

Registration for an Approved Recycling Scheme

**Environmental Protection Act 1990
Waste Recycling Payments Regulations**

<p>Return to: Recycling Credits Community & Environmental Services Norfolk County Council County Hall Martineau Lane NORWICH NR1 2SG</p>

Recycling Credits Scheme – General Guidance Notes

**Please read this document before completing the Registration Form.
It is recommended that you retain a copy for future reference.**

Recycling Credits will only be paid for Controlled Waste (as defined in Section 75 of the Environmental Protection Act 1990) that has been diverted from the household waste stream in Norfolk and not knowingly been collected either directly or indirectly from any office, shop, factory or other commercial/industrial establishment.

It must be proven that the diverted waste will not re-enter the waste stream and has been re-processed to produce a marketable product. Recycling does not include the sale of second hand books and/or clothes or the use of returnable/refillable bottles/containers.

1. Recycling Credits are payable to District Councils, Parish Councils, Voluntary Organisations and Charities. Please note that payments cannot be made to commercial organisations or individuals.
2. A scheme may not be registered if it is found to conflict with a Waste Collection Authority's Recycling Plan or any other registered recycling scheme.
3. This form is to be used to register one material. For additional materials, please use separate forms.
4. All schemes will be required to have a proven reprocessing route for the material via a Merchant Recycler or Collector who is registered with Norfolk County Council.
5. You will be notified of the result of your application once the appropriate checks have been made to ensure that the material is being reprocessed to produce a marketable product and that a genuine scheme is being operated.
6. Once a scheme has received confirmation from Norfolk County Council that their registration has been approved, Recycling Credits can be claimed on the registered material(s) from that date forward.

7. Payments of Recycling Credits to registered schemes will be made by BACS and the remittance, if possible, will be sent via email.
8. 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).
9. Norfolk County Council reserves the right to ask for further information at any time to enable the application form to be processed.
10. Incorrect information supplied to Norfolk County Council may result in the application not being approved or the registration being withdrawn.
11. 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.
12. 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.
13. Charities and other Voluntary Organisations collecting and transporting household recyclable materials themselves need to register for an exemption with the Environment Agency as a Professional Collector and Dealer.

Please contact the Environment Agency on 03708 506 506 or see their website www.gov.uk/waste-carrier-or-broker-registration for further details.

1. Collected material to be registered

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Paper | <input type="checkbox"/> Shoes |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Books |
| <input type="checkbox"/> Textiles | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Metals | <input type="checkbox"/> Green Waste |
| <input type="checkbox"/> Plastics | <input type="checkbox"/> Bicycles |
| <input type="checkbox"/> Other (please specify): | |

2. Organisation

Name _____

Address _____

Post Code _____

Telephone No _____

Email _____

Contact Name _____

Charity Registration No (if applicable): _____

3. Recycling Credit payment details

BACS payment to be made payable to:

Name _____

Account No. _____

Sort Code _____

Bank Name _____

4. Contact details (if different from those listed in Section 2)

Address _____

Post Code _____

Telephone No _____

Email _____

Contact Name _____

5. Collection Arrangements and Agreements

a. How is the material listed in Section 1 collected?

- Door to Door (see point 13 on the General Guidance Notes)
- Bank (e.g bank or other receptacle in a village hall car park)
- Approved Setting (e.g. donations made to a Charity Shop or a premise of a Voluntary Organisation).

b. Please provide details on the origin of the collected material. Please ensure you include information on the following:

- Where does the material come from (e.g. householders)
- Who collects, donates or places the material in the bank (e.g. householders collect paper at their place of residence and places it in the bank provided on the village hall car park).

c. If applicable, please provide the postcode and/or the grid reference for where the Bank or the Approved Setting is to be located.

If this is not possible, please give as much detail about the location as you can.

d. If applicable, please confirm that the Bank is sited on land for which you (the organisation named in Section 2) own or alternatively, provide a copy of the agreement with the Landowner (if the land used for the siting of the recycling facilities is not owned by the scheme).

6. Registered Merchant Recycler to whom the material is passed/sold onto for reprocessing.

a. Organisation

Name

Address

Post Code

Telephone No

Email

Contact Name

Note: If more than one Merchant Recycler reprocesses the collected material, please attach a supplementary sheet giving full details.

b. Please provide a copy of the agreement with the Merchant Recycler collecting the material listed in Section 1 for reprocessing.

7. Declaration

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

I declare that the details of the Recycling Scheme given are correct and that the materials to be collected for reprocessing are classified as household waste (i.e will not knowingly include collections, directly or indirectly, from any office, shop, factory or other commercial/industrial establishment).

I declare that the materials will be collected from Norfolk and will be reprocessed by a registered Merchant Recycler.

Signed:

Name (Capitals):

Date:



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.