

# Application for approval as an approved authorised treatment facility (AATF) for waste electrical and electronic equipment

The Waste Electrical and Electronic Equipment Regulations 2006, as amended



## Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

It will take about 4 hours to fill in this form.

You'll need:

- WMP7 guidance notes
- addresses and postcodes for all sites covered by the application
- details of environmental permits
- cheque book

### Who needs to fill in this form

Use this form if you want to apply for approval as an approved authorised treatment facility (AATF) for waste electrical and electronic equipment (WEEE). Approval will allow you to issue evidence notes for the amount of WEEE in tonnes which you treat, recover and recycle.

Use this form to apply for approval as an AATF with:

- the Environment Agency
- Scottish Environment Protection Agency (SEPA)
- Northern Ireland Environment Agency

### Assessing your application

Your application will be subject to a number of checks and may include a site visit. We need to receive your application by 30 September if you want your approval to run from the start of the next compliance period. For approval from 1 January 2009 we need to receive your application by 30 September 2008.

If you apply during a compliance period your approval will run from the date we determine your application.

### Approval

If you meet all the application criteria, you will be notified of our decision no later than 12 weeks after you made the application. If our decision is to refuse approval we will tell you the reason why and give you details about your right of appeal.

### How to complete the form

You must complete all parts of the form – **Parts A, B and C**.

Please make sure you answer all the sections that apply to you. If you leave anything out, there may be a delay in assessing the application or it may be refused.

### Applying for multiple sites

A separate **Part B** must be used for each site which forms part of this application for approval. You can use photocopies of **Part B**, but make sure you take the copies you need before you start to write on the form.

### 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

### Who to apply to

Use this form to apply to:

- the Environment Agency – if your principal place of business is in England or Wales
- Scottish Environment Protection Agency (SEPA) – if your principal place of business is in Scotland
- Northern Ireland Environment Agency (NIEA) – if your principal place of business is in Northern Ireland.

### If you need help and advice:

Please contact us if you need any advice on how to give the information we need:

Environment Agency 08708 506 506

SEPA 01786 457 700

NIEA 028 9056 9387

### Keeping a copy

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 must keep these records for at least four years.

### Fees

There is a fee for applying for approval as an approved authorised treatment facility. It is based on the amount of evidence of WEEE treatment, recovery and recycling you intend to issue during the calendar year:

- 400 tonnes or less – £500
- over 400 tonnes – £2,590

Cheques should be made payable to:

- Environment Agency or
- Scottish Environment Protection Agency (SEPA) or
- Department of the Environment (Northern Ireland)

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

There is more about fees in the guidance notes.

### Contents

#### Part A

- 1 The applicant
- 2 Contact details
- 3 Sites covered by this approval
- 4 Other accreditations

#### Part B

- 5 Environmental registrations and permits
- 6 About the WEEE
- 7 About your process

#### Part C

- 8 Checklist
- 9 The Data Protection Act 1998
- 10 Declaration
- 11 What happens next
- 12 Where to send your application
- 13 How to contact us

**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.
- Individual or sole trader   
Please go to section 1.9.

**1.2 Corporate bodies**

Please give the following information:

Full company name  
\_\_\_\_\_

Former company name (if any)  
\_\_\_\_\_

**1.3 Business address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company registration number  
\_\_\_\_\_

VAT registration number  
\_\_\_\_\_

**AATF Reference**

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

\_\_\_\_\_

**1.4 Registered office**

Full address of registered office if different from 1.3

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1 The applicant, continued**

**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 \_\_\_\_\_

Fax \_\_\_\_\_

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 \_\_\_\_\_

## 1 The applicant, continued

Position

\_\_\_\_\_

Trading or business name

\_\_\_\_\_

Business address or principal place of business

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 1.10 Service of notices

Address for service of notices if not your registered office.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

## 2 Contact details, continued

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 3 Sites covered by this approval

### 3.1 Please state the number of sites covered by this approval

\_\_\_\_\_

### 3.2 Please give the site names, addresses and contact details for all the sites covered by this approval

Site 1: details

Site name

\_\_\_\_\_

Contact name

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3 Sites covered by this approval, continued

#### Site 2: details

Site name

\_\_\_\_\_

Contact name

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Site 3: details

Site name

\_\_\_\_\_

Contact name

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3 Sites covered by this approval, continued

#### Site 4: details

Site name

\_\_\_\_\_

Contact name

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, please include the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please use additional sheets if you wish to add more sites.

### 4 Other accreditations

**4.1 Have you applied or do you intend to apply to be an approved exporter of waste electrical and electronic equipment?**

No

Yes

**4.2 Are you registered as a designated collection facility (DCF)?**

No

Yes  If yes, please tell us what type of DCF you are registered as.

\_\_\_\_\_

**Part B**

You need to fill in a separate Part B for each site for which you are seeking approval as an AATF. Please take as many copies of Part B as you need before you start to fill it in.

Site name

\_\_\_\_\_

**5 Environmental registrations and permits**

We need to know about any environmental permits you already hold for this site. You must answer each question in this section. If you answer 'No' to questions 5.2, 5.3, 5.4 and 5.5 it is unlikely that we will be able to progress your application.

**Waste carriers and brokers**

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

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

No

Yes  Please provide details.

Registration numbers

Waste carrier:

\_\_\_\_\_

Waste broker:

\_\_\_\_\_

**Environmental Permit**

**5.2 Is this site covered by a current Environmental Permit?**

As issued under the Environmental Permitting (England and Wales) Regulations, 2007 or the Waste Electrical and Electronic Equipment (Waste Management Licensing) (Northern Ireland) regulations 2006 or the Waste Electrical and Electronic Equipment (Waste Management licensing) (Scotland) Regulations 2006.

No

Yes  Please provide details.

Permit reference number and any modification reference numbers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date issued (DD/MM/YYYY)

\_\_\_\_\_

Issuing office

\_\_\_\_\_

**5.3 Is this site covered by a registered exemption?**

No

Yes  Give the paragraph number in Schedule 3 of the Environmental Permitting Regulations 2007, or Waste Electrical and Electronic Equipment (Waste Management Licensing) (Northern Ireland) regulations 2006 or the Waste Electrical and Electronic Equipment (Waste Management licensing) (Scotland) Regulations 2006, which applies.

\_\_\_\_\_

**5 Environmental registrations and permits, continued**

**5.4 Is this site covered by an Environmental Permit for a 'Part A Process' or a Part A1 activity?**

No

Yes  Please give details.

Reference number and any modification reference numbers

\_\_\_\_\_

Date issued (DD/MM/YYYY)

\_\_\_\_\_

Issuing office

\_\_\_\_\_

**6 About the WEEE**

**6.1 Please tell us about the WEEE you will be receiving on site.**

Will you be treating

WEEE from private households (B2C)

WEEE from other than private households (B2B)

**6.2 Please tell us which categories of WEEE you will be treating. Please tick all that apply.**

Category 1

Category 2

Category 3

Category 4

Category 5

Category 6

Category 7

Category 8

Category 9

Category 10

Display screens

Cooling appliances containing refrigerants

Gas discharge lamps

**6.3 Please tell us the sources of the WEEE you receive.**

Local authority DCF

Other DCF

AATF

Other

Please list

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 7 About your process

### 7.1 Will you be carrying out refurbishment for re-use of whole items at this site?

No

Yes  Please include further details in your process flow diagram

### 7.2 Flow diagram

Please supply a flow diagram showing the throughput of WEEE on your site and the types of activities carried out. Please also include details of the likely recovery and recycling activities carried out on treated WEEE that leaves your site.

### 7.3 Sampling and inspection plan

Please supply a sampling and inspection plan showing how you intend to categorise the WEEE you receive for treatment and reprocessing.

Reference must be made to any agreed protocols used. If you do not use the protocols you will need to tell us how you will identify which categories of WEEE you have and how you differentiate between WEEE from households and WEEE from business end users. You also need to describe how you intend to calculate the percentage of each WEEE category in mixed loads.

There is more about sampling and inspection plans in the guidance notes.

### 7.4 Recording deliveries and outputs

Please give details of your documentation systems, and include a description of the records system you use to:

- record the receipt of waste
- establish the weight of the WEEE
- record the movement of WEEE within and outside of the UK
- classify WEEE into the 13 categories
- classify WEEE into household or non-household
- complete quarterly returns to the relevant agency

We may ask to see your records when we monitor compliance. You should keep them for at least four years.

## Part C

### 8.1 Checklist

For applications to issue evidence notes for:

400 tonnes or less – enclose a cheque for £500

over 400 tonnes – enclose a cheque for £2,590

I enclose:

evidence of company registration, Section 1.5

evidence of formal partnership, Section 1.8

flow diagram, Section 7.2

sampling and inspection plan, Section 7.3

description of documentation systems, Section 7.4

How many copies of Part B 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.

### 8.2 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, 2007 as amended?

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.

## 9 The Data Protection Act 1998

The Environment Agency is responsible for regulating environmental protection, flood defence, water resources and fisheries. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

SEPA's main aim is to provide an efficient and integrated environmental protection system for Scotland that will both improve the environment and contribute to the Scottish minister's goal of sustainable development.

NIEA's aim is to protect and conserve Northern Ireland's natural and built environment, to control and regulate pollution and to promote appreciation of the environment and best practice.

We, the Environment Agency, SEPA or NIEA (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.

### Public register and access to information

The regulations say we must publish a list of who is approved.

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

- name and address of approved authorised treatment facility (AATF)
- name and address of the operator of the approved authorised treatment facility

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, under the provisions of the Freedom of Information Act and the regulations made under it, the Environment Agency may be obliged to disclose information even where the applicant requests that it is kept confidential.

## 10 Declaration

**10.1 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.**

**10.2 I declare that I have read and understood the conditions of approval as set out in Schedule 8 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)

## 11 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 refused if the application is incomplete

## 12 Where to send your application

**If your site is in England or Wales**

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

Phone 08708 506506

**If your site is in Scotland**

Producer Responsibility Unit  
 Scottish Environment Protection Agency (SEPA)  
 Castle Business Park  
 Stirling  
 FK9 4TR

Phone 01786 457700

Fax 01786 446885

## 12 Where to send your application, continued

### If your site is in Northern Ireland

Producer Responsibility Unit  
Northern Ireland Environment Agency  
Klondyke Building  
Cromac Avenue  
Gasworks Business Park  
Lower Ormeau Road  
Belfast  
BT7 2JA

Phone 028 9056 9387  
Fax 028 9056 9376

Remember to keep copies of all the documents you send us.  
We will not return any documents sent.

## 13 How to contact us

If you need help filling in the form, please contact the person who sent you this form or call our general enquiries number shown below.

General enquiries: 08708 506 506 (Mon–Fri 8–6)

Minicom: 08702 422549 (Mon–Fri 8–6)

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.environment-agency.gov.uk](http://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 have any communication needs such as community language or alternative format so we can keep in touch with you more easily.**

### For office use only

Operator/Business name

Reference number

Number of sites covered by this application

Date stamp

Cheque enclosed

No

Yes

Cheque number

Cheque amount

£500  £2,590  Passed to finance

Region/Area/Officer details

Site inspection required

No

Yes

Recommendation:

Approve

Refuse