

Registration of an exemption to treat waste electrical and electronic equipment



It will take about eight minutes to fill in this form.

When should I use this form?

The Environmental Permitting (England and Wales) Regulations say that most waste-management activities must have a permit. However, there are some exceptions. These are called exemptions. Exemptions are operations that do not need a permit but do need you to be registered. We have provided this form for you to register a T11 exemption to repair and refurbish waste electrical and electronic equipment (WEEE) or dismantle WEEE for the component parts. Use the guidance to make sure you know specifically what the exemption covers and that you can work within the limits.

Where can I find the guidance?

You can find a full description of the T11 WEEE exemption on our website or by emailing us at enquiries@environment-agency.gov.uk. If you do not have access to the internet, you can contact our National Customer Contact Centre for support by calling us on 03708 506 506.

How much does it cost?

You will find the current cost of registration with the guidance on our website, or by contacting us, as above.

How do I register?

It's an easy six-step process.

- Step 1 Read the 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 Fill in your payment details, tick the declaration and fill in the sections in part F.
- Step 6 Post the form and fee to us at the address in part F.

What happens when we receive your form?

One of our inspectors may decide to visit your site to check your facilities and make sure that you can keep to your responsibilities. If so, this visit will be undertaken before we register the exemption. If everything is satisfactory, or if we decide not to visit your site, we will register the exemption and let you know by post or email. When you receive our confirmation of registration, you can start to operate. You must not start to operate until you receive our confirmation.

The registration lasts for three years. After this time you will need to renew. One month before your registration is due to end, we will remind you that your renewal is due and invite you to re-register. We also charge you for re-registering.

If you want to make any changes to your registration, please contact our National Customer Contact Centre on 03708 506 506 or email us at enquiries@environment-agency.gov.uk. You also need to let us know as soon as possible if you change any of the contact details for your exemptions.

Part A About you

A1 What type of customer are you?

This is the business or organisation to which the exemption will be registered and which will be responsible for its operation.

- Individual, for example sole trader Please go to question A1a.
- Limited company Please go to question A1b.
- Limited liability partnership Please go to question A1c.
- Partnership Please go to question A1d.
- Other (trust, club or public body) Please go to question A1e.

If you don't know, please contact the Environment Agency for advice.

A1a Individual

- a) Name
 - Title (Mr, Mrs, Miss and so on) _____
 - First name _____
 - Last name _____

A1 What type of customer are you?, continued

- b) Trading name (if any) _____
- c) Address _____

 Postcode _____

A1b Limited company

- a) What's the registration number of the company? _____
- b) What's the registered name of the company?
 The name must be exactly as it appears on the company's certificate of incorporation.

- c) Trading name, if different from the registered name _____

A1 What type of customer are you?, continued

d) What's the registered address of the company?

Postcode _____

A1c Limited liability partnership

a) What's the registration number of the limited liability partnership?

b) What's the registered name of the limited liability partnership?
The name must be exactly as it appears on the partnership's certificate of incorporation.

c) Trading name, if different from the registered name

d) What's the registered address of the limited liability partnership?

Postcode _____

A1d Partnership

a) Trading name of the partnership

First partner's name and address

Name
Title (Mr, Mrs, Miss and so on) _____
First name _____
Last name _____

Address

Postcode _____

Second partner's name and address

Name
Title (Mr, Mrs, Miss and so on) _____
First name _____
Last name _____

Address

A1 What type of customer are you?, continued

Postcode _____

Third partner's name and address

Name
Title (Mr, Mrs, Miss and so on) _____
First name _____
Last name _____

Address

Postcode _____

If there are any additional partners, please supply their names and addresses on a separate sheet.

A1e Other (trust, club or public body)

a) What's the name of the trust, club or public body?

b) What's the address of the trust, club or public body?

Postcode _____

A2 Contact details

You must provide a contact name for the registration. We will send all correspondence to this person.

a) Name
Title (Mr, Mrs, Miss and so on) _____
First name _____
Last name _____

b) Address

Postcode _____

Contact numbers, including the area code

c) Phone _____
d) Mobile _____
e) Email _____

Part B Details of the waste and where the operation is based**B1 Waste types**

The T11 exemption only applies to the types of waste listed in this table. The waste codes are also known as EWC codes. Please enter the amount of each type of waste, in tonnes, that you will be storing or treating over a 12-month period. The maximum amount allowed is 1000 tonnes of all these waste types combined over any 12-month period.

Waste code	Type of waste	Amount, in tonnes, to be stored or treated in 12 months
16 02 11*	WEEE containing CFCs, HCFCs, and HFCs	
16 02 13*	WEEE containing hazardous substances or components other than polychlorinated biphenyls, CFCs, HCFCs or HFCs, or free asbestos. For example, a TV monitor containing a cathode ray tube.	
16 02 14	WEEE not containing hazardous substances or components	
16 02 16	Non hazardous components removed from discarded equipment	
20 01 23*	WEEE containing CFCs	
20 01 35*	WEEE containing hazardous components other than fluorescent tubes and other mercury containing waste or CFCs	
20 01 36	WEEE not containing hazardous substances or components	

B2 Where the operation is based

This is the place where the operation you want to register will be carried out. You should enter a postal address including the postcode. If you do not have this, you must provide an accurate grid reference. Please note that exemptions are site specific and non transferrable. You can only carry out the waste operation at the site that you give here.

Address

Postcode

Enter a 12-digit national grid reference if you cannot provide an address. For example, SJ 99999 99999.

National grid reference

B3 Is the operation on a farm?

Please tick one of the boxes below

Yes No **Part C Warning**

You must read this section before ticking 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.

Ticking 'Yes' in the declaration confirms that you have read the guidance, understood and accepted the specific conditions and limits of the exemption and that your operation will keep to them.

You will also be confirming that you will carry out your exempt operations without putting human health in danger and causing harm to the environment. In particular:

a) without causing a risk to water, air, soil, plants or animals;

Part C Warning, continued

- b) without causing a nuisance through noise and odours; and
 c) without having a negative effect on the countryside or places of special interest.

You may need to put extra controls in place over and above the one shown in the exemptions to make sure this happens. If the site where you plan to carry out the operation is not developed, you should make sure that it will not affect any protected sites such as European sites or SSSIs (Sites of Special Scientific Interest) or any protected species. It is less likely if your operation is based on, for example, an existing industrial site but you should still make some assessment.

For more information on protected sites and species, please visit our website, contact our National Customer Contact Centre on 03708 506 506 or email us at enquiries@environment-agency.gov.uk.

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;

Part D The Data Protection Act 1998, continued

- 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

Apart from the contact details for waste, we will normally put all the information in your application 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 that 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 and therefore is highly likely to delay your registration.

Part F Charges, declarations, and so on

1 Payment

Tick below to show how you will pay.

- Cheque
Please go to question 1a.
- Postal order
Please go to question 1a.
- Cash
Please go to question 1a.
- Credit or debit card
Please go to question 1b.
- Electronic transfer (for example, BACS)
Please go to question 1c.

1a Paying by cheque, postal order or cash

Cheque details

Cheque made payable to

Cheque number

Cash or cheque amount

£ _____

1 Payment, continued

You should make cheques or postal orders payable to 'Environment Agency' and they should be marked 'A/c Payee'.

We will not accept post-dated cheques (cheques with a future date written on them).

We strongly advise against sending cash through the post. If you cannot avoid this, please use a recorded-delivery postal service and enclose your application form with the cash.

Please tick in the box below to show that you have enclosed cash with your application.

I have enclosed cash with my application

1b Payment by credit or debit card

If you are paying by credit or debit card, we can either call you to take your payment or you can complete the separate CC1 form and enclose it with your application. You can download this from our website or we can send it to you on request. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Please call me to arrange payment by credit or debit card

I have enclosed form CC1 with my application

1c Paying by electronic transfer

If you choose to pay by electronic transfer you will need to use the following details to make your payment.

Bank name: NatWest (may appear as Royal Bank of Scotland plc)
 Bank address: London Corporate Service Centre, CPB Services 2nd Floor, 280 Bishopsgate, London, EC2M 4RB
 Account name: Environment Agency
 Sort code: 60-70-80
 Account number: 10014411

Reference number

You must provide a reference number when paying electronically. This reference number will appear on our bank statements so we can match your payment to your application. We may need to contact your bank to make sure the reference number is quoted correctly.

You can use any reference number, but we prefer the number to be "EPWEEE" followed by the first five letters of your business name followed by a four digit number. For example, for a company called Joe Bloggs Ltd, the reference number might be EPWEEEJOEBL0001. Remember you can use any four digit number at the end.

You should also email us to confirm that you have paid electronically, quoting your payment details and your reference number.

Email: ea_fsc_ar@sscl.gse.gov.uk

Payment reference number

If you are making your payment from outside the United Kingdom (which must be received in sterling), our IBAN number is GB23NWBK60708010014411 and our SWIFT number is NWBKGB2L.

If you do not quote your payment reference number, there will be a delay in processing your payment and application.

2 Declaration

The contact for this application must tick the declaration section. The contact must be the operator or their agent.

If you deliberately or recklessly make a statement which is false or misleading to gain registration (for yourself or another person), you are committing an offence under Regulation 38 of the Environmental Permitting (England and Wales) Regulations 2016.

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.

Name

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Today's date (DD/MM/YYYY)

3 How to contact us

If you would like help filling in this form or guidance on exemptions, you can find information on our website or please contact us using one of the options listed below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Minicom (for hard of hearing): 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

4 Where to send this form

After you fill in the form, please read through it again and make sure you have correctly answered all the questions and included the correct fee. This will make sure we can process your exemption as quickly as possible.

Send your filled-in form to:

**Environment Agency
Waste Exemptions Team
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF**

You can also call our general enquiries number for information on 03708 506 506.



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£ _____