|  |  |
| --- | --- |
| carrier and/or broker of controlled waste – New registrations and renewals  Control of Pollution (Amendment) Act 1989  The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 |  |

To register as a carrier and/or broker of controlled waste (or renew your registration) please complete this form and:

* answer all the questions. If any questions don’t apply to you, write ‘not applicable’;
* sign and date the form;
* enclose the correct fee (see guidance notes).

Once approved, this registration will be valid for three years and can be renewed for each three-year period after that.

If you are a charity, public body or local authority, you should register as a professional collector/transporter of waste, using the form available at: <https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/#waste>

|  |  |  |  |
| --- | --- | --- | --- |
| Guide for choosing the right registration | | Yes | No |
| A | We only carry animal by-products, farm or agricultural waste and/or waste from mines and quarries. | Go to H | Go to B |
| B | We only carry waste that we produce  **(This is the waste created when you provide a service. For example, it could be grass cuttings from a gardening service or old items from a house clearance).** | Go to C | Go to D |
| C | We sometimes carry building, construction, or demolition waste  **(This is waste that could be created during large construction projects or be waste generated from the maintenance of properties by trades such as plumbers, builders, joiners, kitchen fitters, or a gardener replacing paving slabs).** | Go to E | Go to H |
| D | We carry our customers’ waste ourselves | Go to E |  |
| We arrange for someone else to carry our customers’ waste | Go to F |  |
| We do both | Go to G |  |
| E | You should register as a **carrier** of controlled waste | | |
| F | You should register to act as a **broker** of controlled waste | | |
| G | You should register as **both** a carrier and broker of controlled waste | | |
| H | You should register as a professional collector/transporter of waste, using the form available at: <https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/#waste> | | |

# Registration details

|  |  |  |  |
| --- | --- | --- | --- |
| Current SEPA registration details (Renewals only): | Number:  Expiry Date:  Registration Held: ❑ Carrier   ❑ Broker    ❑ Both | | |
| Registration required  (see guide above): | * Carrier | * Broker | * Both (higher fee) |
| Type of business: | * Sole Trader | * Partnership | * Limited Company or Limited Liability Partnership |

# Business details

|  |  |  |  |
| --- | --- | --- | --- |
| Business trading name: |  | | |
| Business trading address, including postcode: |  | | |
| Sole TraderIf you’re a sole trader, provide the following information. | | | |
| Full name of business owner: |  | | |
| Date of birth: |  | | |
| Partnership If your business is a partnership, give the details of all partners. | | | |
| Full Name | Date of Birth | | Home address, including postcode |
|  |  | |  |
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|  |  | |  |
|  |  | |  |
| Limited Company/Limited Liability Partnership If your company is registered under the Companies Act, provide the following information. | | | |
| Company registration number: | |  | |
| Name of registered company: | |  | |
| Registered company address, including postcode: | |  | |

# Contact Details

|  |  |
| --- | --- |
| Name: |  |
| Address for correspondence, including postcode: |  |
| Phone number: |  |
| Email: |  |

# Convictions

|  |  |  |  |
| --- | --- | --- | --- |
| Does anyone\* connected with this registration have a conviction for an environmental offence? | | * Yes | * No |
| \*This can include: you (the business owner, partnership or company); an employee in your business; an officer in your business (‘officer’ being a director, manager, secretary or similar officer of a company; or a partner in a firm); an organisation in which an officer in your business is/was an officer. | | | |
| Full name: |  | | |
| Position held: |  | | |
| Name of court: |  | | |
| Date of conviction: |  | | |
| Offence and penalty imposed: |  | | |
| Any additional information that you would like us to take into account | | | |

# Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that I have personally checked the information given in this form and that it is true to the best of my knowledge, information and belief.  I understand that registration may be refused if false or incomplete information is given.  I understand that untrue statements may result in prosecution and could lead to my registration being revoked.  I have enclosed the fees (see guidance note). | | | |
| Name: |  | | |
| Position: |  | Date: |  |

How we use your personal information – Data Protection Act 2018 (‘DPA 2018’)

Under the DPA 2018, we must have a legal basis for processing your information – in this case, processing personal information is necessary to perform our statutory duties (‘Public Task’). Some of the ways in which we collect and use the information may be through:

* granting and administering of authorisations and maintaining registers;
* investigating environmental complaints;
* undertaking formal enforcement action;
* maintaining our own accounts and records.

The personal information we collect and use, may include the following: name; address, including postcode; email address and telephone number. The Scottish Environment Protection Agency (SEPA) is required, by law, to organise and maintain public registers, and make these registers available for public inspection. We do this by collecting and using the personal information that applicants (or their agents) share in their applications for SEPA authorisations and SEPA permits. After the application form has been processed, some of the information from the form is added to the public register and becomes available for public inspection. Signatures, personal email addresses, and telephone numbers are not published, unless publication is statutorily required.

There may be occasions when we are required by law to share your personal information with other organisations, e.g. for regulatory reasons, or because doing so is in the general public interest. Any sharing will be carried out lawfully and securely in accordance with the SEPA Data Protection Policy. For more information on how SEPA handles personal information, refer to our general Privacy Policy at www.sepa.org.uk/help/privacy-policy/.

# SEPA Registry Office

# Send your completed form and fee to the address below.

[registry@sepa.org.uk](mailto:registry@sepa.org.uk)

SEPA Registry

Angus Smith Building

6 Parklands Avenue  
Holytown  
North Lanarkshire  
ML1 4WQ

Tel: 01698 839000

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment Method:** | | | | |
| BACS  Proof of payment must be submitted. | Sort Code | 83 34 00 | | |
| A/C number | 00137187 | | |
| A/C Name | SEPA | | |
| Proof of payment submitted: | Yes | | No |
| Proof of payment reference: |  | | |
| Online Card Payment  Payment is accepted online at  <https://webpayments.sepa.org.uk/>  Proof of payment must be submitted. | Proof of payment submitted: | Yes | No | |
| Proof of payment reference: |  | | |
| Cheque | Payable to SEPA and submitted with your application | | | |

# Office Use Only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Valid application check | Correct fee? (If No, return as invalid) | | * Yes | | * No |
| Is principal place of business in Scotland or Northern Ireland? (If No, return as invalid) | | * Yes | | * No |
| Individual application – Have they supplied full details of individual including DOB? (If No, return as invalid) | | * Yes | | * No |
| Partnership application – Have they supplied full details of all Partners including DOB? (If No, return as invalid) | | * Yes | | * No |
| Signature? (If No, return as invalid) | | * Yes | | * No |
| VALID | Application VALID | Initial: | Date: | | |
| INVALID | If any of the above are ticked as ‘No’ application is NOT VALID | | | | |
| RETURN TO APPLICANT WITH FEE | Initial: | Date: | | |
| Screening check | Convictions declared? | | * Yes | * No | |
| If YES, PASS TO OPS | Initial: | Date: | | |
| If NO, issue registration | Initial: | Date: | | |

# Guidance notes

1. In the case of a partnership or proposed partnership, each partner must be included in the application for registration and his/her details must be included in this form.

2. Details of an offence listed in the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 must be given if the applicant was convicted of the offence or if the person convicted of the offence (“the relevant person”)-

* a) committed the offence in the course of his employment by the applicant;
* b) committed the offence in the course of the carrying on of any business by a partnership one of the members of which was the applicant;
* c) was a body corporate and at the time when the offence was committed the applicant was a director, manager, secretary or other similar officer of that body;
* d) was a director, manager, secretary or other similar officer of the applicant (where the applicant is a body corporate);
* e) was a body corporate and at the time when the offence was committed a director, manager, secretary or other similar officer of the applicant, held such an office in the body corporate which committed the offence.

3. The offences listed in the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 are offences under any of the following provisions:

* Section 22 of the Public Health (Scotland) Act 1897;
* Section 95(1) of the Public Health Act 1936;
* Section 60 of the Transport Act 1968;
* Sections 3, 5(6), 16(4), 18(2), 31(1), 32(1), 34(5), 78, 92(6) and 93(3) of the Control of Pollution Act 1974;
* Section 2 of the Refuse Disposal (Amenity) Act 1978;
* The Control of Pollution (Special Waste) Regulations 1980;
* Section 9(1) of the Food and Environment Protection Act 1985;
* The Transfrontier Shipment of Hazardous Waste Regulations 1988;
* The Merchant Shipping (Prevention of Pollution by Garbage) Regulations 1988;
* Sections 1, 5, 6(9) and 7(3) of the Control of Pollution (Amendment) Act 1989;
* Sections 107, 118(4) and 175(1) of the Water Act 1989;
* Sections 23(1), 33, 34(6), 44, 47(6), 57(5), 59(5), 63(2), 69(9), 70(4), 71(3) and 80(4) of the Environmental Protection Act 1990;
* The Transfrontier Shipment of Waste Regulations 1994;
* The Special Waste Regulations 1996;
* The Pollution Prevention and Control (England and Wales) Regulations 2000;
* The Pollution Prevention and Control (Scotland) Regulations 2000;
* The Hazardous Waste (Wales) Regulations 2005;
* The Hazardous Waste (England and Wales) Regulations 2005;
* The Environmental Permitting (England and Wales) Regulations 2007.

4. Details of a conviction need not be given where under the terms of the Rehabilitation of Offenders Act 1974 the conviction is spent.

5. The fee (check with your local SEPA office for the current fee) must be sent with the application. SEPA may refuse the application if the fee is not enclosed.