

# Application for approval as an approved authorised treatment facility (AATF) for waste electrical and electronic equipment

The Waste Electrical and Electronic Equipment Regulations 2006



Environment Agency



Environment & Heritage Service  
www.ehsni.gov.uk



An Agency within the Department of the Environment  
www.doeni.gov.uk

## For office use only

Operator/Business name

Reference number

Number of sites covered by this application

Date stamp

Cheque enclosed

No

Yes

Cheque number

Cheque amount

£500    £2,590    Passed to finance

Region/Area/Officer details

Site inspection required

No

Yes

Recommendation:

Approve

Refuse

## Please read through the guidance notes and the form before you fill it in.

### Who needs to fill in this form

Use this form if you want to apply for approval as an approved authorised treatment facility (AATF) for waste electrical and electronic equipment (WEEE). Approval will allow you to issue evidence notes for the amount of WEEE in tonnes which you treat, recover and recycle.

Use this form to apply for approval as an AATF with:

- the Environment Agency
- Scottish Environment Protection Agency (SEPA)
- Environment and Heritage Service (Northern Ireland)

### Assessing your application

Your application will be subject to a number of checks and may include a site inspection visit. Approval is normally granted for a calendar year. You can apply for approval at any time. We need to receive your application by 30 September the year before, if you want to start issuing evidence notes as an AATF on 1 January. For example, for approval in 2008, your application needs to reach us by 30 September 2007.

*If we receive an application after 30 September, we may be unable to process it before January, which could result in you not being approved and unable to issue evidence from 1 January.*

### First compliance period

**In the first compliance period (1 July to 31 December 2007) your application needs to be with us by 9 April, in order that we can ensure the application is determined by 1 July 2007.**

### Approval

If you meet all the application criteria, you will be notified of our decision no later than 12 weeks after you made the application. If our decision is to refuse approval we will tell you the reason why and give you details about your right of appeal.

### How to complete the form

You must complete all parts of the form – **Parts A, B** and **C**.

Please make sure you answer all the sections that apply to you. If you leave anything out, there may be a delay in assessing the application or it may be refused.

### Applying for multiple sites

A separate **Part B** must be used for each site which forms part of this application for approval. You can use photocopies of **Part B**, but make sure you take the copies you need before you start to write on the form.

### Continuation sheets

If you need more space for any of your answers, please use a continuation sheet. Make sure that you label each sheet clearly with:

- the section number it applies to
- the number of the sheet, *for example, 3 of 5*

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### Who to apply to

Use this form to apply to:

- the Environment Agency – if your principal place of business is in England or Wales
- Scottish Environment Protection Agency (SEPA) – if your principal place of business is in Scotland
- Environment and Heritage Service (EHS) – if your principal place of business is in Northern Ireland.

### If you need help and advice:

Please contact us if you need any advice on how to give the information we need:

Environment Agency 08708 506 506

SEPA 01786 457 700

EHS 028 9056 9387

### Keeping a copy

You should keep a copy of your completed form and any supporting information that you submit. We may ask to see them when we monitor your compliance. You should keep these records for at least four years.

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### Fees

There is a fee for applying for approval as an authorised treatment facility. It is based on the amount of evidence of WEEE treatment, recovery and recycling you intend to issue during the calendar year:

- 400 tonnes or less – £500
- over 400 tonnes – £2,590

Cheques should be made payable to:

- Environment Agency or
- Scottish Environment Protection Agency (SEPA) or
- Department of the Environment (Northern Ireland)

We cannot refund your fees, even if your application is refused.

*There is more about fees in the guidance notes.*

**Part A**

**1 The applicant**

**1.1 What is your status?**

- Corporate body *Please go to section 1.2.*
- Partnership *Please go to section 1.6.*
- Individual or sole trader *Please go to section 1.9.*

**1.2 Corporate bodies**

Please give the following information:

Full company name

Former company name *(if any)*

**1.3 Business address**

  
  


Postcode

Contact details

Phone

Fax

Email

Company registration number

VAT registration number

**1.4 Registered office**

Full address of registered office *if different from 1.3*

  
  


Postcode

Contact details

Phone

Fax

Email

**1 The applicant continued**

**1.5 Please supply a copy of your registration document**

- Document attached

**1.6 Partnerships**

Please give the following details:

Trading or business name of partnership *(if there is one)*

Business address

  
  


Postcode

Contact details

Phone

Fax

Email

**1.7 Please give the following details for each partner**

Partner 1

Title

First name

Last name

Partner 2

Title

First name

Last name

Partner 3

Title

First name

Last name

*Please continue on a separate sheet if you have more than three partners.*

**1.8 Please supply evidence of partnership**

*For example a deed of partnership*

- Document attached

**1.9 Individual or sole trader**

Please give the applicant's details

Title

First name

Last name





**Part B**

You need to fill in a separate Part B for each site for which you are seeking approval as an authorised treatment facility. Please take as many copies of Part B as you need before you start to fill it in.

**5 Environmental registrations and permits**

We need to know about any environmental permits you already hold for this site. You must answer each question in this section. *If you answer 'No' to questions 5.2, 5.3, 5.4 and 5.5 it is unlikely that we will be able to progress your application.*

**Waste carriers and brokers**

If you buy or sell waste you should be registered as a waste broker. You may also need to register as a waste carrier if you transport other people's waste.

**5.1 Are you registered as a waste carrier or broker, or both?**

- No
- Yes *Please provide details.*

Registration numbers

Waste carrier:

Waste broker:

**Waste management licence**

**5.2 Do you hold a current waste management licence?**

*As issued under the Environmental Protection Act 1990, Part 2 or Control of Pollution Act 1974 or the Waste and Contaminated Land (Northern Ireland) Order 1997 or The Water Environment (Controlled Activities) (Scotland) Regulations 2005.*

- No
- Yes *Please provide details.*

Licence reference number and any modification reference numbers

Date issued (DD MM YYYY)

Issuing office

**5.3 Do you have a registered exemption from waste management licensing?**

- No
- Yes *Give the paragraph number in Schedule 3 of the Waste Management Licensing Regulations 1994, which applies.*

**5 Environmental registrations and permits**  
*continued*

**IPC or PPC authorisation**

**5.4 Do you hold an IPC 'Part A process' or a 'PPC Part A1 activity' authorisation?**

- No
- Yes *Please give details.*

Reference number and any modification reference numbers

Date issued (DD MM YYYY)

Issuing office

**6 About the process**

**6.1 Please specify what treatment, recovery and recycling processes will be undertaken on WEEE at this site.**

Treatment

## 6 About the process *continued*

Recovery

Recycling

*Please continue on a separate sheet if you wish to add further details.*

## 7 About the WEEE

### 7.1 Please give details of the source of the waste electrical and electronic equipment to be treated.

Please tick all that apply

- Authorised treatment facility
- Approved authorised treatment facility
- Designated collection facility
- Distributor
- End user
- Other

*Please specify*

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### Sampling and inspection plan

#### 7.2 Please supply a plan showing how you intend to sample and inspect the WEEE you receive for treatment and reprocessing.

Reference must be made to any protocols used. If you do not use the protocols you will need to tell us how you will identify which categories of waste you have and how you differentiate between WEEE from households and WEEE from business end users. You will also need to describe how you intend to calculate the categorised WEEE content of mixed loads.

*There is more about sampling and inspection plans in the guidance notes.*

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### Recording deliveries and outputs

#### 7.3 Please give details of your documentation systems.

We may ask to see your records when we monitor compliance. You should keep them for at least four years. Please include a description of the records system you will use to:

- record the receipt of waste
- establish the weight of the WEEE
- record the movement of WEEE within and outside of the UK
- classify WEEE into the 13 categories
- classify WEEE into household or non-household
- complete quarterly returns to the relevant agency

**Part C**

**8 Checklist**

**For applications to issue evidence notes for:**

- 400 tonnes or less – enclose a cheque for £500
- over 400 tonnes – enclose a cheque for £2,590

I enclose:

- evidence of company registration *Section 1.4*
- evidence of formal partnership *Section 1.7*
- sampling and inspection plan *Section 7.2*
- description of documentation systems *Section 7.3*
- other attachments
- cheque for the amount shown above

How many copies of Part B are you submitting in total?

How many continuation sheets are you attaching to this form in total?

The application will not be accepted for consideration unless all the required information has been submitted.

**9 Data protection notice**

*The Environment Agency is responsible for regulating environmental protection, flood defence, water resources and fisheries. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.*

*SEPA's main aim is to provide an efficient and integrated environmental protection system for Scotland that will both improve the environment and contribute to the Scottish minister's goal of sustainable development.*

*EHS's aim is to protect and conserve Northern Ireland's natural and built environment, to control and regulate pollution and to promote appreciation of the environment and best practice.*

The information provided will be processed by the Environment Agency, SEPA or EHS (depending on which agency you have applied to to deal with your application) to monitor compliance with the licence/permit/registration conditions, to process renewals, and for maintaining the relevant public registers.

We may also process and/or disclose information in connection with the following:

- offering/providing you with our literature/services relating to environmental matters
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, local authorities, emergency services, Defra on environmental issues)
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law

**9 Data protection notice *continued***

- assessing customer service satisfaction and improving our service
- responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows

We may pass information on to our agents/representatives to do these things on our behalf.

You should ensure that any persons named on this form are informed of the contents of this data protection notice.

**Public register and access to information**

The regulations say we must publish a list of who is approved.

If your application for approval is successful the following information will be added to that list:

- name and address of approved authorised treatment facility (AATF)
- name and address of the operator of the approved authorised treatment facility

If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let us know. You should be aware that, under the provisions of the Freedom of Information Act and the regulations made under it, the Environment Agency may be obliged to disclose information even where the applicant requests that it is kept confidential.

**10 Declaration**

**10.1 I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.**

**10.2 I declare that I have read and understood the conditions of approval as set out in Schedule 8 of the regulations and that I will comply with these conditions.**

*If you deliberately make a statement that is false or misleading in order to obtain approval you may be liable to prosecution.*

Signature

Name

Title	
First name	
Last name	

Position

Date (DD MM YYYY)

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## 11 What happens next

After you fill in the form, please read through it again and make sure you have:

- answered all the questions
- included all the documents you need to send us
- included the correct fee
- signed the declaration

*Your application may be refused if the application is incomplete*

## 12 Where to send your application

### If your site is in England or Wales

Environment Agency  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WG  
Phone 08708 506506

### If your site is in Scotland

Producer Responsibility Unit  
Scottish Environment Protection Agency (SEPA)  
Castle Business Park  
Stirling  
FK9 4TR  
Phone 01786 457700  
Fax 01786 446885

### If your site is in Northern Ireland

Producer Responsibility Unit  
Environment and Heritage Service  
Klondyke Building  
Cromac Avenue  
Gasworks Business Park  
Lower Ormeau Road  
Belfast  
BT7 2JA  
Phone 028 9056 9387  
Fax 028 9056 9376

*Remember to keep copies of all the documents you send us.  
We will not return any documents sent.*