

## “Duty of care: waste transfer note” – guidance sheet

You will need to fill out your “Duty of care: waste transfer note” and return the completed form to Runnymede Borough Council. The sections that you need to complete are highlighted below and information links or examples are provided for each question.

### Section A – Description of waste

#### Information links

- [Classify different types of waste - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Question	Guidance/example
<p><b>A1</b> Description of the waste being transferred</p> <p>_____</p> <p>_____</p> <p>List of Waste Regulations code(s)</p> <p>_____</p>	<p>Example: <i>Clean packaging (paper &amp; card)</i></p> <p> </p> <p>15-01-01</p> <p>Further examples of waste codes can be found here <a href="http://www.gov.uk">Classify different types of waste: Packaging waste and recyclables - GOV.UK (www.gov.uk)</a></p>
<p><b>A3</b> How much waste? For example, number of sacks, weight</p> <p>_____</p>	<p>Enter the quantity and size of bins provided, for example <i>1 x 1100L collected weekly</i></p>

### Section B – Current holder of the waste – Transferor

Please ensure that you check the box to confirm that you have fulfilled your duty to apply the waste hierarchy as required by [The Waste \(England and Wales\) Regulations 2011 \(legislation.gov.uk\)](http://legislation.gov.uk)

Question	Guidance/example
<p><b>B1</b> Full name</p> <p>_____</p> <p>Company name and address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postcode _____ SIC code (2007) _____</p>	<p>If you need help to find you find your trade description or nature of business code see gov.uk <a href="http://www.gov.uk">Standard industrial classification of economic activities (SIC) -</a></p> <p>Your SIC code should appear on your Companies House listing <a href="http://www.gov.uk">Get information about a company</a></p> <p>-</p>

**Section D – The transfer**

Question	Guidance/example
<p><b>D1 Address of transfer or collection point</b></p> <p>[Redacted address line 1]</p> <p>[Redacted address line 2]</p> <p>[Redacted address line 3]</p> <p>Postcode [Redacted]</p>	<p>Please enter the collection address (the premises where the bin is stored and collected from)</p>
<p><b>Transferor's signature</b> [Redacted signature]</p> <p><b>Name</b> [Redacted name]</p> <p><b>Representing</b> [Redacted representing]</p>	<p>Please ensure that the form is signed.</p>