

# Application form for approval as an approved exporter (AE) of waste electrical and electronic equipment (WEEE)



The Waste Electrical and Electronic Equipment Regulations 2013

Use this form if you want to apply for approval as an exporter of waste electrical and electronic equipment (WEEE). Approval will allow you, or any AATF supplying you, to issue evidence notes for WEEE which you export for reuse as a whole appliance, treatment, recovery or recycling.

Use this form to apply for approval as an exporter with:

## If your site is in England you should apply to

Producer Responsibility Regulatory Services (PRRS)  
Environment Agency  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield, S9 4WF  
Phone 03708 506 506  
Email [weee@environment-agency.gov.uk](mailto:weee@environment-agency.gov.uk)

## If your site is in Scotland you should apply to

Producer Compliance and Waste Shipment Unit  
Scottish Environment Protection Agency (SEPA)  
Strathallan House  
Castle Business Park  
Stirling, FK9 4TZ  
Phone 01786 457 700  
Email [producer.responsibility@sepa.org.uk](mailto:producer.responsibility@sepa.org.uk)

## If your site is in Northern Ireland you should apply to

Producer Responsibility Unit  
Northern Ireland Environment Agency  
Klondyke Building  
Cromac Avenue  
Gasworks Business Park  
Lower Ormeau Road  
Belfast, BT7 2JA  
Phone 028 9056 9338  
Email [weee@daera-ni.gov.uk](mailto:weee@daera-ni.gov.uk)

## If your site is in Wales you should apply to

Producer Responsibility Unit  
Natural Resources Wales  
Rivers House  
St Mellons Business Park  
St Mellons  
Cardiff, CF3 0EY  
Phone 0300 065 3096  
Email [weee@naturalresourceswales.gov.uk](mailto:weee@naturalresourceswales.gov.uk)

## Assessing your application

Your application will be subject to a number of checks and may include a site visit. The regulations allow 12 weeks to assess and make a decision on your application. For approval from 1 January we need to receive your application by 30 September.

If you apply during a compliance period your approval will run from the date we determine your application.

## Continuation sheets

If you need more space for any of your answers, please use a continuation sheet. Make sure that you label each sheet clearly with:

- the section number it applies to
- the number of the sheet, for example, 3 of 5

## Approval

You will be notified of our decision no later than 12 weeks after we receive your complete application. If our decision is to refuse approval we will tell you the reason for this decision and details of your right to appeal.

## Keeping a copy of this form and supporting documents

You should keep a copy of your completed form and any supporting information that you submit. We may ask to see them when we monitor your compliance. You should keep these records for at least four years.

## Fees

There is a fee for applying as an approved exporter of WEEE. It is based on the amount of evidence of whole WEEE exported for reuse issued during the calendar year.

- 'Small' AEs  
If you expect to issue evidence for 400 tonnes or less your application fee will be:  
£600 if your site is in England  
£500 if your site is in Scotland, Northern Ireland, Wales.
- 'Large' AEs  
If you expect to issue evidence for more than 400 tonnes your application fee will be:  
£3,500 if your site is in England  
£2,570 if your site is in Scotland, Northern Ireland, Wales.

If you are approved as a small AE and you issue evidence for more than 400 tonnes, you must pay the balance of the higher charge of £2,900 for sites in England or £2,070 for all other sites.

Payment of the balance must be made within 28 days of going over the tonnage threshold.

We cannot refund your fee, even if your application is refused.

Are you applying to be a small AE?

Are you applying to be a large AE?

<p><b>Proof of payment</b></p> <p>Please confirm your method of payment:</p> <p>Cheque <input type="checkbox"/></p> <p>BACS <input type="checkbox"/></p> <p>Credit/debit card <input type="checkbox"/></p> <p>If you have paid by BACS or credit/debit card you will need to provide a remittance/receipt with your application as proof of payment.</p> <p><b>Contents</b></p> <p><b>Part A</b></p> <p>1 The applicant</p> <p>2 Contact details</p>	<p><b>Part B</b></p> <p>3 Environmental registrations and data management</p> <p>4 Sampling and inspection plan</p> <p><b>Part C</b></p> <p>5 How many overseas treatment, recovery and recycling sites will you be exporting to?</p> <p>6 Use of overseas site</p> <p>7 Description of WEEE exported</p> <p>8 Description of treatment, recovery and recycling</p> <p>9 Load rejection</p> <p><b>Part D</b></p> <p>10 Checklist</p> <p>11 Previous convictions</p> <p>12 Privacy notice</p> <p>13 Declaration</p> <p>14 What happens next</p>
--	--

**Part A**

**1 The applicant**

**1.1 What is your status?**

- Corporate body   
Please go to section 1.2.
- Partnership   
Please go to section 1.6.
- Where not a body registered in the UK, including an individual or sole trader   
Please go to section 1.9.

**1.2 Corporate bodies**

Please give the following information:

Full company name  
\_\_\_\_\_

Former company name (if any)  
\_\_\_\_\_

**1.3 Business address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email  
\_\_\_\_\_

Company registration number  
\_\_\_\_\_

VAT registration number  
\_\_\_\_\_

**Approved exporter reference**

If you have previously been an approved exporter please tell us your approval number  
\_\_\_\_\_

**1 The applicant, continued**

**1.4 Registered office**

Full address of registered office if different from 1.3

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email  
\_\_\_\_\_

**1.5 Please supply a copy of your company registration document**

Document attached

**1.6 Partnerships**

Please give the following details:

Trading or business name of partnership (if there is one)  
\_\_\_\_\_

Business address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email  
\_\_\_\_\_

## 1 The applicant, continued

### 1.7 Please give the following details for each partner

Partner 1

Title \_\_\_\_\_  
First name \_\_\_\_\_  
Last name \_\_\_\_\_

Partner 2

Title \_\_\_\_\_  
First name \_\_\_\_\_  
Last name \_\_\_\_\_

Partner 3

Title \_\_\_\_\_  
First name \_\_\_\_\_  
Last name \_\_\_\_\_

Please continue on a separate sheet if you have more than three partners.

### 1.8 Please supply evidence of partnership

For example a deed of partnership

Document attached

### 1.9 Individual or sole trader

Please give the applicant's details

Title \_\_\_\_\_  
First name \_\_\_\_\_  
Last name \_\_\_\_\_

Position

\_\_\_\_\_

Trading or business name

\_\_\_\_\_

Business address or principal place of business

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

## 1 The applicant, continued

### 1.10 Service of notices

Notices will be served on the companies registered office address, if you wish it to be sent to a different address that is not your registered office please include below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

## 2 Contact details

### 2.1 Please give the details of someone we can contact with questions about this application

Name

Title \_\_\_\_\_  
First name \_\_\_\_\_  
Last name \_\_\_\_\_

Position

\_\_\_\_\_

If you have already provided the address and contact details, indicate which section they are provided in

1.3  1.4  1.6  1.9

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Mobile \_\_\_\_\_  
Email \_\_\_\_\_

## Part B

### 3 Environmental registrations and data management

#### Waste carriers and brokers

If you buy or sell waste you must be registered as a waste broker. You may also need to register as a waste carrier if you transport other people's waste.

### 3 Environmental registrations and data management, continued

#### 3.1 Are you registered as a waste carrier or broker, or both?

No

Yes  Please provide details

Registration number

Waste carrier and/or broker

### 4 Sampling and inspection plan

Please request Best Practice Templates from your regulator, using the contact details on page 1, to assist you with this application.

Applicants for AE approval must include a **sampling and inspection plan** with the completed application e-form. In the plan you must provide us with details of how you determine:

- the weight of the WEEE that you export
- that the WEEE you export has arisen in the UK
- the source of the WEEE
- whether the WEEE you export is obligated or non-obligated (you cannot issue evidence notes on non-obligated WEEE)
- the correct category for the WEEE you export – see Schedule 1 of the Regulations
- whether the WEEE you export is household (B2C) or non-household (B2B)
- the quantity in tonnes and category of any WEEE which is reused overseas.

You must also include the following related information with your application:

- If you export reused EEE overseas tell us how it is transported and what the market for that EEE is
- You must describe the audit systems you use to ensure that evidence notes are issued correctly
- You must provide information on how you, or the downstream sites you send WEEE to, are able to achieve the recovery and recycling targets set out in the WEEE Regulations
- Provide details on how you are able to avoid double-counting of WEEE; i.e. that evidence is not issued on the same WEEE twice
- Confirm whether any WEEE is sent for energy recovery.

#### Equivalent standards

As part of the application and during compliance monitoring, AEs need to demonstrate that overseas sites to which they are exporting WEEE or WEEE materials for treatment, recovery or recycling are operating under conditions that are equivalent to those required in the EU under the WEEE Directive. This will mean providing us with evidence that the best available treatment, recovery and recycling techniques (BATRR) are being used, the appropriate permits are in place for the overseas site, and that the site meets the technical requirements set out in Annex VII of the Directive.

### 4 Sampling and inspection plan, continued

We have interpreted this to mean that such overseas sites are operated in a manner that achieves the level of environmental protection required by the Waste Framework Directive 75/442/EEC. This means that the overseas site must operate within a regulatory regime, which requires that:

‘Necessary measures are taken to ensure that waste is recovered or disposed of without endangering human health and without using processes or methods which could harm the environment, and in particular:

- without risk to water, air, soil and plants and animals
- without causing a nuisance through noise or odours
- without adversely affecting the countryside or places of special interest.’

The regime should also include necessary measures to prohibit the abandonment, dumping or uncontrolled disposal of waste by the overseas site.

The regulatory regime may require permits to be held, but it need not necessarily do so. The essential factor of the regime is that compliance with the standard specified above can be enforced against the overseas site.

AEs seeking approval will have to provide evidence for each overseas site outside the EEA, demonstrating that they are operating to equivalent standards.

Such evidence can be in one of the following forms:

- evidence from the overseas site that it is a regulated site operating within a regime that ensures equivalent standards. Typically this would be a copy of all relevant permits, licences etc.
- a statement from the competent authority under which the relevant site operates confirming that the site is regulated and operating within a regime that achieves equivalent operating standards.

All documentary evidence submitted must be in English or accompanied by an English translation.

#### International Waste Shipments (IWS)

AEs must comply with the provisions of the Waste Shipments Regulation (EC/1013/2006), which apply to the export of wastes from the UK. The regulation provides a range of different control procedures, which are determined by the classification of the waste and the country of destination. Most transboundary shipments of WEEE will be subject to a notification procedure.

For further information on IWS permits or specific questions, contact:

The Environment Agency IWS team on 01925 542 265 or visit [www.gov.uk/guidance/importing-and-exporting-waste](http://www.gov.uk/guidance/importing-and-exporting-waste)

Natural Resources Wales by telephone on 0300 065 3073, by email [waste-shipments@naturalresourceswales.gov.uk](mailto:waste-shipments@naturalresourceswales.gov.uk) or visit [naturalresourceswales.gov.uk/permits-and-permissions/waste/international-waste-shipments/?lang=en](http://naturalresourceswales.gov.uk/permits-and-permissions/waste/international-waste-shipments/?lang=en)

For Northern Ireland, the Northern Ireland Environment Agency on 028 9056 9742.

For Scotland, the Scottish Environment Protection Agency (SEPA) on 01786 457700 or visit [www.sepa.org.uk/regulations/waste/transfrontier-shipment-of-waste](http://www.sepa.org.uk/regulations/waste/transfrontier-shipment-of-waste)

**Part C**

**You will need to fill in a separate Part C for each overseas site you expect to send WEEE to for treatment, recovery and recycling. If you do not provide details of each overseas site you subsequently use, you will not be permitted to issue evidence against WEEE exported to them. Please take as many copies of Part C as you need before you start to fill it in.**

**5 How many overseas treatment, recovery and recycling sites will you be exporting to?**

\_\_\_\_\_

This is the number of copies of Part C we will need from you.

This is Part C \_\_\_\_\_ of \_\_\_\_\_

**6 Use of overseas site**

**6.1 Please give the following details for this overseas treatment, recovery and/or recycling site.**

If you do not provide details of the overseas site you intend to use we will not include this Part C in your approval

Company name

\_\_\_\_\_

Main contact

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position

\_\_\_\_\_

Site address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email

\_\_\_\_\_

Web address (if available)

Website \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7 Description of WEEE exported**

Please enter the list of wastes code that relates to the WEEE that you will be exporting.

- B1010 Metal and metal-alloy wastes in metallic, non-dispersible form
- B1050 Mixed non-ferrous metal
- GC010 Electrical assemblies consisting only of metals or alloys
- GC020 Electronic scrap (e.g. printed circuit boards, electronic components, wire, etc.)
- B1115 Waste metal cables coated or insulated with plastics
- B2020 Glass waste in non-dispersible form (excluding CRT)
- B3010 Solid plastic waste (ethylene, styrene, polypropylene etc)
- A2010 Glass from CRTs and other activated glass
- A1190 Waste metal cables coated or insulated with plastics containing or contaminated with coal tar, PCB14, lead, cadmium, other organohalogen compounds

Please specify other codes

\_\_\_\_\_

Link to codes

[www.gov.uk/government/publications/waste-shipments-regulation-wsr-consolidated-waste-list](http://www.gov.uk/government/publications/waste-shipments-regulation-wsr-consolidated-waste-list)

Please describe the waste you intend to export to this site, or which will be passed to this site by another overseas site on your behalf. You should describe the type of WEEE (i.e. whole appliances) or WEEE derived materials (i.e. ferrous metals) that you are exporting.

## 8 Description of treatment, recovery and recycling

Please describe the treatment, recovery and recycling processes that will be undertaken on WEEE at this site. Please provide as much detail as possible. i.e. mobile phones exported for refurbishment and re-use, non-ferrous metals smelted for recovery etc.

Please continue on a separate sheet if you wish to add further details.

## 9 Load rejection

If your application is approved you must record any tonnage rejected by the overseas treatment site so that it can be deducted from the total amount of evidence notes issued.

Please tell us about your arrangements for loads that are rejected or returned to the UK from this overseas site.

Include arrangements the site or importing country have implemented – for example, financial bonds.

## Part D

### 10 Checklist

For applications to issue evidence notes for:

400 tonnes or less – enclose a cheque for £600/£500

over 400 tonnes – enclose a cheque for £3,500/£2,570

I enclose:

evidence of company registration, Section 1.5

evidence of formal partnership, Section 1.8

sampling and inspection plan, Section 4

How many copies of Part C are you submitting in total?

\_\_\_\_\_

How many sets of evidence to support the equivalent standard are you submitting in total?

\_\_\_\_\_

How many continuation sheets are you attaching to this form in total?

\_\_\_\_\_

The application will not be accepted for consideration unless all the required information has been submitted.

### 11 Previous convictions

As an operator of an AATF or approved exporter have you ever been convicted of an offence under the Waste Electrical and Electronic Equipment Regulations, 2006 as amended or the Waste Electrical and Electronic Equipment Regulations 2013?

No

Yes  If yes, please provide further information about your conviction and what remedial steps you have taken to ensure this does not happen in the future.

## 12 Privacy notice

### How we use your personal information

The Environment Agency, Scottish Environment Protection Agency (SEPA), Northern Ireland Environment Agency (NIEA) and Natural Resources Wales (known as 'regulators') are responsible for determining applications for approval as an approved authorised treatment facility (AATF) and as an approved exporter (AE) for waste electrical and electronic equipment (WEEE).

The regulator that you send your application to is the data controller for your personal data. A data controller determines how and why personal data (personal information) is processed. Each regulator has their own policy explaining your rights and how they deal with your personal information. Please see the relevant link below depending on the regulator you are sending your application to. If you can't access the links, please use the contact details at the end of this form.

### The Environment Agency

Personal information charter  
([www.gov.uk/government/organisations/environment-agency/about/personal-information-charter](http://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter)).

You can access the charter using the link or go to [gov.uk](http://gov.uk) and search 'Environment Agency personal information charter'.

### SEPA

Privacy policy ([www.sepa.org.uk/help/privacy-policy/](http://www.sepa.org.uk/help/privacy-policy/))

### NIEA

Data protection policy statement  
([www.daera-ni.gov.uk/publications/daera-data-protection-policy-statement](http://www.daera-ni.gov.uk/publications/daera-data-protection-policy-statement))

### Natural Resources Wales

Data protection policy  
([cdn.naturalresources.wales/media/685365/gdpr-data-protection-policy.pdf](http://cdn.naturalresources.wales/media/685365/gdpr-data-protection-policy.pdf))

The following privacy notice information applies for all of the regulators, no matter which you send your application to.

### The personal data we need

The personal data we collect includes:

- full name
- contact details

We are allowed to process your personal data because we have official authority as the environmental regulator. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law.

We need the information requested in order to process your application. Depending on method of payment we will process any personal data provided for this reason solely to take payment, this data will not be stored. If you don't provide the information requested then we can't determine your application.

### What we do with your personal data

We process your personal data to:

- take payment and determine your application
- make sure you keep to the conditions of the licence, permit or registration
- publish a list of who is approved (public register)

## 12 Privacy notice, continued

If your application for approval is successful the following information will be added to that list:

- name and address of the AATF/AE
- name and address of the operator of the AATF/ AE

Any information in your application may be disclosed in response to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the data protection laws allow). If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let us know. You should be aware that we may be required by freedom of information laws to disclose information even where the applicant requests that it is kept confidential.

We use your email address to contact you with relevant information about your application.

We put all the information in your application on a public register unless the information is confidential.

We do not use your data to make an automated decision or for automated profiling.

We will not share or disclose your personal data to any other party outside the Environment Agency without your explicit consent, unless lawfully able to do so.

### How long we keep your personal data

We will keep your personal data for 6 years from the approval date in line with our standard information retention policy.

### Where your personal data is processed and stored

We store and process your personal data on our servers in the UK. We will not transfer your personal data outside the European Economic Area.

### Contact details

A Data Protection Officer (DPO) is responsible for independent advice and monitoring of the regulators' use of personal information.

If you have any concerns or queries about how your personal data is processed, or if you would like to make a complaint or request relating to data protection, please contact the relevant DPO below depending on which regulator you apply to:

### The Environment Agency

Data Protection Officer  
Environment Agency  
Horizon House  
Deanery Road  
Bristol  
BS1 5AH

Email: [dataprotection@environment-agency.gov.uk](mailto:dataprotection@environment-agency.gov.uk)

### SEPA

Information Governance Unit  
Scottish Environment Protection Agency  
Strathallan House  
Castle Business Park  
Stirling  
FK9 4TZ

Email: [dataprotection@sepa.org.uk](mailto:dataprotection@sepa.org.uk)

## 12 Privacy notice, continued

### NIEA

Data Protection Officer  
DAERA  
Dundonald House  
Upper Newtownards Road  
Ballymiscaw  
Belfast  
BT4 3SB

Phone: 0300 200 7850

### Natural Resources Wales

Data Protection Officer  
Natural Resources Wales  
Ty Cambria  
29 Newport Road  
Cardiff  
CF24 0TP

Email: [dataprotection@cyfoethnaturiolcymru.gov.uk](mailto:dataprotection@cyfoethnaturiolcymru.gov.uk)

The Information Commissioner's Office (ICO) is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under data protection legislation. You can access this at the following link:  
<https://ico.org.uk/your-data-matters>

You have the right to lodge a complaint with the ICO at any time. Should you wish to exercise that right full details are available at:  
<https://ico.org.uk/make-a-complaint>

## 13 Declaration

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information

I declare that I have read and understood the conditions of approval as set out in Schedule 11 of the regulations and that I will comply with these conditions

If you deliberately make a statement that is false or misleading in order to obtain approval you may be liable to prosecution.

Signature

Name

Title

First name

Last name

Position

Date (DD/MM/YYYY)

## 14 What happens next

After you fill in the form, please read through it again and make sure you have:

- answered all the questions
- included all the documents you need to send us
- included the correct fee
- signed the declaration

Your application may be refused if the application is incomplete.

### For office use only

Operator/Business name

Reference number

Number of sites covered by this application

Date stamp

Cheque enclosed

No

Yes

Cheque number

Cheque amount

£600  £3,500

£500  £2,570  Passed to finance

Region/Area/Officer details

Site inspection required

No

Yes

Recommendation:

Approve

Refuse