

Safer waste cleaner world
Moving notified waste between countries
A guide

About the Environment Agency, SEPA and NIEA

The Environment Agency, Scottish Environment Protection Agency (SEPA) and the Northern Ireland Environment Agency (NIEA) are responsible for protecting and improving the environment in the United Kingdom.

It's our job to look after the environment and make it a better place – for you, and for future generations. Working with business, Government and society as a whole, we are making your environment cleaner and healthier

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Contents

Introduction	04
Who is this guide for?	
What does the guide cover?	
1. Overview	05
2. Application	07
3. Assessment	09
4. Moving the waste	10
5. Processing the waste	11
Annexe A	12
Competent authority information	
Annexe B	14
UK charges	
Annexe C	15
Completing the notification and movement documents	

Introduction

The Environment Agency, together with the Scottish Environment Protection Agency and the Northern Ireland Environment and Heritage Service has issued this guide. It has been produced for information only and is not meant to be a comprehensive or definitive guide to the law or the policies on the international shipment of waste.

The guide provides information on moving waste that needs written notification and consent procedures ('notification controls') specified in the [European Regulation \(EC\) No 1013/2006](#) the Waste Shipments Regulation ('WSR') from and to the UK. This type of waste is called 'notified waste'. This guide does not cover green list waste shipments that do not need these controls.

If you are not sure which controls apply to the waste you are planning to move, please refer to 'Moving waste between countries: determining the controls on waste exports' and to 'Moving waste between countries: determining the controls on waste imports' for more information.

In this guide the terms 'export' and 'import' include movements of waste between the UK and other EU member states as well as imports from and exports to countries outside the EU.

Who is this guide for?

- UK-based businesses planning to export notified waste to other countries to be recovered or disposed of;
- UK-based businesses that receive imported notified waste to recover or dispose of;
- foreign-based businesses intending to send notified waste to the UK to be recovered or disposed of.

Businesses planning to export or import notified waste should also contact the relevant regulatory bodies in the other countries involved for their guidance.

What does the guide cover?

It sets out:

- how to apply for permission to move notified waste from the UK;
- how UK authorities will decide whether or not to agree to notified shipments of waste;
- the other steps you must follow before actually moving the waste if you do obtain all relevant permissions;
- what you must do as a waste processor when you have received notified waste.

1. Overview

Summary

If you are exporting notified waste from the UK, you must:

- apply in the right way with the relevant fee to the appropriate UK authority;
- put a financial guarantee in place to make sure enough money is available to deal with the waste if things go wrong, including the cost of returning the waste to the UK. Also, make sure you get approval from the UK authorities for the arrangements you make;
- draw up a contract for the recovery of the waste, including specific terms, with the business that will be receiving and recovering the waste;
- make sure you have insurance against liability for damage to third parties;
- obtain all necessary permissions from the regulatory authorities ('competent authorities') in all countries concerned before moving the waste;
- make sure that the waste is dealt with in an environmentally sound manner at all times when it is being shipped and recovered;
- make sure you comply with all necessary legislation, for example regarding packaging and carrying dangerous goods.

Overseas businesses sending waste to the UK will need to apply to the relevant regulatory authorities in the country where the waste is moving from. They will also need to make sure the above measures are in place before the waste is imported.

If you are receiving waste within the UK, you must make sure you have followed the proper procedures. You will also have to complete certain documents when you receive the waste and when it is recovered or disposed of. You will need to send copies of these documents to the business that sent the waste as well as to the relevant regulatory authorities.

How to apply

It will take at least a month to obtain the necessary permissions, and in some cases much longer. You need to apply to the competent authority in the country where the waste is starting its journey. Your application will then be sent to the relevant competent authorities in all the countries concerned.

[Annexe A](#) contains further information on the competent authorities, including contact details for the UK competent authorities and links to competent authorities in other countries.

There are four main stages involved in moving waste. These are summarised below:

Application

- Get the necessary application forms, including a uniquely numbered notification document and movement document, from the competent authority of dispatch (the authority for the area where the waste is being moved from).
- Notification: Original waste producer or other eligible person (the 'notifier') completes and submits the application forms and all necessary supporting information – the notification package – to the competent authority of dispatch.

See [section 2](#) for further information and [Annexe C](#) for comprehensive guidance on completing the application form or 'notification'.

Assessment

- **Transmission:** Competent authority of dispatch decides whether or not the application has been properly carried out. If it has, the competent authority will send the original notification package to the competent authority of destination (the authority for the area where the waste is recovered or disposed of) and copies to any other competent authorities involved. In exceptional cases, the competent authority of dispatch may decide not to send the notification if there are certain objections.
- **Acknowledgement:** Competent authority of destination decides whether or not the notification has been properly completed. If it has, the authority sends an acknowledgement to the notifier and copies this to the competent authority of dispatch along with any competent authorities of transit (authorities other than the country of dispatch or destination, through which the waste travels on route to the destination facility).
- **Determination:** All competent authorities concerned have a certain number of days to consider the notification package. Competent authorities of dispatch and destination within the European Union must either agree with or without conditions or object to the notification within the given time.

See [section 3](#) for further information.

Moving the waste

- **Pre-notify the movement:** Provided all necessary consents are obtained the notifier must complete missing information on the movement document and send copies at least three days before actually starting to move the waste to all concerned competent authorities and the consignee to make them aware of intended movement.
- **Move the waste:** The waste must be moved according to the information in the notification package. The waste must be accompanied by a completed movement document.

See [section 4](#) for further information.

Processing the waste

- **Issue certificate of receipt:** The facility that receives the waste must send signed copies of the movement document to the notifier and all competent authorities concerned within three working days.
- **Processing the waste:** The processing facility must recover or dispose of the waste using the process described in the notification document. They must complete this within one year of receiving the waste or sooner as specified by the competent authorities concerned.
- **Issue certificate of recovery or disposal:** Once the notified waste has been recovered or disposed of, the facility must issue a certificate of recovery or disposal as soon as possible by signing and dating the movement document. They must then send copies of the movement document and the certificate to the notifier and all competent authorities concerned.

See [section 5](#) for further information.

2. Application

If you want to move notified waste to or from the UK you must first make an application, known as a 'notification', to the competent authority of dispatch. [Annexe A](#) has further information on competent authorities and includes contact details for the UK competent authorities and links to the relevant authorities in other countries.

UK competent authorities charge for determining applications. They will not process applications unless the correct fee is included. The charges are set out in [Annexe B](#).

If you have not made an application before, we recommend that you contact the relevant UK competent authority responsible for assessing your application first, before going any further.

[Annexe C](#) has more detailed information on completing the application forms.

As well as completing and submitting the application, you must also make sure that:

- you have a contract with the business to which you are sending the waste to be recovered or disposed of, for the recovery or disposal of the waste;
- a financial guarantee is in place to cover the cost of dealing with the waste if things go wrong, such as returning the waste to the country it came from;
- you have insurance to provide cover for any liabilities if the shipment causes harm to third parties;
- the waste is dealt with in an environmentally sound manner at all times, including when it is being recovered or disposed of in the country it is shipped to;
- you comply with all other relevant legislation concerning moving, recovering or disposing of waste.

Who can make the application?

The rules restrict who can make a notification. For waste starting its journey in the UK or moving to the UK from another EU Member State the person making the notification must be under the jurisdiction of the country where the waste is moving from and be intending to have the waste moved. This person must also be:

- the original waste producer; or
- the licensed new producer; or
- a licensed collector, who gathers the waste from various sources to start its international journey from a single point; or
- a registered dealer or broker who has been authorised in writing by the original waste producer or licensed collector; or
- where all the above are unknown or insolvent, the person currently holding the waste.

If you are moving waste to the UK from a country outside the European Union you should check with regulatory authorities in that country to find out if you are entitled to submit the notification.

Getting the application form

You must make an application to move notified waste on a specific and uniquely numbered document called the notification document. The competent authority of dispatch will issue this to you. They will also provide you with another document called the movement document.

[Annexe C](#) has copies of the application documents and detailed instructions on how to complete them.

What contract must be in place?

As a notifier you must draw up a contract with the business that will be recovering/disposing of the notified waste for the recovery/disposal of the notified waste. For all movements to and from other EU Member States and for movements to the UK from countries outside the EU this contract must include the following responsibilities:

- the notifier must take the waste back if the shipment or the recovery or disposal has not been completed as intended or if it has been effected as an illegal shipment, in accordance with Article 22 and Article 24(2);
- the person receiving the waste must recover or dispose of the waste if it has been effected as an illegal shipment, in accordance with Article 24(3);
- the business recovering or disposing of the waste must provide a certificate to show that they have recovered or disposed of the waste, in accordance with Article 16(e).

The Articles referred to in the above text are in Regulation 1013/2006/EC 'the Waste Shipments Regulation'.

If you are planning to move notified waste from the UK to a country outside the EU, such as Norway, please contact the UK competent authority of dispatch for further information on the additional contractual obligations that must be included in the contract for recovering waste.

By signing the notification document and movement document you are declaring that there is a legally enforceable written contract between you and the company recovering or disposing of the waste. This contract must be in place before you send the notification to the competent authority of dispatch. Any competent authority with an interest in the notification may also ask for a copy of this contract.

What are the financial guarantee requirements?

Notifiers have to provide a financial guarantee or equivalent insurance for shipping notified waste. The guaranteed amount should be enough to cover the cost of:

- transporting the waste (£/tonne);
- recovering or disposing of the waste;
- storage for up to 90 days.

The size of the guarantee will depend on the amount of waste that will be in transit, storage or waiting to be recovered at any one time ('number of active shipments').

When moving waste from EU countries, the competent authority of dispatch must assess and approve or reject the arrangements made. Any competent authority concerned may also ask for a copy of the arrangements made.

As a notifier, by signing the declaration on the notification document, you are stating that the necessary financial guarantee or equivalent insurance is in place. In exceptional cases, some competent authorities may let you delay putting the actual guarantee or equivalent insurance in place until you actually move the waste.

Each of the UK competent authorities will provide separate guidance on what you have to do to obtain approval for the financial guarantee arrangements you have made.

Third party insurance requirements

The notifier has to certify on the notification document and on the movement document that appropriate insurance against liability for damage to third parties is in place for shipping the waste. The insurance must be in place when you make the notification. Any competent authority concerned may also ask for a copy of the insurance arrangements.

Recovery information

If you are sending a notification for recovering waste, you will also have to provide the following information:

- how you plan to dispose of the remaining waste after recycling;
- the amount of recovered material in relation to non-recoverable waste;
- the estimated value of the recycled/recovered material;
- the cost of recovering the waste;
- the cost of disposing of the amount of non-recoverable waste.

Sending off the application

You must send the completed notification document and movement document and all necessary supporting information – 'the notification package' – to the competent authority of dispatch, together with enough copies for all other competent authorities concerned. See Parts 1 and 2 of Annexe II to the WSR for a complete list of the information that you must provide at this stage.

3. Assessment

The notification package you send to the competent authority of dispatch is assessed in different stages.

Competent authority of dispatch – properly carried out assessment

Within three working days of receiving the notification package, the competent authority of dispatch will check all the necessary information has been provided. (The information that must be provided at this stage is detailed in Parts 1 and 2 of Annexe II to the WSR.)

If the notification has been properly carried out, the competent authority will normally send – ‘transmit’ – the notification package to the competent authority of destination, and send copies to any competent authorities of transit. They will let the notifier know that they have done this. In exceptional cases, the competent authority may object to the notification at this stage and decide not to send it onto the other authorities. We might, for example, object to a notification that proposed a prohibited waste movement – such as an export from the UK for disposal – at this stage.

If the notification has not been ‘properly carried out’, the competent authority of dispatch will ask for the missing information. This will mean the application process will be temporarily stopped until this information is received.

If you have not heard anything from the competent authority of dispatch within 30 days, you should ask why they have not sent your notification to the other authorities. The authority has to give you an explanation.

Competent authority of destination – ‘properly completed’ assessment

The competent authority of destination has three working days from receiving the notification to carry out an initial check to find out if the necessary information has been provided.

The authority and any of the other competent authorities concerned, may now also ask the notifier to supply further information as set out in Part 3 of Annexe II to the WSR. For example, a competent authority of dispatch may accept that the appropriate contract arrangements have been made, but the competent authority of destination may want to see an actual copy of the contract. Your application will not proceed until you have provided the necessary information.

Once they are satisfied that the notification has been ‘properly completed’, the competent authority of destination should ‘acknowledge’ the notification by completing block 19 of the notification document. They should then send copies of this to all other competent authorities concerned and to the notifier.

If the authority does not acknowledge the notification within 30 days of receiving it, you are entitled to ask the authority for an explanation.

Decisions to agree or object to the notification

For proposed movements of notified waste between EU countries, the competent authorities of destination and dispatch have 30 days to:

- agree to the notification without conditions; or
- agree with conditions (the WSR specifies the conditions that can be imposed); or
- object to the notification in writing.

Any competent authorities of transit can either make one of the decisions above or simply not respond to the notification.

Competent authorities can only object to notifications on specified grounds set down in Article 11 in the case of proposed movements for disposal and Article 12 of the WSR in the case of movements for recovery operations.

Competent authorities complete block 20 of the notification document and set out any conditions applying to that consent in block 21.

If any of the competent authorities concerned object, the waste cannot be moved. Waste can only be moved between EU countries if the competent authorities of dispatch and destination have agreed in writing. If any competent authorities of transit within the EU do not object within the 30 day limit, it is assumed that they agree to the waste being moved.

If you are involved in moving waste to or from a country outside the EU, please contact the relevant UK competent authority for further guidance on the times in which decisions must be made and what decisions are needed before the waste can be moved.

4. Moving the waste

Before following the procedures set out in this section you must make sure that:

- you have received all the necessary written consents from the competent authorities concerned;
- the financial guarantee arrangements are in place and effective.

Prior notification of waste movement

Before actually moving the waste, you must give the person receiving the waste and the competent authorities concerned at least three working days notice.

To do this, you must:

- complete a copy of the movement document that is associated with the consented notification document (see below);
- send copies of the completed document to the person receiving the waste and to all competent authorities concerned at least three working days before you start moving the waste.

The UK competent authorities will accept completed movement documents by fax, scanned email attachment or post. See [Annexe A](#) for contact details.

Completing the movement document

Block 2: insert serial number of shipment (for example 1 of 20 or 1/20). This only applies if you submitted an application for multiple shipments.

Block 5: insert the quantity of waste to be shipped in Tonnes (Mg) or (m³).

Block 7: insert the number of packages involved in the shipment.

Block 6: insert the actual date of the waste shipment.

Block 8: insert waste carrier details for the waste shipment.

Block 15: print the notifier's name, then date and sign the document.

The notifier must keep a copy of the movement document completed for each movement made against the consented notification.

Moving the waste

You must move the waste according to the information provided in the notification package.

A copy of the completed movement document and a copy of the consented notification documents must accompany the waste at every stage of its journey from the notifier to the recovery facility.

You must record transfers of the waste whilst it is being transported in block 8 of the movement document. Each carrier completing this part must keep a copy of the completed movement document.

Block 8 (a): insert the name and contact details of the first waste carrier, including the type of transport (for example container/trailer numbers), date of transfer and signature.

Block 8 (b): insert name and contact details of second carrier (for example freight forwarder/shipping line), including the date of transfer from the first carrier and signature, where applicable.

Block 8 (c): insert name and contact details of last waste carrier in the country receiving the waste (where applicable), including the date of transfer of the waste and signature.

If there are more than three waste carriers, you should provide the details of other carriers in an annexe.

5. Processing the waste

Waste arrives at its destination

Notified waste that arrives at its destination should be accompanied by a completed consented notification document and movement document. Where a notification covers multiple movements of waste, you must follow the steps set out in this section for each separate movement made on the notification.

When the waste arrives at the facility, an authorised person must complete block 18 of the movement document. They should provide the following information:

- a cross (x) in the relevant box to indicate whether the shipment is to be disposed of or recovered;
- the date the shipment was received on site;
- a cross (x) in the relevant box to indicate whether the shipment has been accepted or rejected;
- the actual quantity of waste arriving on site;
- the approximate date the waste is to be disposed of/recovered;
- the disposal/recovery code, that is the relevant R or D code;
- the name and signature of the person authorised to receive the waste shipment on behalf of the facility.

You must complete this block and send signed copies to the notifier and competent authorities concerned within three working days of receiving the waste. This is known as the 'certificate of receipt'. You must keep the completed document for at least three years.

If notified waste arrives at your site from overseas without the appropriate documentation you should immediately quarantine the waste and contact the relevant UK competent authority for further guidance. If you receive notified waste with a consented notification document and movement document but need to reject the waste, for example if it does not comply with the description in the notification documents, you should again quarantine the waste and contact the relevant UK competent authority for guidance.

Block 17: if the recovery or disposal facility that receives the waste is not the named 'consignee' whose details appear in block 2 of the notification document, the person receiving the waste must also complete block 17 to confirm they have received it.

Recovering or disposing of waste

The site receiving the waste must recover or dispose of it as shown on the notification document. They must complete this within one year of receiving the waste on site. In exceptional cases, when the competent authorities agree to the notification, they may state that the waste should be recovered or disposed of sooner than this.

After the waste has been recovered or disposed of, the site should complete block 19 of the movement document as soon as possible and certainly no later than 30 days after the waste has been recovered or disposed of. Again, the site must keep the completed document for at least three years and send signed copies to the notifier and all competent authorities concerned. This is called the 'certificate of recovery/disposal'.

You must provide the following information in block 19:

- the date the waste was recovered/disposed of;
- the name and signature of the person confirming the waste has been recovered/disposed of;
- the company stamp (where applicable).

Interim recovery and disposal

If you carry out an interim operation, namely a R12, R13, D13, D14 or D15 operation on notified waste, please contact the relevant UK competent authority for further guidance, as additional requirements will apply.

Ending the notification

The notification is ended once certificates of recovery/disposal have been issued for all movements of waste made against the consented notification document.

Annex A

Competent authority information

UK competent authorities

The UK Government has nominated different competent authorities for different regions of the UK. Within the UK the various competent authorities act as both competent authority of dispatch and destination.

The authorities are, for movements starting from or destined to:

England and Wales:

Environment Agency, International Waste Shipments Team, Richard Fairclough House, Knutsford Road, Warrington WA4 1HT
Tel: +44 1925 542265, Fax: +44 1925 542105,
Email: shipments@environment-agency.gov.uk

Scotland:

The Scottish Environment Protection Agency (SEPA), Producer Compliance and Waste Shipment Unit, Erskine Court, Castle Business Park, Stirling FK9 4TR
Tel: + 44 1786 457700, Fax: +44 1786 446885
Email: transfrontier@sepa.org.uk

Northern Ireland:

The Northern Ireland Environment Agency (NIEA), Hazardous Waste/TFS Section, Klondyke Building, Cromac Avenue, Gasworks Business Park. Lower Ormeau Road, Belfast BT7 2JA
Tel: +44 28 90569742, Fax: +44 28 90569310
Email: tfs@doeni.gov.uk

Competent authorities outside the UK

EU member states:

http://ec.europa.eu/environment/waste/shipments/pdf/list_competent_authorities.pdf

OECD countries:

<http://www2.oecd.org/waste/Countries.asp?q=1>

Basel countries:

[http://www.basel.int/PARTIES%20\(CA\).doc](http://www.basel.int/PARTIES%20(CA).doc)

If you are not sure of the status of the country you wish to find the competent authority(ies) for please refer to the country status links below:

EU member states:

http://europa.eu/abc/european_countries/index_en.htm

OECD countries:

http://www.oecd.org/document/58/0,2340,en_2649_201185_1889402_1_1_1_1,00.html

Basel parties:

<http://www.basel.int/ratif/convention.htm>

Background

Every EU member state has to nominate a competent authority or authorities responsible for implementing the control systems set out in the WSR within their country.

Almost all countries outside the EU are involved in an international agreement that requires them to nominate competent authorities responsible for administering the controls on international waste movements.

Competent authority of dispatch – the authority for the area from which the waste is planned to start. For example, if you produce waste at a site in Birmingham, England that you intend moving to a site in Cologne, Germany via Felixstowe/Rotterdam the competent authority of dispatch will be that for Birmingham as nominated by the UK Government.

Member states can nominate many different competent authorities of dispatch for different regions or areas within their country.

Competent authority of destination – the authority for the area where the facility where the waste will be recovered or disposed of is located. In the example above this would be the competent authority of destination for the area that includes Cologne as nominated by the German Government.

Member states can nominate many different competent authorities of destination for different regions or areas within their country. In some member states the competent authority of dispatch for a particular area may be different from the competent authority of destination for that same area.

Competent authority of transit – the authority for any country, other than the country of dispatch or destination, through which the waste travels on route to the destination facility. In the example above this would be likely to include the competent authority of transit for the Netherlands as nominated by the Dutch Government.

Governments are required to nominate a single competent authority of transit for their whole country.

Other useful web links

EU Commission's home page for international waste shipments:

<http://ec.europa.eu/environment/waste/shipments/index.htm>

OECD waste shipment database enquiries:

<http://www2.oecd.org/waste/Queries.asp>

Basel Convention home page:

<http://www.basel.int/>

Annexe B

Charges in the United Kingdom

Charges payable to the Environment Agency and Scottish Environment Protection Agency

Effective from 1 April 2011

Activity	Shipments					
	1	2 to 5	6 to 20	21 to 100	101 to 500	500 +
Export for recovery	£1,450	£1,450	£2,700	£4,070	£7,920	£14,380
Export for non interim disposal	£1,540	£1,540	£3,330	£5,500	£10,600	£19,500
Export for interim disposal	£1,700	£1,700	£3,330	£6,000	£12,900	£24,000
Import for non interim recovery	£1,250	£1,250	£2,700	£4,900	£10,600	£19,500
Import for interim recovery	£1,450	£1,450	£2,830	£5,500	£12,900	£24,000
Import for non-interim disposal	£1,540	£1,540	£3,330	£5,500	£10,600	£19,500
Import for interim disposal	£1,700	£1,700	£3,330	£6,000	£12,900	£24,000

Charges payable to the Northern Ireland Environment Agency

Notification fee

A fee of £450 is payable for each notification submitted.

Shipment fee

A fee of £25 is payable for each shipment of waste to which that notification relates.

Annexe C

Completing the notification and movement documents

This section provides a brief overview of how to complete the Notification and Movement forms. Annexe 1c of the WSR ([European Regulation \(EC\) No 1013/2006](#)) contains more detailed guidance.

You must obtain the forms from the competent authority of dispatch. They will assign a unique notification number to the document they issue to you. For your information we include a blank specimen version of the document that the UK competent authorities will issue to you at the end of this annexe.

General points

The notifier is responsible for the information provided on the notification and movement documents. The notifier must certify that the information provided is complete and correct.

Please submit the notification and movement document and accompanying information in English to UK competent authorities. If you are intending to move waste from the UK, please make sure you include enough copies of the documents and associated information for all the other authorities concerned. For example, if you are sending waste from Birmingham to Cologne via the Netherlands, please include two copies as well as the original package.

You should either type the forms or complete them in block capitals using permanent ink. Signatures should always be in permanent ink.

If you have information that will not fit in the relevant block, you should attach separate sheets of paper as annexes to the form. You should number each annexe, cross-reference it to the notification number and indicate the relevant block(s) for which you are supplying the

information. Block 18 is used to indicate the total number of annexes attached to the notification document.

You can find a list of abbreviations and codes to use when completing the documents on the back of each document.

Overview of the documents

The notification document is used to provide information about the proposed international waste movement in a standard format. You can complete a single notification document for one or several planned movements of waste scheduled to take place over a year (or in some limited cases three years) provided, in the case of several movements, that:

- the waste being moved each time has similar physical and chemical characteristics;
- the waste is being shipped to the same consignee and facility;
- each separate waste movement will be sent by the same route.

Each notification document can only specify a single type or category of waste. If you want to move more than one type of waste, you will need to complete separate notification documents for each type of waste you want to move.

The movement document is designed to accompany each consignment of waste when it moves. Most of the information you have to enter on the movement document is merely a repeat of the information that must appear on the notification document. Where the same information is required, the information should be exactly the same as that on the notification document.

Completing blocks 1 – 18 of the notification form

Block 1: insert the name and contact details of the notifier/exporter. If the notifier is a company, please make sure you enter the full registered company name. If you are notifying as a waste broker or dealer, include your waste broker registration number.

Block 2: insert the name and contact details of the importer/person receiving the waste. You should provide the licence/permit number as appropriate.

Block 3: The competent authority of dispatch should provide a unique identification code for this block. The same number must appear in block 1 of all associated movement documents.

Section (A): indicate whether the notification is for (i) an individual shipment of waste, or (ii) multiple shipments of waste.

Section (B): indicate whether the proposed operation is (i) disposal or (ii) recovery.

Section (C): for recovery operations only, indicate whether the recovery facility is pre-consented to recover the notified waste. The [OECD website](#) provides further details on this. For shipments of waste to pre-consented sites outside England and Wales, provide a copy of the certificate of pre-consent issued by the competent authority of destination.

Block 4: insert the total intended number of shipments to be made.

Block 5: insert the total quantity of waste to be shipped in (Tonnes) or (m³). For example, if you were proposing to move 10 x 1 tonne consignments then you would enter 10 tonnes.

Block 6: indicate the period over which the waste is to be shipped by inserting the first and last shipping dates. Generally this is limited to 12 months.

Block 7: insert the relevant code number that describes how the waste is packaged.

Packaging types (block 7)

1. Drum
2. Wooden barrel
3. Jerrican
4. Box
5. Bag
6. Composite packaging
7. Pressure receptacle
8. Bulk
9. Other (specify)

Block 8: insert name and contact details of waste carrier(s) and their waste carrier registration number (as appropriate).

Companies arranging to transport or transporting waste in Great Britain and Northern Ireland must be registered as waste carriers/brokers. Registrations are valid for three years and confirmed by an appropriate registration number and certificate of registration being issued. Companies registered with the Environment Agency or SEPA can move waste in England, Scotland and Wales. Separate registration is required for moving waste in Northern Ireland.

Use the following links to check whether companies are appropriately registered in: [England and Wales](#), [Northern Ireland](#) and [Scotland](#).

Means of transport: insert details of journey pattern for the waste using the abbreviated code references in combination (for example RSR = Road, Sea, Road).

Means of Transport (block 8)

- R = Road
- T = Train/rail
- S = Sea
- A = Air
- W = Inland waterways

Block 9: insert the name and contact details for the waste generator (the original waste producer or the person/facility generating the waste for export).

Site and processes of generation: provide details of the origin and processes that have produced the waste.

Block 10: insert the name and contact details for the disposal/recovery site including site registration detail (waste licence or permit number).

Block 11: insert the appropriate 'D' or 'R' code for the proposed disposal/recovery operation. Provide details of the technology to be used and give the reason it is being exported.

If the waste is first destined for a R12, R13, D13, D14, or D15, operation – interim operations – please contact the UK competent authority for further guidance before submitting your application, as there are special provisions for these types of movements.

Block 12: insert usual commercial description and chemical composition of the waste (Give the name(s) by which the material is commonly known or the commercial name(s) of the major constituents (in terms of quantity and/or hazard) and their relative concentrations (in percentages) if known.)

Block 13: insert the code number(s), which describe the physical characteristics of the waste.

Physical characteristics (block 13)

1. Powdery/powder
2. Solid
3. Viscous/paste
4. Sludgy
5. Liquid
6. Gaseous
7. Other (specify)

Block 14: Block 14 must be completed with a number of codes in order to comply with domestic, EU and international rules on waste shipments, customs controls and carrying dangerous goods. The regulating authorities use these codes to help them understand what is being shipped when they assess the notification documentation or inspect shipments in transit.

The required codes are dealt with in turn, providing information on where the codes may be sourced and any other rules, which apply to their provision. If the waste you intend to ship does not feature on a given list then please write 'not applicable'.

1. Basel Annexe VIII/IX code – the main code used for classification under the WSR. For general notifications only one code may be used. A consolidated list of codes can be obtained from: <http://www.environment-agency.gov.uk/wasteshipments>. Basel codes start with either A or B followed by a four-digit number.
2. OECD code – only required when the relevant Basel code above has been replaced in the WSR by an OECD code. OECD codes are made up of two letters followed by a three-digit number.
3. EWC code – the main classification system for permits within the EU. The [EU website](#) provides the up to date list of codes.
4. National codes (export and import) – not required by UK authorities -consult with other authorities to see whether they have a domestic classification system.
5. Y-code – used by the Basel convention to compile waste shipment data. The [EU website](#) provides the list of codes.
6. H-code – used to denote the hazard of the waste. The UN hazard class can be found on the back of the notification form. Please note that this code is slightly different from the codes used in UK domestic legislation on hazardous waste.

7. UN class, number and shipping name – the codes used internationally to make sure dangerous goods are moved appropriately. You can find a full list of these codes in the Approved Supply List, which you can get from the [Health and Safety Executive](#).
8. Customs codes – used by customs to track the trade and movement of commodities. You can find full guidance on this classification system on [Her Majesty's Revenue and Customs](#) website.

Block 15: insert the names and [country code](#) in (a) and competent authority code numbers where available in (b) and points of departure or entry for each country through which the waste must travel from the notifier to the destination facility in line (c).

Block 16: insert name and contact details for customs office for the port of entry or departure from the European Union (where applicable).

Block 17: print name, apply date and signature of notifier using permanent ink. If the notifier did not produce the waste, he must make sure that the original waste producer, licensed new producer or licensed collector also signs the document, where practicable.

Block 18: insert number of annexes attached to the notification. The annexes should be numbered and cross-referenced to the notification document.

Completing blocks 1 – 15 of the movement form

Block 1: insert the unique notification reference number assigned by the competent authority of dispatch. (This will be the same number that appears in box 3 of the corresponding notification document.)

Blocks 3, 4, 7, 8 and 9 – 14: complete each block with the information required in blocks 1, 2, 7, 8 and 9 -14 of the notification document.

Blocks 2, 5, 6, 7, 8 & 15: These blocks are to be left blank at this stage. Further information on completing these blocks is provided in the 'Moving the waste' section.

Notification document for transboundary movements/shipments of waste

<p>1. Exporter - notifier Registration No: Name: Address: Contact person: Tel: Fax: E-mail:</p>	<p>3. Notification No: Notification concerning A.(i) Individual shipment: <input type="checkbox"/> (ii) Multiple shipments: <input type="checkbox"/> B.(i) Disposal (1): <input type="checkbox"/> (ii) Recovery: <input type="checkbox"/> C. Pre-consented recovery facility (2:3) Yes <input type="checkbox"/> No <input type="checkbox"/></p>												
<p>2. Importer - consignee Registration No: Name: Address: Contact person: Tel: Fax: E-mail:</p>	<p>4. Total intended number of shipments: 5. Total intended quantity (4): Tonnes (Mg): m³:</p>												
<p>8. Intended carrier(s) Registration No: Name(7): Address: Contact person: Tel: Fax: E-mail: Means of transport (5):</p>	<p>6. Intended period of time for shipment(s) (4): First departure: Last departure: 7. Packaging type(s) (5): Special handling requirements (6): Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>												
<p>9. Waste generator(s) - producer(s) (1:7:8) Registration No: Name: Address: Contact person: Tel: Fax: E-mail: Site and process of generation (6)</p>	<p>11. Disposal / recovery operation(s) (2) D-code / R-code (5) : Technology employed (6): Reason for export (1:6):</p>												
<p>10. Disposal facility (2): <input type="checkbox"/> or recovery facility (2): <input type="checkbox"/> Registration No: Name: Address: Contact person: Tel: Fax: E-mail: Actual site of disposal/recovery:</p>	<p>12. Designation and composition of the waste (6): 13. Physical characteristics (5): 14. Waste identification (fill in relevant codes) (i) Basel Annex VIII (or IX if applicable): (ii) OECD code (if different from (i)): (iii) EC list of wastes: (iv) National code in country of export: (v) National code in country of import: (vi) Other (specify): (vii) Y-code: (viii) H-code (5): (ix) UN class (5): (x) UN Number: (xi) UN Shipping name: (xii) Customs code(s) (HS):</p>												
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<p>FOR USE BY COMPETENT AUTHORITIES</p>													
<p>19. Acknowledgement from the relevant competent authority of countries of import - destination / transit (1) / export - dispatch (9): Country: Notification received on: Acknowledgement sent on: Name of competent authority: Stamp and/or signature:</p>	<p>20. Written consent (1:8) to the movement provided by the competent authority of (country): Consent given on: Consent valid from: until: Specific conditions: No: <input type="checkbox"/> If Yes, see block 21 (6): <input type="checkbox"/> Name of competent authority: Stamp and/or signature:</p>												
<p>21. Specific conditions on consenting to the movement or reasons for objecting E</p>													

(1) Required by the Basel Convention

(2) In the case of an R12/R13 or D13-D15 operation, also attach corresponding information on any subsequent R12/R13 or D13-D15 facilities and on the subsequent R1-R11 or D1-D12 facility(ies) when required

(3) To be completed for movements within the OECD area and only if B(ii) applies

(4) Attach detailed list if multiple shipments

(5) See list of abbreviations and codes on the next page

(6) Attach details if necessary

(7) Attach list if more than one

(8) If required by national legislation

(9) If applicable under the OECD Decision

List of abbreviations and codes used in the notification document

<p>disposal operations (block 11)</p> <p>D1 Deposit into or onto land, (e.g., landfill, etc.) D2 Land treatment, (e.g., biodegradation of liquid or sludgy discards in soils, etc.) D3 Deep injection, (e.g., injection of pumpable discards into wells, salt domes or naturally occurring repositories, etc.) D4 Surface impoundment, (e.g., placement of liquid or sludge discards into pits, ponds or lagoons, etc.) D5 Specially engineered landfill, (e.g., placement into lined discrete cells which are capped and isolated from one another and the environment, etc.) D6 Release into a water body except seas/oceans D7 Release into seas/oceans including sea-bed insertion D8 Biological treatment not specified elsewhere in this list which results in final compounds or mixtures which are discarded by means of any of the operations in this list D9 Physico-chemical treatment not specified elsewhere in this list which results in final compounds or mixtures which are discarded by means of any of the operations in this list (e.g., evaporation, drying, calcination, etc.) D10 Incineration on land D11 Incineration at sea D12 Permanent storage, (e.g., emplacement of containers in a mine, etc.) D13 Blending or mixing prior to submission to any of the operations in this list D14 Repackaging prior to submission to any of the operations in this list D15 Storage pending any of the operations numbered in this list</p>																																															
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Further information, in particular related to waste identification (block 14), i.e. on Basel Annexes VIII and IX codes, OECD codes and Y-codes, can be found in a Guidance/Instruction Manual available from the OECD and the Secretariat of the Basel Convention.

Movement document for transboundary movements/shipments of waste

1. Corresponding to notification No:		2. Serial/total number of shipments: /	
3. Exporter - notifier Registration No: Name: Address: Contact person: Tel: Fax: E-mail:		4. Importer - consignee Registration No: Name: Address: Contact person: Tel: Fax: E-mail:	
5. Actual quantity: Tonnes (Mg): m ³ :		6. Actual date of shipment:	
7. Packaging Type(s) (1): Special handling requirements (2) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Number of packages:	
8.(a) 1 st Carrier (3): Registration No: Name: Address: Tel: Fax: E-mail:		8.(b) 2 nd Carrier: Registration No: Name: Address: Tel: Fax: E-mail:	8.(c) Last Carrier: Registration No: Name: Address: Tel: Fax: E-mail:
----- To be completed by carrier's representative -----			
Means of transport (1): Date of transfer: Signature:		Means of transport (1): Date of transfer: Signature:	Means of transport (1): Date of transfer: Signature:
9. Waste generator(s) - producer(s) (4;5;6): Registration No: Name: Address: Contact person: Tel: Fax: E-mail: Site of generation (2):		12. Designation and composition of the waste (2):	
10. Disposal facility <input type="checkbox"/> or recovery facility <input type="checkbox"/> Registration No: Name: Address: Contact person: Tel: Fax: E-mail: Actual site of disposal/recovery (2)		13. Physical characteristics (1):	
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15. Exporter's - notifier's / generator's - producer's (4) declaration: I certify that the above information is complete and correct to my best knowledge. I also certify that legally enforceable written contractual obligations have been entered into, that any applicable insurance or other financial guarantee is in force covering the transboundary movement and that all necessary consents have been received from the competent authorities of the countries concerned. Name: Date: Signature:			
16. For use by any person involved in the transboundary movement in case additional information is required			
17. Shipment received by importer - consignee (if not facility):		Date: Name: Signature:	
TO BE COMPLETED BY DISPOSAL / RECOVERY FACILITY			
18. Shipment received at disposal facility <input type="checkbox"/> or recovery facility <input type="checkbox"/> Date of reception: Accepted: <input type="checkbox"/> Rejected*: <input type="checkbox"/> Quantity received: Tonnes (Mg): m ³ : Approximate date of disposal/recovery: Disposal/recovery operation (1): Name: Date: Signature:		19. I certify that the disposal/recovery of the waste described above has been completed. Name: Date: Signature and stamp:	

(1) See list of abbreviations and codes on the next page
(2) Attach details if necessary
(3) If more than 3 carriers, attach information as required in blocks 8 (a,b,c).

(4) Required by the Basel Convention
(5) Attach list if more than one
(6) If required by national legislation

FOR USE BY CUSTOMS OFFICES (if required by national legislation)			
20. Country of export - dispatch or customs office of exit The waste described in this movement document left the country on: Signature: Stamp:		21. Country of import - destination or customs office of entry The waste described in this movement document entered the country on: Signature: Stamp:	
22. Stamps of customs offices of transit countries			
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Exit:		Exit:	
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Would you like to find out more about us,
or about your environment?

Then call us on
028 90569742 (Mon-Fri 8-6)

email
tfs@doeni.gov.uk

or visit our website
www.doeni.gov.uk/niea

incident hotline 0800 80 70 60 (24hrs)