

2008 application to register as a producer of packaging

The Producer Responsibility Obligations (Packaging Waste) Regulations 2007



Please read through this form and the guidance notes – WMP1 – before you start to fill it in. Please write clearly in the answer spaces.

It will take about two hours to fill in this form.

Before you fill in the form you'll need to have:

- gathered information on the weight of packaging handled by your business, or group of businesses, in 2007;
- identified which packaging activities your business carries out;
- split the information into the different material types;
- worked out your recovery and recycling obligation.

You can register online using the National Packaging Waste Database (NPWD). For details see our guidance note 'How to register as a producer of packaging using the National Packaging Waste Database' which is available from www.environment-agency.gov.uk/packaging, or call 08708 506506. We recommend you do this before completing this form.

When you need to fill in this form

Use this form to register directly with:

- the Environment Agency or
- SEPA (Scottish Environment Protection Agency) as an obligated producer under the packaging waste legislation.

You can also use this form to resubmit data. You will need to fill in the whole form.

Your application or resubmission may be returned if you fail to:

- complete the form
- send the appropriate fee
- provide packaging data.

Ensure that your application reaches us by 7 April 2008 if you are applying for registration.

Failure to do this could mean your organisation being in breach of the regulations.

Small producers

If you have a turnover of between £2 and £5 million you can opt to register as a small producer. If you do, you must follow the allocation method for a period of three years.

Operational plans

Applicants who have an obligation of more than 500 tonnes in the calculation year 2007 and who are applying to us to renew their registration must provide us with an operational plan by 31 January 2008 – unless this is the first time they have ever submitted an operational plan – in which case you should submit it with this application form by 7 April 2008.

Continuation sheets

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

- the producer's name and address
- the section number it applies to
- the number of the sheet, for example 3 of 5.

If you need help and advice

Please contact us if you need any advice on how to give the information we need. If you send in a form with information missing or incomplete, we may not be able to register you.

Contact the Environment Agency on 08708 506506, or SEPA on 01786 457700.

Keeping a copy

The regulations say you must keep a copy of this form and any additional sheets and supporting information that you submit for four years. We may ask to see the copies when we monitor your performance.

Contents

- 1 Type of application
- 2 Contact details
- 3 The applicant
- 4 Group subsidiaries, licensees and tenants
- 5 Packaging activities and data tables (data submission form)
- 6 Checklist
- 7 Data protection notice
- 8 Freedom of Information Act 2000 and Environmental Information Regulations 2004
- 9 Declaration
- 10 What to do now
- 11 What happens next
- 12 How to contact us

1 Type of application

1.1 Is this application a

new registration? Go to '2 Contact details'.

registration renewal?

My 2007 registration number was _____

1 Type of application, continued

resubmission? Where data previously submitted needs revision, for example after a routine compliance monitoring visit.

Date of resubmission (DD/MM/YYYY) _____

2 Contact details

2.1 Please give us details of someone we can phone or write to with questions about the application.

Name
Title
First name
Last name
Position

Address

Postcode
Contact numbers, please include the area code
Phone
Fax
Email

3 The applicant

3.1 Name of business

Please give us the following information:

Trading business name of the producer

Full company name if different. This is the name which will appear on the public register.

3.2 Registered office

Address of registered office

Postcode
Contact numbers, please include the area code
Phone
Fax
Email

Companies House registration number (if appropriate)

3 The applicant, continued

3.3 Company's UK Standard Industrial Classification

(SIC) code 2003 if applicable, for example 21.12.

SIC code

If you are unsure of your SIC code it can be found on the National Statistics website www.statistics.gov.uk

3.4 What is your turnover?

Holding companies with a number of subsidiaries (a 'group of companies') should state the combined turnover.

£

If you have a turnover of £2 to £5 million you can opt to register as a small producer and you must provide us with evidence of your turnover with this application.

3.5 What are you registering as?

Tick as many boxes as apply to you.

- Sole trader
Partnership
Individual company
Small producer
Subsidiary of a holding company
Holding company – on behalf of one or more producers (subsidiaries) in a group. To give us information on the subsidiaries you are registering as a group you must complete Section 4 of this form.

3.6 Licensors and pub operating businesses

Please tick if you are a licensor or pub operating business.
To give us information on the licensees or tenants you are registering you must complete Section 4 of this form.

3.7 Packaging handled

Please give us the total packaging you handled in the calculation year 2007.

tonnes

3.8 Producers whose main activity is that of a seller

If your main activity is as a seller you must fulfil your **customer information obligations** (CIO). To do this you will have to provide us with a plan of how you intend to carry out your CIO. See WMP1 guidance notes.

4 Group subsidiaries, licensees and tenants

4.1 Please give details of all subsidiaries, licensees and tenants you want to include in this application for registration.

Licensors and pub operating companies do not need to provide turnover, activity and SIC code information for licensees and tenants. You can copy the following page or continue on separate sheet(s) if you need to.

4 Group subsidiaries, licensees and tenants, continued

1 Subsidiary, licensee or tenant's name

Full registered address

Postcode _____

Please give us the details of someone we can contact
 Name _____

Title _____

First name _____

Last name _____

Address

Postcode _____

Contact numbers, please include the area code

Phone _____

Email _____

SIC code _____

Main packaging activity*

Company registration number
 _____ Small producer

Turnover
 £ _____

2 Subsidiary, licensee or tenant's name

Full registered address

Postcode _____

Please give us the details of someone we can contact
 Name _____

Title _____

First name _____

Last name _____

4 Group subsidiaries, licensees and tenants, continued

Address

Postcode _____

Contact numbers, please include the area code

Phone _____

Email _____

SIC code _____

Main packaging activity*

Company registration number
 _____ Small producer

Turnover
 £ _____

* Please select the main packaging activity from the following: manufacturing, conversion, packing/filling, selling, importing or service provider.

5 Packaging activities and data tables (data submission form)

We suggest you photocopy pages 4, 5 and 6 before you fill in the tables. You can use them to draft the information before filling in the form.

Guidance given here should help you complete these data tables. The figures incorporated must be from the packaging handled in **2007**.

We need this information to calculate the total UK obligation on recycling and recovery. You need to be as accurate as possible.

5.1 Please give us the following details

Your obligation is based on all the activities detailed in this section. You must decide what your main activity is. There is more about this in the WMP1 guidance notes.

Lesser activities must be shown in the 'secondary' column.

Packaging activity	Main Tick one only	Secondary Tick all that apply
Manufacturing	<input type="checkbox"/>	<input type="checkbox"/>
Conversion	<input type="checkbox"/>	<input type="checkbox"/>
Packing/filling	<input type="checkbox"/>	<input type="checkbox"/>
Selling	<input type="checkbox"/>	<input type="checkbox"/>
Importing	<input type="checkbox"/>	<input type="checkbox"/>
Service provider*	<input type="checkbox"/>	<input type="checkbox"/>

*See WMP1 guidance notes to see if you are a service provider

Small producers can now go to section 5.4, Table 4c – you do not need to complete Sections 5.2 to 5.3.

5 Packaging activities and data tables (data submission form), continued

5.2 Please state how you worked out your packaging handled

Tick all that apply

- Supplier data
- Sample weighing
- Sales records
- Trade association methodology – state which Trade association methodology

5 Packaging activities and data tables (data submission form), continued

Other method – please specify what other method has been used, using a separate sheet if necessary.

5.3 Master table of packaging and packaging materials supplied – the ‘data form’.

What to include

Please ensure that you give details of packaging and packing materials:

- which you sourced in the UK then supplied to the next stage in the packaging chain or to end users
- which you imported and subsequently performed a further activity on yourself or supplied to the end user
- exported outside the UK (including third-party exports).

Do not include

You do not need to give details of any packaging and packaging materials you imported:

- if you were the end user or
- which you subsequently exported.

List these in Tables 3b and 3c on page 5.

Table 1 Packaging and packaging materials supplied (total in tonnes)

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Manufacturing							
Conversion							
Packing/filling							
Selling							

Exported materials

Table 2a Packaging and packaging materials exported by the producer in tonnes

What to include

Details of packaging and packaging materials you exported

- yourself
- through an agent acting on your behalf (where you have retained ownership of the goods and packaging).

Write the tonnage against the activity which you performed **before export**.

Do not forget to add these tonnages to the corresponding box in Table 1 above.

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Manufacturing							
Conversion							
Packing/filling							
Selling							

5 Packaging activities and data tables (data submission form), continued

Table 2b Packaging and packaging materials exported by a third party in tonnes

Do not include

Packaging materials you import and subsequently export – list them in Table 3c below.

No assumptions must be made on third-party exports.

You will be required to maintain documentary evidence that supports these figures and produce it at our request.

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Manufacturing							
Conversion							
Packing/filling							
Selling							

Imported materials

What to include

In Table 3a, write the tonnage figure in the activity row to reflect the purpose for which the packaging was imported. (For example, if you import plastic granules to make into plastic bags, place the figure in the ‘conversion/plastic’ answer cell. If you go on to perform the conversion activity in the UK, add the tonnage in the ‘conversion’ row of Table 1 on page 4 as well.)

In Table 3b, write the amount of importing packaging (primary, secondary or transit) of which you are the end user.

Table 3a Packaging and packaging materials imported for the purpose of the following activities in tonnes

Transit packaging that you are the end user of should be entered in Table 3b below.

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Conversion							
Packing/filling							
Selling							

Table 3b Packaging around UK imports of which you are the end user in tonnes

Paper	Glass	Aluminium	Steel	Plastic	Wood	Other

Table 3c Imported packaging which is subsequently exported in tonnes

Include only the specific packaging items that have been imported then exported whether or not further activities have been performed on them.

Paper	Glass	Aluminium	Steel	Plastic	Wood	Other

5.4 Statement of obligation: recovery and recycling obligations for 2008

Table 4a Enter your recycling and recovery obligations for 2008.

Total recovery obligation (tonnes):

Minimum recycling obligation:

Maximum recovery allowed:

92% of total recovery obligation

Total recovery minus your 92% minimum recycling obligation

Table 4b Data for material-specific recycling

Enter your material-specific recycling obligation from your data calculation.

	Paper	Glass	Aluminium	Steel	Plastic	Wood	Total recycling
Total (tonnes):							

5 Packaging activities and data tables (data submission form), continued

Table 4c Small producer's allocation

Enter your small producer's material-specific recycling allocation.

Allocation (tonnes):	Paper	Glass	Aluminium	Steel	Plastic	Wood

Table 4d Group total material recycling obligation

*total recycling could be higher than recovery obligation

Enter your group total material-specific recycling obligation (the sum of your data calculation and small producer's allocations).

Total (tonnes):	Paper	Glass	Aluminium	Steel	Plastic	Wood	Total recycling

Note: you should only complete Table 4d if you are making a group registration and have one or more subsidiaries which are using group aggregated packaging data and one or more subsidiaries which are using the small producer's allocation method. Add the tonnages for material-specific recycling from Tables 4b and 4c to give you the totals in Table 4d. The allocation tonnages you enter into Table 4c should be the same as the total tonnages in the subsidiary allocation table in Section 5.5. Please enter data into the table in Section 5.5 before completing Tables 4c and 4d.

5.5 Allocation table for small producer subsidiaries that are part of a group registration

Note: you should only complete this table if you are making a group registration and have one or more subsidiaries which are using the small producer's allocation method. Enter the allocations for each subsidiary in the table below.

Subsidiary recycling allocation (tonnes).

Subsidiary	Paper	Glass	Aluminium	Steel	Plastic	Wood
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Total subsidiary allocation (tonnes):						
---------------------------------------	--	--	--	--	--	--

Note: the totals in this table are the allocation tonnages you need to enter into Table 4c.

Tick this box if you have more than 12 subsidiaries that are using the small producer's allocation method. You must attach an extra sheet with their allocation tonnages. Make sure that the total allocation in the table above contains the total allocation for all your subsidiaries.

6 Checklist

I enclose:

a cheque for the appropriate fee as listed in the WMP1 guidance notes, made payable to 'Environment Agency' or 'SEPA' (as applicable).

continuation sheets that are clearly labelled with the section number to which it relates, as well as the number of the sheet, for example 2 of 5.

evidence of turnover – small producers only.

How many continuation sheets are attached to this form in total?

Sellers only

Details of how I will fulfil my 'consumer information obligations'. My main activity is as a 'seller' (please see guidance notes on seller obligations in the WMP1 guidance notes)

Operational plan attached (if you have an obligation of more than 500 tonnes in the calculation year 2007)

I have

signed the declaration in Section 9

taken photocopies of the form and documents being sent (to be held on file for four years, and to be made available to us on request).

7 The Data Protection Act 1998

We, the Environment Agency or SEPA, (depending on which regulator you have applied to) 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;
- 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.

8 Freedom of Information Act 2000 and Environmental Information Regulations 2004

We are required by the above legislation to disclose information that we hold on request, subject to the exemptions/exceptions and the 'public interest test' set out in the legislation.

9 Declaration

It is an offence if you deliberately give false or misleading information. You may be liable to prosecution. The application must be signed by an 'approved person'. There is more about this in the WMP1 guidance notes.

I declare that the information in this application and data form is true to the best of my knowledge and belief.

I understand that registration may be refused if I give false or incomplete information.

I agree to inform you of any changes to the information given on this application within 28 days of the change.

Applicants should use the addresses listed below.

Signature of 'approved person'

Name _____

Title _____

First name _____

Last name _____

Position

Date (DD/MM/YYYY)

10 What to do now

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

- answered all the questions
- included all the documents you need to send us.

The checklist will help with this.

Where to send your application

Send the form to the Agency you are applying to register with. It must reach us by **7 April 2008**. It is your responsibility to ensure that it reaches us by this date. **Late applications cannot be accepted.**

In England and Wales:

Waste & Industry Regulatory Service

Environment Agency
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield S9 4WG

Phone 08708 506506

10 What to do now, continued

In Scotland:

Producer Responsibility Unit
Scottish Environment Protection Agency (SEPA)
Castle Business Park
Stirling FK9 4TR
Phone 01786 457700 Fax 01786 446885

11 What happens next

We will notify you in writing within six weeks of the deadline of 7 April 2008, whether or not your registration has been granted.

12 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: 08708 506 506 (Monday to Friday, 8am to 6pm)

Minicom: 08702 422 549 (Monday to Friday, 8am to 6pm)

E-mail: enquiries@environment-agency.gov.uk

Website: 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 stamp

Applicant's name

Title _____

First name _____

Last name _____

Producer registration number

Cheque number (registration/resubmission)

Entered by _____

Check 1 – Name _____

Check 2 – Name _____

7 April submission

Data resubmission during year

Fees

Individual

Producer fee enclosed £ _____

Group registrations

Number of subsidiary companies

1–4 5–20 21 or more

Number of small producers _____

Fee assessment

Correct fee should be £ _____

Small producer

Producer fees enclosed £ _____

Resubmission

Resubmission fee enclosed £ _____

Was the fee enclosed correct?

No Amount due is £ _____