

## Register Exempt Waste Operations

Please complete the following steps:

Step 1 Read the exemption guidance

Step 2 Fill in parts A and B

Step 3 Read the information in parts C and D

Step 4 Read the information in part E and tick the box if relevant

Step 5 Sign the declaration in part F

Step 6 Post the form to us at the address provided

We cannot accept forms where information is missing or incomplete or where the declaration is not signed.

### Part A - About you

#### A1. What type of farm business are you?

Please give the details of the company, individual, or organisation responsible for carrying out the waste operation.

<p>If you are an <b>Individual</b></p>	<p>Title <input type="text"/></p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p><b>Now go to A2</b></p>
<p>If you are an <b>organisation of individuals</b></p>	<p>What type of group are you? E.g. a partnership, charity, club <input type="text"/></p> <p>What is the name of your group? <input type="text"/></p> <p><b>Please provide the main representative's details:</b></p> <p>Title <input type="text"/></p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p><b>Please provide details of the second representative for partnership or, if relevant, for other organisations:</b></p> <p>Title <input type="text"/></p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p>Every partner needs to give us their details. So, if necessary, continue on a separate sheet of paper and attach it to your application. <b>Now go to A2</b></p>

<p>If you are a <b>Limited company</b></p>	<p>What is your company called? _____</p> <p>What is your trading name (if different from company name)? _____</p> <p>What is your company registration number? _____</p> <p>Title _____</p> <p>Main Contact</p> <p>First name _____</p> <p>Last name _____</p> <p>Position _____</p> <p style="text-align: center;"><b>Now go to A2</b></p>
<p>If you are a <b>public organisation</b></p>	<p>What is your public organisation called? _____</p> <p>What type of public organisations are you? _____ e.g. local council</p> <p><b>Please provide details of the executive. That is an officer of the public body authorised to sign on your behalf:</b></p> <p>Title _____</p> <p>First name _____</p> <p>Last name _____</p> <p>Position _____</p>

<p><b>A2. Your main address and contact details</b></p> <p>This should be the main address of the company, individual, or organisation. For companies this should be the registered office address but you may also enter your main UK business address</p>	<p style="text-align: right;"> _____ </p> <p style="text-align: right;"> _____ </p> <p style="text-align: right;">Address  _____ </p> <p style="text-align: right;"> _____ </p> <p style="text-align: right;">Postcode  _____ </p> <p style="text-align: right;">Phone  _____ </p> <p style="text-align: right;">Email  _____ </p>
<p><b>A3. Correspondence details</b></p> <p>Please identify alternative contact details for dealing with queries if different from part A2</p>	<p style="text-align: right;"> _____ </p> <p style="text-align: right;"> _____ </p> <p style="text-align: right;">Address  _____ </p> <p style="text-align: right;"> _____ </p> <p style="text-align: right;">Postcode  _____ </p> <p style="text-align: right;">Phone  _____ </p> <p style="text-align: right;">Email  _____ </p>

## Part B - About the waste operations

### B1. Where the waste operations take place

This is the place /site where the exempt waste activities will be carried out.

**Your site address:**

**You must provide a 12 digit national grid reference if you do not have a postcode. This should correspond to the site address**

National grid reference   
e.g. SK 37587 71263

If you don't know your grid reference, you can find it out on the UK grid reference finder website:

[www.gridreferencefinder.com](http://www.gridreferencefinder.com)

## B2. Details of waste exempt operations for the site in Part B1

Please tell us which exempt operation you want to register and the source of the waste you will be using for that exemption. You can do this by ticking one of the boxes in the three columns next to the relevant exempt waste operation number. These columns tell us the source of the waste.

- Agricultural waste only (waste from place / site used for agriculture).
- Non-agricultural waste only (waste from any other place / site or sources).
- Both agricultural and non-agricultural waste. You can find full details of these waste operations on our website.

**Only tick one column on each row. You cannot register the same exemption more than once at the same place / site**

	Exempt waste operation	Agricultural waste only	Non-agricultural waste only	Both
Using waste	U1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	U15	<input type="checkbox"/>		
Treating waste	T1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T19		<input type="checkbox"/>	
	T23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T27	<input type="checkbox"/>		
	T29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disposing of waste	D1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D4	<input type="checkbox"/>		
	D6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storing waste	S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S3		<input type="checkbox"/>	

## **Part C - Warning**

You must read this section before signing the declaration and sending your form to us. You must have the authority of the organisation that will carry out the exempt operation to send us this notice on their behalf. Signing the declaration confirms you have read the guidance, understood and accepted the specific conditions and limits of the exemption and your operation will keep to them. You will also be confirming that you will carry out your exemptions without putting human health in danger or causing harm to the environment. If you are registering waste exemptions, this means in particular, you must operate without:

- a) Risk to water, air, soil, plants or animals;
- b) Causing a nuisance through noise and odours; and
- c) Without negatively affecting the countryside or places of special interest.

You may need to have extra controls over and above the one shown in the exemptions to make sure this happens. Please read the guidance supplied with this form.

## **Part D - 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;
- process renewals; and
- keep the public registers up to date.

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
- provide information from the public register to anyone who asks
- 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.

## **Part E - National security**

We will normally put all the information in your application, apart from the contact details, on a public register of environmental information. However, we may not include certain information on the public register if this is in the interest of national security. You can tell the Secretary of State that you believe including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us you have told the Secretary of State and you must still include the information in your application.

We will not include the information in the public register unless the Secretary of State decides that it should be included.

Tick the box below if you have written to the Secretary of state to claim national security for your application.

I attach a letter stating that I have written to the Secretary of State advising why my information should not be included on the public register for national security reasons.

Note: We will not be able to progress your registration until we receive the decision from the Secretary of State/Welsh Ministers and therefore is highly likely to delay your registration.

### Part F - Declaration

The person responsible for the exempt waste operations or their agent must sign the declaration. A person knowingly or recklessly making a statement which is false or misleading to gain a registration (for themselves or another person) commits an offence under Regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010. If you make a false or misleading statement:

- we may prosecute you; and
- if you are convicted, you will have to pay a fine or go to prison (or both).

I declare that the information provided on the notification form is correct.

Print name:

Position:

Signature:

Date:

**Please return your completed application to the address below:**

Agricultural Waste Team, Environment Agency, Quadrant 2, 99 Parkway Avenue, Parkway Business Park, SHEFFIELD, S9 4WF

Or email to [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)