

# The Hazardous Waste Regulations 2005: Registering premises that produce hazardous waste – to be sent with applications sent by e mail or on disk



Premises where hazardous waste (waste which is dangerous to people, the environment or animals) is produced or stored must be registered with the Environment Agency. If you want to send us details of these premises on a disk or by e mail, you must create an XML file to send to us. For details on how to make the file, please read HWR02C, 'How to fill in the registrations and renewals Excel spreadsheet'. When you send the file to us **you must also fill in this form** and send it with the file.

**Please carefully read through this form. Please type or write clearly in the answer spaces. You can save the form on your computer.**

It will take about 15 minutes to fill in this form.

You will need:

- your Companies House registration number (if you have one);
- the name and contact details of a person we can speak to about your application;
- the name of the file on your disk or attached to your e mail; and
- your payment by cheque or, if you are paying using the Banks Automated Clearing System (BACS), your BACS reference number.

For guidance on filling in this form, please read HWR02D 'Guide to filling in application form HWRB01 for registering premises that produce hazardous waste (applications sent by e mail or on disk)'. You can find the guide on our website at: [www.environment-agency.gov.uk/hazwaste](http://www.environment-agency.gov.uk/hazwaste). Or you can phone us on 03708 502858 and we will send you a copy.

If you have any questions about filling in this form, phone us on 03708 502858 or send an e mail to [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk).

If you want to e mail your registrations you must send the file and this form to: [hwnotifications@environment-agency.gov.uk](mailto:hwnotifications@environment-agency.gov.uk).

If you want to post your registrations you must send the file on disk, and a paper copy of this form, to:

Bulk Registrations  
Environment Agency  
Quadrant 2  
99 Parkway Avenue  
Sheffield  
S9 4WF.

## Contents

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## 1 Your organisation's details

Organisation's full name

\_\_\_\_\_

Companies House registration number (if any)

\_\_\_\_\_

Your address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

\_\_\_\_\_

If we need to talk to anyone about this application, who should we contact?

## 1 Your organisation's details, continued

E \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of file you are sending to us

\_\_\_\_\_

(The file must be in .xml format).

Number of sites whose details are given in your file

\_\_\_\_\_

## 2 Payment details

Amount due

£ \_\_\_\_\_

Payment method (tick one box)

Title   
First name   
Last name   
Phone   
Fax   
Mobile

Cheque  BACS

Please make cheques payable to 'Environment Agency' and write your organisation's name and address on the back. Don't forget to sign the cheque.

Cheque number

number. (We prefer the number to be **HWAPP** followed by the If you are paying by BACS, give your BACS payment reference **first five characters of your organisation name** followed by a **four-digit number**. For example, **HWAPPJOEBL0001**.)

BACS reference number

### 3 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; and
- process renewals.

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;
- 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.

### 4 Declaration

Read the following statement and then sign below.

As far as I know, the information in this application is true. I understand that you may reject this application if I give false or incomplete information.

(If you deliberately give false information, you may be prosecuted.)

Your signature

Title

First name

Last name

Position

Date (DD/MM/YYYY)

### 5 How to contact us

If you need help filling in this form, please contact the person who sent you it or contact us as shown below.

General enquiries: 03708 506506 (Monday to Friday, 8am to 6pm)

Minicom: 03702 422549 (Monday to Friday, 8am to 6pm)

E mail: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

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.



**For Environment Agency use only**

Date received (DD/MM/YYYY)

Cheque or BACS amount

£

Cheque or BACS number

Our reference number

Inputted by

This document is out of date and has been replaced by HWRB01v081 (dated 04/2016)