

Application for Payment of Recycling Credits

Environmental Protection Act 1990

Waste Recycling Payments Regulations

Return to:	Recycling Credits Community & Environmental Services. Norfolk County Council County Hall Martineau Lane NORWICH NR1 2SG
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Recycling Credits Claim Form - General Guidance Notes

Please read this document before completing the Claim Form.

It is recommended that you retain a copy for future reference.

1. Claim forms must be accompanied by proof of weight. This should be the original proof of weight for each collection (these should not be photocopies) unless you have agreed, in writing, an alternative recording mechanism with Norfolk County Council.
2. Claim forms incorrectly completed may be returned unprocessed.
3. Norfolk County Council reserves the right to ask for further information at any time. Failure to provide this, or incorrect information supplied, may lead to your claim not being approved and your registration being cancelled.
4. Please total the tonnage to be claimed per material and enter as one line. Please do not group materials together. For example, Textiles and Shoes should be reported separately.
5. Any changes to your organisation or contact details should be provided by email, letter, and telephone or high-lighted on your claim, so that records can be kept up to date.
6. While there is no minimum weight a scheme has to achieve before submitting a claim, it is suggested that if a scheme collects less than two tonnes per year they submit a claim every six months. If a scheme collects more than this, the organisation may wish to consider submitting monthly or quarterly claims. Please note that Norfolk County Council will only approve claims up to 12 months in arrears from the date of the claim received (for example a claim received in February 2016 could include recycling tonnages back dated to January 2015).
7. Please note that any information supplied may be recorded electronically under terms of the General Data Protection Regulations (2018), the Data Protection Act 2018 and any subsequent legislation. It will only be used for the purpose of Recycling Credits and will not be passed to any Third Party unless required to do so by law.



Norfolk County Council

1. Materials and weights to be claimed
(Please note: Claim forms must be accompanied by proof of weight).

Material	District Area	Tonnes
TOTAL		

2. Organisation:
(Please note: This section must be completed in full).

Name _____

Address to which remittance advice should be sent

Post Code _____

Contact Name _____

Telephone No _____

Email _____

3. Period covered by this claim:

From Date: _____ To Date: _____

4. Declaration



I have read the General Guidance Notes included with this form.

I declare that this claim consists solely of materials classified as household waste (i.e. the materials have not knowingly been collected either directly or indirectly from any office, shop, factory or other commercial/industrial establishment) which has been collected in Norfolk and will be reprocessed by a registered Merchant Recycler in accordance with my approved Recycling Scheme.

Signed:

Name (Capitals):

Date:

 <p>IN  TRAN communication for all</p>	<p>If you need this form in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 (text phone 0344 800 8011) and we will do our best to help.</p>
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