

## SPECIAL WASTE REGULATIONS 1996 SPECIAL WASTE ADVISORY NOTE

### CANCELLED AND UNUSED CONSIGNMENT NOTES

Ref: SWAN/13

#### **Background**

This note advises on SEPA policy on cancelled consignment notes and codes, including the issuing of credit or refund for unused notes, and regulatory requirements for returning notes and rejecting consignment notes.

#### **Interpretation**

SEPA may issue a credit for unused consignment note codes purchased from them. An unused code is one where a consignment note (or 'return') has not been, and will not be, received by SEPA and against one which no waste has been moved.

All requests for credit will be handled by the Finance Department at Corporate Office in Stirling (Tel. 01786 457700). Where consignment notes were issued with the codes, the unchanged notes must be returned to SEPA before a credit can be given.

A pre-purchased code notified to SEPA but against which no waste is moved is not eligible for a credit because SEPA has carried out work in assessing and entering the return.

SEPA will not send back a return for re-use or authorise a re-use of its code if work has been carried out in its assessment or entry but no waste has been moved against that note. If a pre-purchased note is cancelled, any returns received will have 'cancelled' written on them by the consignor or SEPA and any entry made on the special waste database rejected. These returns will be retained on the database to ensure the same code is not used twice.

If waste is not moved within 30 days of the date a pre-notification is received<sup>1</sup> (or one year from the notification of a first movement on a succession) a new consignment note should be raised. SEPA may take enforcement action for failure to move waste within the statutory time limits laid out under the standard procedure in the Special Waste Regulations 1996 (as amended).

If a consignee does not accept delivery of a consignment, he should complete Part E, indicating the reason(s) for non-acceptance and should forward a copy of the note to SEPA. If the consignee has not received the consignment note, he should forward written details of the non-acceptance to SEPA, including details of the consignment carrier. In this circumstance, the carrier also informs SEPA of the refusal of the consignee to accept the consignment and seeks instructions from the consignor. Furthermore, the consignor must inform SEPA of his subsequent intentions with regards to the consignment.

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#### **Notes**

<sup>1</sup> the first day of receipt is counted as the first working day (excluding weekends) if the note has been received before 17.00 hrs