



### Waste Transfer Note

It is a legal requirement to keep a copy of your transfer note for two years from the date signed.

<b>Company Name:</b>		<b>Account Number:</b>
<b>Company Address:</b>		
	Postcode:	

<b>Address of transfer or collection point:</b>	<b>Name of broker who arranged transfer (if applicable):</b>
Postcode:	Postcode:
<b>Date of Transfer:</b>	<b>Time(s):</b>
<b>Type of Premises/ Process from which waste is produced:</b>	
<b>Standard Industry Code (SIC):</b>	

**Please tick the categories that best describes the waste we collect from you (please tick all that apply):**

Cardboard	Glass	Soft Plastics	Organics (non-food)
Food	Textiles	Metal	Other (please specify):
Wood	Rigid Plastics	Electrical Items (WEEE)	
Paper	Plastic Film	Bulky Items	.....

**Please select the main applicable European Waste Code (tick one category that applies):**

- 20 03 01 commingled recycling
- 15 01 06 mixed packaging
- 20 01 01 paper and cardboard
- 20 01 02 glass
- 20 01 08 biodegradable kitchen/canteen waste
- 20 03 01 mixed municipal waste
- 20 03 02 market waste
- 20 03 01 biodegradable garden/park waste
- 20 03 07 bulky waste (non WEEE) electrical items
- 16 02 14 waste electrical/electronic equipment

Type of Container	Quantity
Bags/cardboard tape purchased per annum	
660-1280 litre euro bin/ chamberlain	
140-360 wheelie bin	
Compacted Bag (Bergmann/Orwak/Tony Team)	
Machine baled cardboard	
Other (plase specify): .....	

**Waste Hierarchy Declaration:**

As the waste producer we confirm that we have fulfilled our duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011. **Tick to confirm:**

**I certify that all information given is correct.**

Signed:		Signed:	
Print Name:		Print Name:	
On behalf of:		On behalf of:	
Position in Company:		Position in Company:	
Date:		Date:	

## Responsibilities of the waste producer

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### When using Hart Waste and Recycling Services/recycling bags and cardboard tape:

- All waste must be properly segregated and contained in the appropriate commercial waste/recycling bags.
- No ordinary black bags can be presented for collection
- All bags must be tied and closed up for collection; no open bags please
- No liquid waste can be put in commercial waste bags; your bags cannot leak
- Hart Waste and Recycling Services commercial waste bags and tapes can only be obtained via the official channels
- No uncontained broken glass or crockery is to be disposed of in waste bags
- Cardboard tapes should not be used on waste bags
- Standard commercial waste bags can only contain a maximum of 6kg waste per bag
- Cardboard must be presented for collection flat packed and securely tied with cardboard tape attached
- No more than 15 boxes per whole cardboard tape
- Use a whole cardboard tape, do not tear them, and use half a tape or less
- No builders waste, soil, chemicals, paint, electrical appliances, bulky items, liquids and raw meat waste can be presented in commercial waste bags. Order a special collection instead.

### When using a commercial waste/recycling container:

- Don't overload the container, the lid must always be closed
- Inform us if your container is faulty. All containers must have lids and working castors.
- Excess waste that does not fit in the container can be collected if you request an extra collection.
- No builders waste, soil, chemicals, paint, appliances, liquids and raw meat can be deposited in the container. Order a special collection instead.

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The Waste Transfer note must be completed by the customer and returned to Hart Waste and Recycling Services on an annual basis.

You are required under Section 34, Environmental Protection Act 1990 to complete and keep a copy of the Waste Transfer note for 2 years. The Waste Transfer note does not serve as a contract between yourselves and Hart Waste and Recycling Services in anyway.

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This Waste Transfer note is valid for one year from the date of signature. Hart Waste and Recycling Services reserves the right to invalidate any time remaining on this Waste Transfer note at any time due to service cancellation, non-payment and/or any other breach of our Terms.