

Application for yearly registration or deregistration of polychlorinated biphenyl (PCB) holdings



The Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000 (as amended)

Please make sure you read this form carefully before you fill it in.

You may be committing a criminal offence if you hold PCB contaminated equipment (as defined by the regulations) and fail to register.

If you provide information that is false or misleading you may be committing an offence under the regulations.

There are other legal requirements concerning PCBs. Please see the “other legal requirements” section.

You will need:

- An **up to date** list of PCB contaminated equipment you are responsible for, including locations and grid references
- Details of your plans to decontaminate or dispose of the equipment before 31 December 2025

If you wish to deregister equipment, you will also need:

- Supporting documents showing why you are no longer required to register the equipment.

What to fill in

You need to fill in all relevant parts of the form to give us details of your PCB holdings. If you do not fill in these sections we may need to ask you for more information, or your application to register may be refused.

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1 Application details

Tell us what organisation is making the application and which period you are applying for. The registration period runs from 31 July to 30 July the following year.

1a Current reference number (if you have one)

EA/WMB

1b Name of the organisation making the application.

The registration will be issued in this name. This can be an organisation, business or an individual or group of individuals (for example a partnership). This should be the registered name of the organisation if applicable and not any trading name.

1c What registration year are you applying for?

2 About the person filling in the form

This form must be completed by someone who has authority to act on behalf of the PCB holder and will be the “authorised contact” for the registration. Please give us details so that we can contact you if we have any questions regarding this application or the subsequent registration.

You must tell us if any of the people named on the form leave the organisation.

Please do not include any home addresses or phone numbers unless they are also business contact details.

Full Name

Position

Office/work address

Contact information

Phone

Mobile

Email

3 About the holder

3a Are you applying as an individual, on behalf of group of individuals (for example, a partnership), or for a charity, public body or registered company?

Individual	Go straight to section 4
Group of individuals	Complete 3b then go to section 4
Charity	Complete 3b, 3c and 3d
Public body	Complete section 3b and 3c and go to section 4
Registered company	Complete section 3b, 3c and 3d

3b Provide details of another person who can provide information regarding this application.

This helps us if we have a question about your application or registration and the authorised contact is not available.

Full Name

Phone

Mobile

Email

If you wish to give details of additional people who can be contacted regarding PCBs, please use a separate sheet and complete section 11.

3c Provide the organisation's head office or principle place of business address

Address

Email

3d Provide relevant organisation registration numbers (eg company registration number or charity number) and address

Company registration number

Charity number

Other

Registered office address

Email

4 Purpose of the application

You must register any equipment that fits the legal definition of PCB contaminated equipment, and tell us about any changes to your registration as soon as possible.

Definitions of PCBs and contaminated equipment can be found in the regulations.

You can deregister items if you have:

- Disposed of it;
 - Tell us the method of disposal. Your waste contractor will be able to give you more information about this;
- Removed fluid containing PCBs from equipment and replaced it with PCB free fluid;
 - You will need to show that all PCB contaminated fluid was removed from the equipment. If this is not possible, we may ask you to sample the new fluid in the equipment, to show it has not become contaminated by residual PCB containing fluid;
- Tested equipment and found that PCB concentration is less than 0.005% weight for weight (w/w);
- Sold the site the equipment is on;
 - Provide details of the new owners of the site;
- Moved equipment;
 - If you have moved equipment containing PCBs, you need to let us know where it has been moved to and what your intentions are with it. If it has been moved to another part of your site, we will deregister it from its registered location, and reregister it at its new location. Note that it is illegal to sell PCBs.

You need to supply evidence to support deregistration of items. This could be hazardous waste consignment notes showing transfer to a suitable site for disposal of your contaminated items, the contaminated fluid, or a combination of both.

Evidence can also include laboratory reports for equipment that has been shown to have a PCB concentration less than 0.005% w/w.

If you have sold the site to another company or organisation, supply documentation showing who the new holder is. Ensure you also provide the new owner's contact details to enable us to confirm the equipment's current status. You remain legally responsible for the equipment until proof of sale has been provided.

Please list in section 11 what supporting evidence you have included with your application.

If you have disposed of any equipment that was not previously registered you still need to tell us. We will register and deregister the item(s) at the same time.

We need to know the following for each item of equipment you are registering or deregistering.

Type of equipment

Choose between transformer, power capacitor, heat transfer equipment, hydraulic equipment, pole mounted transformer, resistor, process heating equipment, vacuum pump or stock PCBs.

If you hold any other equipment that may contain PCBs that is not listed above, please tell us what it is.

Unique reference or serial number

This should be unique to each item of equipment. Ideally this would be the serial number of the item of equipment, but if this is not available use company asset numbers or similar. This is particularly important for holders that have large amounts of equipment. This will help both you and us to compare data in the next registration year or against records we already hold. You should keep records of any reference numbers you give.

National grid references

National Grid references (NGRs) help us to keep more accurate records. Please provide NGRs to an accuracy of at least 6 digits. Guidance about NGRs is available from the Ordnance Survey website.

Exact location of equipment or substances within the site

Tell us exactly where each piece of equipment is or was. This is particularly important for large sites which hold several items of equipment.

Approximate quantity of substance (kilograms)

Tell us the total volume of fluid containing PCBs. You can estimate the amount using external dimensions (or internal dimensions if they are available).

Substance concentration

If possible, tell us the concentration of PCBs in the equipment.

In this application, do you want to:

Register equipment only (add/keep equipment on the register)	Complete section 5 then go to section 7
Register and deregister equipment (keep and remove equipment)	Complete sections 5, 6 and 7
Deregister equipment only (remove equipment and cancel your registration)	Complete section 6 then go to section 9

If you have more than one item to register or deregister you can download additional copies of sections 5 and/or 6. Go to gov.uk and search “PCB registration form” to download additional forms.

If you have a large amount of equipment to register or deregister contact us to discuss the best way to supply the required information.

If you are supplying additional copies of sections 5 and/or 6, or required information in a different format please indicate this in section 11.

5 Registering equipment

Please contact us if you have a large number of items to register to discuss the best way to supply the information

What equipment do you hold?

If “other”, please give details

Your unique reference number or serial number (for example 12345/6)

Postal address where the equipment is sited

NGR for the site (eg AB 1234 5678)

Exact location of equipment or substances within the site

Approximate quantity of substance (kg)

Substance concentration (%w/w) (if known)

6 Deregistering equipment

Equipment

Type of equipment to be deregistered

If “other”, please give details _____

Unique reference or serial number

NGR for the site (eg AB 1234 5678)

Exact location of equipment or substances within the site

Approximate quantity of substance (kg)

Substance concentration (%w/w) (if known)

Proof of concentration provided (for example, lab reports)

Method of disposal or decontamination

Please state what method was used

If “other”, please give details _____

Give the date you disposed of or decontaminated the equipment or substance

Evidence of disposal or decontamination (select all that apply)

Hazardous waste consignment notes

Waste transfer notes

Laboratory reports

Other

If “other”, please give details _____

Deregistering for other reasons

Has the site the equipment is on been sold?

Yes No

7 Billing/payment information

We will send you an invoice for the fee, which varies depending on how many items and sites you are registering. Details of charges can be found on www.gov.uk. Search for “PCB registration fees”.

Please provide details of who we should send the invoice to:

Full Name

Address

Phone

Mobile

Email

8 Disposal plans

You can continue to hold transformers that contain fluids containing more than 0.005% but no more than 0.05% by weight of PCBs, and a total volume of more than 0.05dm³ of PCBs until 31 December 2025, after which they must be taken out of use and disposed of, or decontaminated as soon as possible.

Tell us about your plans to meet this deadline and how you will demonstrate you have implemented it successfully.

Please continue on a separate sheet if you need to. If you want to supply separate sheets or any supporting documents please show this in section 11.

(1500 character limit)

9 Data protection

The Environment Agency manages the PCB register in England. We are the data controller for this service.

The data we need

The personal data we collect includes:

- names, addresses, email addresses and contact details if you are an individual
- names, business addresses, work email addresses and contact details if you are a main representative of a company
- names, business email addresses and contact details of designated contact(s) if different to the above

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

We need the information requested in order to ensure you are complying with the requirement to register equipment contaminated with polychlorinated biphenyls (PCBs) under the regulations. It will be used for compliance monitoring and may be used during any potential enforcement action.

Your responsibility with others' personal data

If you have included personal data about any other individuals on your submission, you must tell them. You must provide them with a copy of this privacy notice so that they are aware of how their personal data will be used.

What we do with the data

We use the information to ensure you comply with the regulations.

Some of the information is put on a public register. Public register information can be obtained on request using the email address PCB-Enquiries@environment-agency.gov.uk. Copies can be sent out on request, including to requesters outside the European Economic Area.

See <https://www.gov.uk/guidance/access-the-public-register-for-environmental-information>

We may use your email address to contact you about the information you have submitted, our service or legislative changes that directly affect your registration of PCB contaminated holdings.

Apart from information required to be held on the register, we will not share your details with any third party without your explicit consent unless required to do so by law.

We store and process your personal data on our servers in the UK.

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

How long we hold personal data and removal from the public register

We will keep the personal data while the registration is in use and for 4 years after the registration expires or is deregistered. It will then be removed from the public register.

Your rights

For general information on how we treat your personal data and your rights, see our Personal Information Charter:

<https://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter>

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact:

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

Email: dataprotection@environment-agency.gov.uk

10 Disclosure

10a Confidential information

If you want to withhold any details of your registration from the public, please use a separate sheet to say:

- what information you want to withhold, and;
- why you want to withhold it.

If we decide that the information is not confidential:

- we will write to you to let you know within 21 days, and;
- you have a period of 21 days to appeal before we enter the information onto the public register.

Please use section 11 to tell us what additional information you have provided.

10b National Security

Is there any information in the registration that you believe should be restricted for national security reasons?

Yes

No Enclose a copy of any direction from, or a request which you have made to the Secretary of State (in England).

11 Extra information

Tick the relevant boxes to show what you have included with your application.

Additional copies of section 5

(Please state number of additional copies)

Additional copies of section 6

(Please state number of additional copies)

Registration/deregistration info in a different format

Give details/description

Oil test results

Consignment notes

Waste transfer notes

Proof of sale

Other evidence for de-registration of equipment

Please give details

Disposal plans and associated documents

Separate sheets

(ensure extra pages are numbered and sections they relate to are clearly marked)

Please state number of separate sheets

12 Declaration

The person who fills in the form should be the one who signs it. This person must have the authority to sign the form on behalf of the holder. For example, they could be a director or a company secretary.

If you deliberately make a statement that is false or misleading to secure registration, we may take enforcement action, which can include prosecution.

I declare that as far as I know and believe the information I supply in this application is true. I understand that this application may be refused or approval withdrawn and I may be committing an offence if I give false, incomplete or misleading information

Signature

Name (block capitals)

Position

Date

13 Your application and how to contact us

Once you have filled in the form, please email it to PCB-Enquiries@environment-agency.gov.uk, or send it to:

Chemical Compliance Team
Waste and Industry Regulatory Service
Environment Agency
Quadrant 2
99 Parkway
Sheffield
S9 4WF

If you need help filling in this form contact us on the telephone number below.

National Customer Contact Centre: 03708 506 506

(Monday to Friday, 8am to 6pm)

To help us process your application quickly, please:

- make sure you answer all the questions;
- provide all the necessary documents; and
- label all the documents you send to us.

When to send your application

If you are registering equipment for the first time, you should send in your completed form straight away. If you are renewing your registration, we must receive your application before 31 July.

You should tell us as soon as you have:

- moved a piece of registered equipment;
- written proof that the equipment has been disposed of;
- written proof your equipment has been decontaminated to less than 0.005% PCB by weight; or
- documents that show you have sold the site the equipment is on.

If we need more information. We will contact you using the details provided on this form.

We may refuse to register you if you do not give us all the information we need. If we cannot register you we will write to you to tell you why.

How long it takes to process your application

We are allowed 56 days to process your application, though we aim to finish processing it no more than 28 days after receiving it. If we cannot finish processing your application within these timescales we will contact you to tell you why and to extend the timescale.

If you are not happy to wait longer, you can appeal to the Secretary of State.

Once we are happy with your application, we will send you confirmation of your registration.

Appeals

You can appeal to the Secretary of State if:

- you are not happy with our decision on confidentiality;
- we refuse your application for registration; or
- we do not process your application on time.

If we refuse to register you, we will let you know how to appeal. You usually have to appeal within 28 days of the date we made the decision.

14 Other legal requirements

Registered holders of PCB contaminated equipment have to meet other requirements, including using the right labelling. You should check that you are in line with the regulations.

PCB containing components (for example small capacitors or resistors) that are part of a larger piece of equipment that would be damaged beyond repair if the PCB containing component were removed may be held until the larger piece of equipment reaches the end of its useful life. There is no requirement to register either the component or the equipment, provided they both meet the definition of relevant equipment (as defined) and fit the criteria set out in the regulations. At the end of life the PCB containing element must be disposed of in line with all relevant legislation.

Holding other PCBs, or equipment containing PCBs that are not covered by an exception is against the law. You should arrange to dispose of or decontaminate these substances or items immediately. If you need advice about disposal, contact our National Customer Contact Centre on 03708 506 506.