

Application form for approval as an approved exporter (AE) of waste electrical and electronic equipment (WEEE)



The Waste Electrical and Electronic Equipment Regulations 2013

Use this form if you want to apply for approval as an exporter of waste electrical and electronic equipment (WEEE). Approval will allow you, or any AATF supplying you, to issue evidence notes for WEEE which you export for reuse as a whole appliance, treatment, recovery or recycling.

If your site is in England you should apply to

WEEE Producer Responsibility
Environment Agency
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield, S9 4WF
Phone 03708 506 506
Email weee@environment-agency.gov.uk

If your site is in Scotland you should apply to

Producer Compliance and Waste Shipment Unit
Scottish Environment Protection Agency (SEPA)
Angus Smith Building
6 Parklands Avenue
Eurocentral
Holytown
North Lanarkshire, ML1 4WQ
Phone 03000 99 66 99
Email producer.responsibility@sepa.org.uk

If your site is in Northern Ireland you should apply to

Producer Responsibility Unit
Northern Ireland Environment Agency
1st Floor Bradan
NIEA Lisburn
17 Antrim Road
Tonagh, LISBURN BT28 3AL
Phone 028 9056 9338
Email weee@daera-ni.gov.uk

If your site is in Wales you should apply to

Producer Responsibility Unit
Natural Resources Wales
Welsh Government Offices
Cathays Park
King Edward VII Avenue
Cardiff
CF10 3NQ
Phone 0300 065 3000
Email weee@naturalresourceswales.gov.uk

Assessing your application

Your application will be subject to a number of checks and may include a site visit. The regulations allow 12 weeks to assess and make a decision on your application. For approval from 1 January we need to receive your application, including fee, by 30 September.

If you apply during a compliance period your approval will run from the date we determine your application. The approval will last until 31 December in each compliance year. You will need to re-apply for approval each year.

Continuation sheets

If you need more space for any of your answers, please use a continuation sheet. Make sure that you label each sheet clearly with:

- the section number it applies to
- the number of the sheet, for example, 3 of 5

Approval

You will be notified of our decision no later than 12 weeks after we receive your complete application including the fee. If our decision is to refuse approval we will tell you the reason for this decision and details of your right to appeal.

Keeping a copy of this form and supporting documents

You should keep a copy of your completed form and any supporting information that you submit. We may ask to see them when we monitor your compliance. You should keep these records for at least four years.

Fees

There is a fee for applying as an approved exporter of WEEE. It is based on the amount of evidence of whole WEEE exported for reuse issued during the calendar year.

For England please refer to [Government Guidance for WEEE](#).

For AATFs in Scotland, Northern Ireland and Wales refer to your environmental regulator for details.

We cannot refund your fee, even if your application is refused.

Are you applying to be a small AE?

Are you applying to be a large AE?

Proof of payment

Please confirm your method of payment:

Cheque

BACS

Credit/debit card

If you have paid by BACS or credit/debit card you will need to provide a remittance/receipt with your application as proof of payment.

Contents

Part A

1 The applicant

2 Contact details

Part B

3 Environmental registrations and data management

4 Sampling and inspection plan

Part C

5 How many overseas treatment, recovery and recycling sites will you be exporting to?

6 Use of overseas site

7 Description of WEEE exported

8 Description of treatment, recovery and recycling

9 Load rejection

Part D

10 Checklist

11 Previous convictions

12 Privacy notice

13 Declaration

14 What happens next

Part A

1 The applicant

1.1 What is your status?

Corporate body

Please go to section 1.2.

Partnership

Please go to section 1.6.

Where not a body registered in the UK, including an individual or sole trader

Please go to section 1.9.

Approved exporter reference

If you have previously been an approved exporter please tell us your approval number

1.2 Corporate bodies

Please give the following information:

Full company name

Former company name (if any)

1.3 Business address

Please give the full address including postcode

Contact numbers, please include the area code

Phone

Email

Company registration number

VAT registration number

1.4 Registered office

Full address of registered office if different from 1.3

Postcode

Contact numbers, please include the area code

Phone

Email

1.5 Please supply a copy of your company registration document

Document attached

1.6 Partnerships

Please give the following details:

Trading or business name of partnership (if there is one)

Business address

Postcode

Contact numbers, please include the area code

Phone

Email

1.7 Please give the following details for each partner

Partner 1

Title

First name

Last name

Partner 2

Title

First name

Last name

Partner 3

Title

First name

Last name

Please continue on a separate sheet if you have more than three partners.

1.8 Please supply evidence of partnership

For example a deed of partnership

Document attached

1.9 Individual or sole trader

Please give the applicant's details

Title

First name

Last name

Position

Trading or business name

Business address or principal place of business

Postcode

Contact numbers, please include the area code

Phone

Email

1.10 Service of notices

Notices will be served on the companies registered office address, if you wish it to be sent to a different address that is not your registered office please include below.

Postcode

2 Contact details

2.1 Please give the details of someone we can contact with questions about this application

Name

Title

First name

Last name

Position

If you have already provided the address and contact details, indicate which section they are provided in

1.3 1.4 1.6 1.9

Address

Postcode

Contact numbers, please include the area code

Phone

Email

Part B

3 Environmental registrations and data management

Waste carriers and brokers

If you buy or sell waste you must be registered as a waste broker. You may also need to register as a waste carrier if you transport other people's waste.

3.1 Are you registered as a waste carrier or broker, or both?

No

Yes Please provide details

Registration number

Waste carrier and/or broker

4 Sampling and inspection plan

Completing the best practice templates fully means your application should contain all of the information needed to help your application to be assessed quicker.

Applicants for AE approval must include a sampling and inspection plan with the completed application e-form. In the plan you must provide us with details of how you determine:

- the quality of derived material
- the weight of the WEEE that you export
- that the WEEE you export has arisen in the UK
- the source of the WEEE
- whether the WEEE you export is obligated or non-obligated (you cannot issue evidence notes on non-obligated WEEE)
- the correct category for the WEEE you export – see Schedule 1 of the Regulations
- whether the WEEE you export is household (B2C) or non-household (B2B)

You must also include the following related information with your application:

- You must describe the audit systems you use to ensure that evidence notes are issued correctly
- You must provide information on how you, or the downstream sites you send WEEE to, are able to achieve the recovery and recycling targets set out in the WEEE Regulations
- Provide details on how you are able to avoid double-counting of WEEE; i.e. that evidence is not issued on the same WEEE twice
- Confirm whether any WEEE is sent for energy recovery.

Equivalent standards

As part of the application and during compliance monitoring, AEs need to demonstrate that overseas sites to which they are exporting WEEE or WEEE materials for treatment, recovery or recycling are operating under conditions that are equivalent to those required in the WEEE Directive, (as retained). This will mean providing us with evidence that the best available treatment, recovery and recycling techniques (BATRR) are being used, the appropriate permits are in place for the overseas site, and that the site meets the technical requirements set out in Annex VII of the Directive.

We have interpreted this to mean that such overseas sites are operated in a manner that achieves the level of environmental protection required by the Waste Framework Directive 2008/98/EC, (as retained). This means that the overseas site must operate within a regulatory regime, which requires that:

‘Necessary measures are taken to ensure that waste is recovered or disposed of without endangering human health and without using processes or methods which could harm the environment, and in particular:

- without risk to water, air, soil and plants and animals
- without causing a nuisance through noise or odours
- without adversely affecting the countryside or places of special interest.’

The regime should also include necessary measures to prohibit the abandonment, dumping or uncontrolled disposal of waste by the overseas site.

The regulatory regime may require permits to be held, but it need not necessarily do so. The essential factor of the regime is that compliance with the standard specified above can be enforced against the overseas site.

AEs seeking approval will have to provide evidence for each overseas site outside the EEA, demonstrating that they are operating to equivalent standards.

Such evidence can be in one of the following forms:

- evidence from the overseas site that it is a regulated site operating within a regime that ensures equivalent standards. Typically this would be a copy of all relevant permits, licences etc.
- a statement from the competent authority under which the relevant site operates confirming that the site is regulated and operating within a regime that achieves equivalent operating standards.

All documentary evidence submitted must be in English or accompanied by an English translation.

International Waste Shipments (IWS)

Regardless of any Approval under the WEEE Regulations, all exporters must comply with all relevant legislation which applies to export of wastes from the UK.

For further information on IWS permits or specific questions, contact:

The Environment Agency IWS team by email askshipments@environment-agency.gov.uk or visit <https://www.gov.uk/guidance/importing-and-exporting-waste>

Natural Resources Wales by telephone on 0300 065 3073, by email waste-shipments@naturalresourceswales.gov.uk or visit naturalresourceswales.gov.uk/permits-and-permissions/waste/international-waste-shipments/?lang=en

For Northern Ireland, the Northern Ireland Environment Agency on 028 9056 9742 or tfs@daera-ni.gov.uk

For Scotland, the Scottish Environment Protection Agency (SEPA) Transfrontier@sepa.org.uk

Part C

You will need to fill in a separate Part C for each overseas site you expect to send WEEE to for treatment, recovery and recycling. If you do not provide details of each overseas site you subsequently use, you will not be permitted to issue evidence against WEEE exported to them. Please take as many copies of Part C as you need before you start to fill it in.

5 How many overseas treatment, recovery and recycling sites will you be exporting to?

This is the number of copies of Part C we will need from you.

This is Part C

of

6 Use of overseas site

6.1 Please give the following details for this overseas treatment, recovery and/or recycling site.

If you do not provide details of the overseas site you intend to use we will not include this Part C in your approval

Company name

Main contact

Title

First name

Last name

Position

Site address

Postcode

Contact numbers, please include the area code

Phone

Mobile

Email

Web address (if available)

Website

7 Description of WEEE exported

For WEEE exports from Northern Ireland please contact NIEA for further information on coding.

Please enter the list of wastes code that relates to the WEEE that you will be exporting.

Link to codes

<https://www.gov.uk/government/publications/waste-shipments-regulation-wsr-consolidated-waste-list>

Please describe the waste you intend to export to this site, or which will be passed to this site by another overseas site on your behalf. You should describe the type of WEEE or WEEE derived materials (i.e. ferrous metals) that you are exporting.

8 Description of treatment, recovery and recycling

Please describe the treatment, recovery and recycling processes that will be undertaken on WEEE at this site. Please provide as much detail as possible.

Please continue on a separate sheet if you wish to add further details.

9 Load rejection

If your application is approved you must record any tonnage rejected by the overseas treatment site so that it can be deducted from the total amount of evidence notes issued.

Please tell us about your arrangements for loads that are rejected or returned to the UK from this overseas site.

Include arrangements the site or importing country have implemented – for example, financial bonds.

11 Previous convictions

As an operator of an AATF or approved exporter have you ever been convicted of an offence under the Waste Electrical and Electronic Equipment Regulations, 2006 as amended or the Waste Electrical and Electronic Equipment Regulations 2013?

No

Yes

If yes, please provide further information about your conviction and what remedial steps you have taken to ensure this does not happen in the future.

Part D

10 Checklist

I enclose: Evidence of fee payment (check with relevant regulator for fees)

I enclose:

evidence of company registration, Section 1.5

evidence of formal partnership, Section 1.8

sampling and inspection plan, Section 4

How many copies of Part C are you submitting in total?

How many sets of evidence to support the equivalent standard are you submitting in total?

How many continuation sheets are you attaching to this form in total?

The application will not be accepted for consideration unless all the required information has been submitted.

12 Privacy notice

How we use your personal information The Environment Agency (EA), Scottish Environment Protection Agency (SEPA), Northern Ireland Environment Agency (NIEA) and Natural Resources Wales (NRW) (known as 'regulators') are responsible for determining applications for approval as an approved authorised treatment facility (AATF) and as an approved exporter (AE) for waste electrical and electronic equipment (WEEE).

The regulator that you send your application to is the data controller for your personal data. A data controller determines how and why personal data (personal information) is processed. Each regulator has their own policy explaining your rights and how they deal with your personal information. Please see the relevant link below depending on the regulator you are sending your application to. If you can't access the links, please use the contact details at the end of this form.

The Environment Agency

Personal information charter (www.gov.uk/government/organisations/environment-agency/about/personal-information-charter).

You can access the charter using the link or go to gov.uk and search 'Environment Agency personal information charter'.

SEPA

Privacy policy (www.sepa.org.uk/help/privacy-policy/)

NIEA

Data protection policy statement (www.daera-ni.gov.uk/publications/daera-data-protection-policy-statement)

Natural Resources Wales

Data protection policy
(<https://naturalresources.wales/footer-links/privacy-notice/?lang=en>)

The following privacy notice information applies for all of the regulators, no matter which you send your application to.

The personal data we need

The personal data we collect includes:

- full name
- contact details

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

We need the information requested in order to process your application. Depending on method of payment we will process any personal data provided for this reason solely to take payment, this data will not be stored. If you don't provide the information requested then we can't determine your application.

What we do with your personal data

We process your personal data to:

- take payment and determine your application
- make sure you keep to the conditions of the licence, permit or registration
- publish a list of who is approved (public register)

If your application for approval is successful the following information will be added to that list:

- name and address of the AATF/AE
- name and address of the operator of the AATF/AE

Any information in your application may be disclosed in response to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the data protection laws allow). If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let us know. You should be aware that we may be required by freedom of information laws to disclose information even where the applicant requests that it is kept confidential.

We use your email address to contact you with relevant information about your application.

We put all the information in your application on a public register unless the information is confidential.

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

We will not share or disclose your personal data to any other party outside the Environment Agency without your explicit consent, unless lawfully able to do so.

How long we keep your personal data

We will keep your personal data for 6 years from the approval date in line with our standard information retention policy.

Where your personal data is processed and stored

We store and process your personal data on our servers in the UK. We will not transfer your personal data outside the European Economic Area.

Contact details

A Data Protection Officer (DPO) is responsible for independent advice and monitoring of the regulators' use of personal information.

If you have any concerns or queries about how your personal data is processed, or if you would like to make a complaint or request relating to data protection, please contact the relevant DPO below depending on which regulator you apply to:

The Environment Agency

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

Email: dataprotection@environment-agency.gov.uk

SEPA

Information Governance Unit
Scottish Environment Protection Agency
Strathallan House
Castle Business Park
Stirling
FK9 4TZ

Email: dataprotection@sepa.org.uk

NIEA

DAERA Data Protection Officer (DPO)
Department of Agriculture, Environment and Rural Affairs
Jubilee House,
111 Ballykelly Road,
Ballykelly,
Limavady,
BT49 9HP

Email: dataprotectionofficer@daera-ni.gov.uk

Phone: 0300 200 7850

Natural Resources Wales

Data Protection Officer
Welsh Government Offices
Cathays Park
King Edward VII Avenue
Cardiff
CF10 3NQ

Email: dataprotection@cyfoethnaturiolcymru.gov.uk

The Information Commissioner's Office (ICO) is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under data protection legislation. You can access this at the following link: <https://ico.org.uk/your-data-matters>

You have the right to lodge a complaint with the ICO at any time. Should you wish to exercise that right full details are available at: <https://ico.org.uk/make-a-complaint/>

13 Declaration

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information

I declare that I have read and understood the conditions of approval as set out in Schedule 11 of the regulations and that I will comply with these conditions

If you deliberately make a statement that is false or misleading in order to obtain approval you may be liable to prosecution.

Signature

Name

Title

First name

Last name

Position

Date (DD/MM/YYYY)

14 What happens next

After you fill in the form, please read through it again and make sure you have:

- answered all the questions
- included all the documents you need to send us
- included the correct fee
- signed the declaration

Your application may be returned or refused if the application is incomplete.