Duty of care: waste transfer note  

Section A – Description of waste

(Please write as clearly as possible)

A1 Please describe the waste being transferred

List of Waste Regulations code(s)

A2 How is the waste contained?

☐ Loose ☐ Sacks ☐ Skip ☐ Drum

☐ Other

A3 How much waste? For example, number of sacks, weight

Section B – Current holder of the waste – Transferor

B1 Full name

Company name and address

Postcode

B2 Are you:

☐ The producer of the waste? ☐ The importer of the waste?

☐ The waste collection authority? ☐ The waste disposal authority (Scotland only)?

☐ The holder of a waste disposal or waste management licence?

Licence number

Issued by

B3 Name of your unitary authority or council

Section C – Person collecting the waste – Transferee

C1 Full name

Company name and address

Postcode

C2 Are you:

☐ The waste collection authority? ☐ The waste disposal authority (Scotland only)?

☐ Authorised for transport purposes? Please give details

☐ The holder of a waste disposal or waste management licence?

Licence number

Issued by

Section D – The transfer

D1 Address of transfer or collection point

Postcode

Date of transfer [ ] [ ] [ ] [ ] (DD MM YYYY) Time(s) [ ] [ ] [ ] [ ]

D2 Broker who arranged this transfer (if applicable)

Postcode

Transferor’s signature

Name Representing

Transferee’s signature

Name Representing