type="checkbox"/> 15 01 06 mixed packaging                                  | <input checked="" type="checkbox"/> 20 03 02 market waste                 |
| <input type="checkbox"/> 20 01 01 paper and cardboard                              | <input type="checkbox"/> 20 03 01 biodegradable garden and park waste     |
| <input type="checkbox"/> 20 01 02 glass  | <input type="checkbox"/> 20 03 07 bulky waste (non WEEE electrical items) |
| <input type="checkbox"/> 20 01 08 biodegradable kitchen and canteen waste          |   |
| <input type="checkbox"/> 16 02 14 waste electrical and electronic equipment (WEEE) |   |

Type of container	Quantity		Quantity
<input checked="" type="checkbox"/> Bagged/cardboard tape	<u>800</u>	<input type="checkbox"/> Compacted bag (Bergmann, Orwak, Tony Team)	
<input checked="" type="checkbox"/> 660-1280 litre euro bin/chamberlain	<u>3</u>	<input checked="" type="checkbox"/> Machine baled cardboard	<u>1</u>
<input type="checkbox"/> 140-360 litre wheelie bin		<input type="checkbox"/> 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 [Signature]  
(Authorised Signature)

Signed [Signature]  
(Authorised Signature)

Print name MRS ABC

Print name Leith Penny

For and on behalf of the

On behalf of Westminster City Council

Customer ABC TRADING LTD.

Position in company Directory of City Management

Position in company FACILITIES MANAGER.

Date 01/04/11

Date 03/04/12

PTO

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

Recipient email ABC@ABC-TRADING.COM

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## Responsibilities of the waste producer

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

- All waste must be properly contained in the appropriate bags.
- No ordinary black bags can be presented for collection.
- All bags must be tied and sealed.
- No liquids, it can't leak.
- No uncontained broken glass.
- No cardboard tapes on bags larger than a standard commercial waste bag
- Max 5 kg per bag
- Cardboard must be flat packed and bundled.
- No more than 15 boxes per whole cardboard tape.
- Use a whole cardboard tape don't tear and use half or less.
- No builders waste, soil, chemicals, paint, appliances, bulky items, liquids and raw meat 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 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.

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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 City of Westminster is defined as 'The Carrier' Registered Waste Carrier No. CB/EP3195BG issued by the Environment Agency.

Under normal operating conditions collected materials are disposed of at:

SELCHP, Deptford: License NP3738SY

Veolia Alperton Waste Transfer Station, Wembley: License WML80379

Days Aggregates, Battersea: License WML83515

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.

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