



Landfill Tax

Group Member Details

When you have completed this form and signed it, please send it to:

The Controller
Central Collection Unit (LT)
HM Customs and Excise
Alexander House
21 Victoria Avenue
Southend-on-Sea X
SS99 1AY

For Official Use Only

Date of receipt

Keyer initials

Checker initials

Completing this form

This form should be used by anyone wishing to set up a new landfill tax group, or wishing to add members to, or remove members from, an existing group. The form may also be used to amend a group member's details. In all such cases, please complete questions 1 and 2 below. Then:

- Please complete Parts A, B and D to add a group member or amend a group member's details.
- Please complete Parts A and D to remove a group member.
- Please complete Parts B and D if an existing group member is now operating additional sites or has closed a site.
- Please complete Parts C and D if the an existing group member has transferred the operation of a landfill site to another group member.
- Before you start, please read the general notes at the back of this form.
- Please use BLOCK LETTERS and write clearly in ink.

1 Are you setting up a new landfill tax group?

Please tick

Yes Each member should complete and sign a separate form LT 51 (please use photocopies).
The representative member must also sign the declaration on the back of the form.

No Please give details of the members you are adding to, or removing from, your existing
group or whose details require amendment.

If answering **No**, please give the landfill tax registration number.

The representative member should also sign the declaration on the back of this form.

2 Please give the representative member's details.

Representative
member's full name:

Business address:

Postcode:

Part A: Add, remove or amend a group member

Please complete this part if you wish to add, remove or amend a group member's details.

	<i>Please tick</i> <input checked="" type="checkbox"/>	<i>Please give effective date</i>			
Add member	<input type="checkbox"/>	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			
Amend member	<input type="checkbox"/>	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			
<i>(please only supply those details which are to be amended)</i>					
Remove member	<input type="checkbox"/>	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			
Member's full name:	<input type="text"/>				
Business address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
	Postcode: <input type="text"/>				
	Phone no: <input type="text"/> Fax no: <input type="text"/>				
Group member's signature:	<input type="text"/>	Date: <table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			

	<i>Please tick</i> <input checked="" type="checkbox"/>	<i>Please give effective date</i>			
Add member	<input type="checkbox"/>	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			
Amend member	<input type="checkbox"/>	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			
<i>(please only supply those details which are to be amended)</i>					
Remove member	<input type="checkbox"/>	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			
Member's full name:	<input type="text"/>				
Business address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
	Postcode: <input type="text"/>				
	Phone no: <input type="text"/> Fax no: <input type="text"/>				
Group member's signature:	<input type="text"/>	Date: <table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			

Part B: Group member site details

- If you have answered **Yes** to question 1 on page 2, please complete this part with the details of all the sites you operate. **Do not include any sites which will not receive further waste.**
- This part should also be completed if you now operate an additional site or site(s) which have not been notified previously.
- If a site is closed, this should also be detailed in this part.
- Please list new sites first, followed by amendments and then closures. The general notes will help you. If you require a continuation sheet please photocopy this part of the form.

Site ID Official Use Only		<input style="width: 100%;" type="text"/>
Please tick <input checked="" type="checkbox"/>	New site <input type="checkbox"/>	Amend existing site <input type="checkbox"/>
	Site closed <input type="checkbox"/>	Date of closure <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>
Trading name of site: <input style="width: 90%;" type="text"/>		
Site address:	Licence No:	<input style="width: 100%;" type="text"/>
<input style="width: 100%; height: 100px; border: none; border-top: 1px dotted black; border-bottom: 1px dotted black;" type="text"/>	Type of waste and estimated tonnes landfilled in a year (see General notes).	
Postcode	Tonnes	
Phone no: <input style="width: 90%;" type="text"/>	Standard:	<input style="width: 100%;" type="text"/>
Fax no: <input style="width: 90%;" type="text"/>	Lower:	<input style="width: 100%;" type="text"/>
	Exempt:	<input style="width: 100%;" type="text"/>
Is a weighbridge used to establish the weight of waste on this site?		Please tick <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Controller. Does a person other than the operator determine what materials are disposed of at this site, or part of this site?		Please tick <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Site ID Official Use Only		<input style="width: 100%;" type="text"/>
Please tick <input checked="" type="checkbox"/>	New site <input type="checkbox"/>	Amend existing site <input type="checkbox"/>
	Site closed <input type="checkbox"/>	Date of closure <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>
Trading name of site: <input style="width: 90%;" type="text"/>		
Site address:	Licence No:	<input style="width: 100%;" type="text"/>
<input style="width: 100%; height: 100px; border: none; border-top: 1px dotted black; border-bottom: 1px dotted black;" type="text"/>	Type of waste and estimated tonnes landfilled in a year (see General notes).	
Postcode	Tonnes	
Phone no: <input style="width: 90%;" type="text"/>	Standard:	<input style="width: 100%;" type="text"/>
Fax no: <input style="width: 90%;" type="text"/>	Lower:	<input style="width: 100%;" type="text"/>
	Exempt:	<input style="width: 100%;" type="text"/>
Is a weighbridge used to establish the weight of waste on this site?		Please tick <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Controller. Does a person other than the operator determine what materials are disposed of at this site, or part of this site?		Please tick <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Part B: Group member site details (continued)

Site ID Official Use Only

Please tick

New site

Amend existing site

Site closed

Date of closure

Trading name of site:

Site address:

 Postcode

Licence No:

Type of waste and estimated tonnes
landfilled in a year (see General notes).

Tonnes

Standard:

Phone no:

Lower:

Fax no:

Exempt:

Is a weighbridge used to establish the weight of waste on this site?

Please tick

Yes

No

Controller. Does a person other than the operator determine what materials
are disposed of at this site, or part of this site?

Please tick

Yes

No

Site ID Official Use Only

Please tick

New site

Amend existing site

Site closed

Date of closure

Trading name of site:

Site address:

 Postcode

Licence No:

Type of waste and estimated tonnes
landfilled in a year (see General notes).

Tonnes

Standard:

Phone no:

Lower:

Fax no:

Exempt:

Is a weighbridge used to establish the weight of waste on this site?

Please tick

Yes

No

Controller. Does a person other than the operator determine what materials
are disposed of at this site, or part of this site?

Please tick

Yes

No

Part B: Group member site details (continued)

Site ID Official Use Only

Please tick

New site

Amend existing site

Site closed

Date of closure

Trading name of site:

Site address:

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Postcode

Licence No:

Type of waste and estimated tonnes
landfilled in a year (see General notes).

Tonnes

Standard:

Phone no:

Lower:

Fax no:

Exempt:

Is a weighbridge used to establish the weight of waste on this site? Please tick Yes No

Controller. Does a person other than the operator determine what materials
are disposed of at this site, or part of this site? Please tick Yes No

Site ID Official Use Only

Please tick

New site

Amend existing site

Site closed

Date of closure

Trading name of site:

Site address:

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Postcode

Licence No:

Type of waste and estimated tonnes
landfilled in a year (see General notes).

Tonnes

Standard:

Phone no:

Lower:

Fax no:

Exempt:

Is a weighbridge used to establish the weight of waste on this site? Please tick Yes No

Controller. Does a person other than the operator determine what materials
are disposed of at this site, or part of this site? Please tick Yes No

Part C: Notification of Transfer of Sites

This part should be completed if a group member no longer operates a site, which has been previously notified, due to site transfer to another group member. If you require a continuation sheet, please photocopy this form.

1 Please give details of the site.

Trading name of site:	<div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div>
Site address:	<div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div>
	Postcode:

2 Please give the full name and business address of the group member to whom the business has been transferred.

Name:	<div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div>
Business address:	<div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 2px;"></div>
	Postcode:

3 Please give the date of the transfer.

Date:

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Site ID Official Use Only

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Part D: Declaration

The representative member of the group should complete and sign the declaration below.

Declaration							
I,							
	<i>(enter your full name in BLOCK LETTERS)</i>						
declare that all persons named on this form are eligible to be treated as members of a group and that the information given on this form and contained in any accompanying document is true and complete.							
Signature:		Date: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>					
Please tick <input checked="" type="checkbox"/>	Director <input type="checkbox"/>	Company Secretary <input type="checkbox"/>					
		Authorised Official <input type="checkbox"/>					

General notes

Important: please read these notes

You can use this form if you are setting up a new landfill tax group, or if you wish to add members to, or remove members from, an existing group. You may also use this form to amend group member's details. If you are setting up a new group, your representative member must also complete forms LT 1 *Application for Registration* and LT 50 *Application for Group Treatment*.

Each group member should complete a separate form LT 51. Using the box on the top right hand corner of page 1, please give each form a consecutive number and show the total number of LT 51s you are submitting eg 5 of 12. However, the representative member's details should only be entered on the first form LT 51.

Do not use this form if you wish to appoint a new representative member. You should use form LT 50 for this purpose.

Please remember, each group member must be resident or have an established place of business in the UK. Also, one of the group members must control each of the others, or an individual, partnership or corporate body must control all the group members. To control a corporate body, a person must:

- hold a majority of the voting rights in it; or
- be a member of it and have the right to appoint or remove a majority of its board of directors; or
- be a member of it and alone, by agreement with other shareholders or members, control a majority of voting rights in it.

Part A

Use this part to add a member's details, either when initially setting up a group or when a member joins the group at a later stage. This part should also be used to remove a group member or to amend a group member's details. If submitting more than one form LT 51, the representative member's details need only be shown on the first form.

Part B

Use this part to record the sites operated by the member shown at Part A or to record additional sites which are now operated by an existing group member, site amendments or closures.

Trading name

If the trading name of the site is different to that entered at Part A, provide the name here.

Licence No.

Enter the local authority licence number for the site.

Site address

Enter the full site address including postcode.

Type of waste landfilled

All weights are metric.

Controller

If a person other than the operator determines what materials (if any) are disposed of at this site, or part of this site, that person is a controller. (A person who is purely acting as an agent or employee of someone else is not a controller.) If there is a controller you should tick **Yes**. You must also complete form LT 8 *Notification that a person has become, or ceased to be, a controller of a landfill site, or part of a site* which you can obtain from your local VAT office. Please fill in the form and enclose it with your completed form LT 1. Alternatively you may provide the information on your own letter heading.

Part C

Use this part to record the transfer of sites.

Part D

The declaration must be completed by the representative member in all cases.

Complaints

The Adjudicator reviews complaints not settled to your satisfaction by Customs. The recommendations of the Adjudicator are independent and the service is free. The Adjudicator only looks at complaints, not general enquiries. Telephone the Adjudicator on (020) 7930 2292.

Data Protection Act 1998

HM Customs and Excise collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.