



**Form WMC1
Registration as a carrier and/or
broker of controlled waste**

Waste management

Application form and guidance notes

Why you need to register

Anyone who wants to transport or deal in controlled waste as part of their business or for profit must register with the Environment Agency.

To register, you must fill in form WMC1: *Application to register as a carrier and/or broker of controlled waste* that comes in this folder. It asks for all the information we need to decide if you are suitable to act as a 'carrier' or 'broker' (or both) of controlled waste.

Duty of care – controlled waste transfer notes

All transfers of waste must be covered by a waste transfer note that is signed by the transferor and transferee. You must keep a copy of all the transfer notes you use on your files for two years. (We may ask to inspect them at any time during the two-year period.)

You have to print your own controlled waste transfer notes. We have given you a sample note on the back of the guidance notes in this pack.

You can use it:

- to photocopy
- as a guide to produce your own version.

About this application pack

This pack contains the information you need to:

- apply to register as a carrier and/or a broker of controlled waste
- apply to renew your registration as a carrier and/or a broker of controlled waste
- register a new partner in your partnership
- apply to re-register a lapsed registration.

You can also use this form to change your existing status. For example, if you want to become:

- a broker
- a carrier and a broker combined.

In this pack, you will find:

- form WMC1: *Application to register as a carrier and/or broker of controlled waste*
- guidance notes relevant to section 8 of WMC1 and sample controlled waste transfer note
- a covering letter.

If you need help and advice

We have made the application form as straightforward as possible, but please get in touch with the person named on the covering letter or phone 08708 506506 if:

- any of the items are missing from the pack
- you have any questions about filling in the form or applying for registration.

Making an application

When you make your application, please make sure you:

- read through the form and the guidance notes that come with it before you start filling it in
- answer all the questions that apply to you, and if any do not, please say so on the form
- send the correct fee with your application form.

If you give us all the information we need, we will be able to process your application more quickly.

Continuation sheets

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

- the question number it applies to
- the number of the sheet, *for example, '3 of 5'*
- your name and address
- your signature.

You should also tell us how many continuation sheets you are using when you fill in section 11 'Checklist'.

Where to send your application

Send it back to us at the address shown on the covering letter.

Registration fees

When you send us your application, you have to pay us a fee for processing it. To find out what you have to pay, please read the covering letter. It gives the charges that apply to you.

Please send us the correct payment so we can process your application.

We cannot refund the registration fee if:

- your application is refused
- you no longer need to be registered during the three-year period of registration
- your registration is revoked.

Renewing your registration

If you renew your registration before it has expired, you pay a reduced renewal fee. If you try to renew your registration after it has expired, you will have to make a new application and pay the full registration fee again.

These notes continue on the next page of this folder.

What happens when we receive your application

When we receive your application form we will send you a letter to say so.

We may refuse your registration if you or a 'relevant person':

- have been convicted of a relevant offence or
- leave out information or
- give false information.

There is more information about this in the guidance notes.

If we accept your application, we will send you:

- a Certificate of Registration and
- your registration number.

If you are a broker-only applicant you will receive a confirmation of registration and your number by letter.

All registrations last for three years from the date of issue.

If we need more information we will get in touch with you.

Letting us know about changes

If there are any changes to the information you gave on your application form, you must let us know in writing straight away.

How long does it take to process your application?

If you give us all the information we need, we can process your application more quickly.

We must give you a decision on whether your application is successful within two months of receiving it unless we have agreed a longer period with you in writing.

Appeals

You can appeal to the Secretary of State (in England) or the National Assembly for Wales (in Wales) if:

- we refuse your application for a registration
- we do not process your application on time.

We will tell you how to appeal when we give our decision on your application.

If we do not process your application on time, you may appeal within 28 days of the end of the two-month processing time (unless we have agreed with you that it may take longer).

Disclosing information you give us

The Environment Agency has to make certain environmental information available to the public. For example, we must place a copy of this application on the public register where it will remain for at least six years.

Definitions

A **broker** is an establishment or undertaking that arranges on behalf of others the transport, disposal or recovery of controlled waste, but does not hold or handle it themselves.

For example, they may arrange for it to be recovered, destroyed or disposed of by some other organisation.

A **carrier** is any person who transports controlled waste to or from any place in Great Britain in the course of any business, or otherwise with a view to profit.

Controlled waste is any kind of household, commercial or industrial waste, such as:

- any waste from a house, a shop, an office, a factory, or any other trade or business premises
- unwanted surplus substances

- building or demolition waste
- anything which is disposed of because it is broken, worn out, contaminated or spoiled in some other way.

It can be liquid or solid, and can be classed as ‘controlled waste’ even if it is not hazardous or toxic.

A **relevant person** may be anyone connected to the person applying for registration using this application form.

There is a full list of the people whom this applies to in the guidance notes that come in this pack.

A **relevant offence** is an offence under the rules and regulations that apply to management of controlled waste.

There is a full list of the regulations that apply in the guidance notes that come in this pack.

Would you like to find out more about us, or about your environment?

**Then call us on
08708 506 506 (Mon–Fri 8–6)**

**email
enquiries@environment-agency.gov.uk**

**or visit our website
www.environment-agency.gov.uk**

**incident hotline 0800 80 70 60 (24hrs)
floodline 0845 988 1188**



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