



HM Revenue
& Customs

Landfill Tax

Group members details

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

HM Revenue and Customs
Excise Processing Team
BX9 1GL

For official use only

Date of receipt

Entered by _____

Verified by _____

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:

- complete Parts A, B and D to add a group member or amend a group member's details
- complete Parts A and D to remove a group member
- complete Parts B and D if an existing group member is now operating additional sites or has closed a site
- 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
- use capital letters and write clearly in ink

1 Are you setting up a new landfill tax group? Put 'X' in one box

Yes ☐ Each member should complete and sign a separate form LT 51 (please use photocopies).
The representative member must also sign the declaration on page 6 of this form.

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

If you answered No, please give the landfill tax registration number.

The representative member should also sign the declaration on page 6 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.

Put 'X' in the box

Please enter the effective date DD MM YY

Add member

☐

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Amend member

☐

--	--	--

Please only supply those details which need to be amended

Remove member

☐

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Member's full name

Business address

Postcode

Phone number

Fax number

Group member's
signature

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Date

--	--	--

Put 'X' in the box

Please enter the effective date DD MM YY

Add member

☐

--	--	--

Amend member

☐

--	--	--

Please only supply those details which need to be amended

Remove member

☐

--	--	--

Member's full name

Business address

Postcode

Phone number

Fax number

Group member's
signature

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Date

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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 sites 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 notes will help you.
If you need a continuation sheet please photocopy this part of the form.

		Site ID official use only		<input type="text"/>							
Put 'X' in the box	New site	<input type="checkbox"/>	Amend existing site	<input type="checkbox"/>	Site closed	<input type="checkbox"/>	Date of closure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trading name of site		<input type="text"/>									
Site address		<input type="text"/>				Licence number		<input type="text"/>			
		<input type="text"/>									
		<input type="text"/>									
		<input type="text"/>									
Postcode		<input type="text"/>									
Phone number		<input type="text"/>				Lower		<input type="text"/>			
Fax number		<input type="text"/>				Exempt		<input type="text"/>			
Is a weighbridge used to establish the weight of waste on this site?		Put 'X' in one box				Yes		<input type="checkbox"/>		No <input type="checkbox"/>	

		Site ID official use only		<input type="text"/>							
Put 'X' in the box	New site	<input type="checkbox"/>	Amend existing site	<input type="checkbox"/>	Site closed	<input type="checkbox"/>	Date of closure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trading name of site		<input type="text"/>									
Site address		<input type="text"/>				Licence number		<input type="text"/>			
		<input type="text"/>									
		<input type="text"/>									
		<input type="text"/>									
Postcode		<input type="text"/>									
Phone number		<input type="text"/>				Lower		<input type="text"/>			
Fax number		<input type="text"/>				Exempt		<input type="text"/>			
Is a weighbridge used to establish the weight of waste on this site?		Put 'X' in one box				Yes		<input type="checkbox"/>		No <input type="checkbox"/>	

Part B: Group member site details continued

		Site ID official use only		<input type="text"/>
Put 'X' in the box	New site	<input type="checkbox"/>	Amend existing site	<input type="checkbox"/>
			Site closed	<input type="checkbox"/>
			Date of closure	<input type="text"/>
Trading name of site		<input type="text"/>		
Site address	<input type="text"/>	Licence number	<input type="text"/>	
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	Postcode			
			Type of waste and estimated tonnes landfilled in a year – read the notes.	
			Tonnes	
		Standard	<input type="text"/>	
Phone number	<input type="text"/>	Lower	<input type="text"/>	
Fax number	<input type="text"/>	Exempt	<input type="text"/>	
Is a weighbridge used to establish the weight of waste on this site?		Put 'X' in one box		Yes <input type="checkbox"/> No <input type="checkbox"/>

		Site ID official use only		<input type="text"/>
Put 'X' in the box	New site	<input type="checkbox"/>	Amend existing site	<input type="checkbox"/>
			Site closed	<input type="checkbox"/>
			Date of closure	<input type="text"/>
Trading name of site		<input type="text"/>		
Site address	<input type="text"/>	Licence number	<input type="text"/>	
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	Postcode			
			Type of waste and estimated tonnes landfilled in a year – read the notes.	
			Tonnes	
		Standard	<input type="text"/>	
Phone number	<input type="text"/>	Lower	<input type="text"/>	
Fax number	<input type="text"/>	Exempt	<input type="text"/>	
Is a weighbridge used to establish the weight of waste on this site?		Put 'X' in one box		Yes <input type="checkbox"/> No <input type="checkbox"/>

Part B: Group member site details continued

		Site ID official use only		<input type="text"/>
Put 'X' in the box	New site	<input type="checkbox"/>	Amend existing site	<input type="checkbox"/>
			Site closed	<input type="checkbox"/>
			Date of closure	<input type="text"/>
Trading name of site		<input type="text"/>		
Site address	<input type="text"/>	Licence number	<input type="text"/>	
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	Postcode			
			Type of waste and estimated tonnes landfilled in a year – read the notes.	
			Tonnes	
		Standard	<input type="text"/>	
Phone number	<input type="text"/>	Lower	<input type="text"/>	
Fax number	<input type="text"/>	Exempt	<input type="text"/>	
Is a weighbridge used to establish the weight of waste on this site?		Put 'X' in one box		Yes <input type="checkbox"/> No <input type="checkbox"/>

		Site ID official use only		<input type="text"/>
Put 'X' in the box	New site	<input type="checkbox"/>	Amend existing site	<input type="checkbox"/>
			Site closed	<input type="checkbox"/>
			Date of closure	<input type="text"/>
Trading name of site		<input type="text"/>		
Site address	<input type="text"/>	Licence number	<input type="text"/>	
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	Postcode			
			Type of waste and estimated tonnes landfilled in a year – read the notes.	
			Tonnes	
		Standard	<input type="text"/>	
Phone number	<input type="text"/>	Lower	<input type="text"/>	
Fax number	<input type="text"/>	Exempt	<input type="text"/>	
Is a weighbridge used to establish the weight of waste on this site?		Put 'X' in one box		Yes <input type="checkbox"/> No <input type="checkbox"/>

Part C: Notification of transfer of sites

This part must be completed if the group member no longer operates a site, that has been previously notified because of a transfer to another group member. If you need a continuation sheet, please photocopy this form.

1 Please give details of the site.

Trading name of site

Site address

Postcode

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

Name

Business address

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,

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(enter your full name and use capital letters)

declare that all persons named on this form are eligible to be treated as members of the group and that the information given in this form and contained in any accompanying document is true and complete.

Signature

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Date

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Put 'X' in the box

Director

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Company
secretary

--

Authorised
official

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Notes

You can use this form if you're 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're 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 51 forms you're submitting for example, 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
- be a member of it and have the right to appoint or remove a majority of its board of directors
- 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 number 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.

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

For more information about our complaints procedure, go to www.gov.uk/complain-about-hmrc

How we use your information

For more information, go to www.gov.uk/government/collections/data-protection-act-2018