

Existing customer  Account number (if known) 

Name of company: \_\_\_\_\_

Collection address (Transfer location): \_\_\_\_\_ Post code: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: (For invoices) \_\_\_\_\_

Invoice address: (If different from above) \_\_\_\_\_

Charity number: \_\_\_\_\_ SIC code (2007): \_\_\_\_\_

If a limited company: Full registered company name and registered office address \_\_\_\_\_

\_\_\_\_\_ The registration number: \_\_\_\_\_

Company Secretary and/or Managing Director (Print in CAPITALS) \_\_\_\_\_ Signature: \_\_\_\_\_

If a partnership or sole trader: Names and addresses of sole trader / all partners

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Please tick the appropriate box for wastes to be collected and describe each waste.

	EWC Code	EWC information	Briefly describe the waste	Container and collection details									
				240 Ltr	Freq. Per week	360 Ltr	Freq. Per week	660 Ltr	Freq. Per week	1100 Ltr	Freq. Per week	Number of sacks	Freq. Per week
<input type="checkbox"/>	200301	<b>Mixed municipal waste</b>											
Please enter number of bins or sacks supplied and number of collections per week for this waste													
<input type="checkbox"/>	200301	<b>Dry mixed recycling</b>											
Please enter number of bins or sacks supplied and number of collections per week for this waste													

What date would you like your service to start? ...../...../..... Do you require: Continuous service  Seasonal  Term time only 

If seasonal please indicate start ...../...../..... and finish dates ...../...../.....

By signing below I have fulfilled my duty to apply the waste hierarchy as required by regulation 12 of the waste (England and Wales) Regulations 2011. Please see rear of this form for details.

Transferor (customer): \_\_\_\_\_

Signed on behalf of the business: \_\_\_\_\_

Print name in capitals: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Transferee:****The registered waste carrier collecting the waste****FCC Environment Services UK Ltd**, Wychavon Depot, Unit 1, Dawes Way, Pinvin, WR10 2FD

The above is a Registered Waste Carrier - Reg No: CBDU82236 issued by the Environment Agency

Signed:  Paul Farmer, Contract Manager

The broker who arranged the transfer. Date of transfer will be for the period of one year from \_\_\_\_\_ to 31/03/21

Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT

Signed:  Phil Merrick, Director of Economy and Environment

# The council and the occupier agree as follows:

## Terms

1. The council will so far as is reasonably practicable empty and / or dispose of the containers detailed overleaf at least once in every week (unless otherwise agreed in writing).
2. The customer will pay quarterly in advance for the service mentioned in clause 1 above. No service will start / or continue unless payment is received in advance and the required agreements and transfer notes if applicable have been completed and returned.
3. Under Environmental Protection Act 1990, section 34, there is a duty on the producer of the waste to complete a transfer note on commencement of the service and on any change in the service.
4. Sums due under this agreement shall be paid (whether demanded or not) to the Director of Economy and Environment, Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, Worcs. WR10 1PT.
5. If any sum due is not paid when demanded, the council will withdraw at any time the service provided in clause 1.
6. If collections have been suspended due to non payment of an invoice, the service will recommence no sooner than 4 working days after full payment has been received. The council reserves the right to levy a reasonable administration charge upon receipt of a request from the customer to resume the service where it has been suspended for non-payment of charges.
7. The occupier shall be responsible for all reasonable costs incurred by the council, for the replacement of the bin(s) supplied by the council, which has/have been damaged regardless of how such damage has occurred and including the replacement of bins stolen from the occupiers premises.
8. The council undertakes to inform all customers of any changes to the current price list by giving at least 4 weeks written notice.
9. The council may at any time initiate county court proceedings to recover any accounts. The occupier will be responsible for all costs and fees thereby incurred by the council.
10. This agreement continues to be in force until terminated by 3 months written notice by either party.
11. Your data will be held, processed and shared where necessary in order for us to deliver the contracted services in accordance with the relevant legislation. For more information refer to the Privacy Notice on our website by visiting [www.wychavon.gov.uk/privacy-policy](http://www.wychavon.gov.uk/privacy-policy) and selecting Waste, Recycling and Street Cleaning Privacy Policy from the menu.

## Conditions

1. Either party can terminate the agreement immediately if either party is in breach of it.
2. All refuse must be made available including access for the collection vehicle between 06:00 and 18:00 on the day of collection.
3. Where collections are missed this should be reported on each occasion to us on **01386 565018** or email **[wychavoncommercial@fccenvironment.co.uk](mailto:wychavoncommercial@fccenvironment.co.uk)**.
4. Container to be sited on level, firm surface and accessible for collecting.
5. Other than when the container is being filled, the lid should always be kept firmly shut. The lid should be in the closed position before emptying.
6. Excess waste is chargeable and will not be taken unless by prior agreement.
7. Only approved commercial waste as described in the Duty of Care Waste Transfer note is to be placed in each container.
8. The occupier must not place dangerous, sharp or noxious objects or substances into any container.
9. Acids, corrosive substances, oil wastes, liquid waste, clinical waste, uncooked meat, offal and other hazardous waste should not be disposed of in the container.
10. No fires are to be lit in the container.
11. The customer should (steam) clean the container on a regular basis.

## Guidelines for completion

### Description of the waste

You must provide a written description of the waste. This must include the European Waste Classification (EWC) 6 digit code. Most waste will fall within the codes listed overleaf. If you are unable to identify your waste type please contact us for advice.

### Please note we are unable to take the following:

- Sharps
- Corrosive substances
- Clinical waste
- Solvents
- Oil waste
- Builders rubble
- Acids
- Liquid waste
- Uncooked meat/offal

Alternative arrangements will need to be made for the removal of any of the above items or substances by calling the Environment Agency on 03708 506506. Tick the relevant box to show how your waste is contained.

### Type of bins/sacks

Enter the number of each size container emptied each week. If you are unsure of the size of the bin refer to your last invoice or contact us on the number below.

Enter the frequency in which your commercial collection is made (eg. weekly, twice weekly, seasonally – if seasonally please state from and to dates).

### Current holder of the waste/waste producer

Full name: The name of the person completing the form on behalf of your organisation.

Company name and address, full name of company and full address from where refuse is collected.

The person completing the form should sign in this section.

### Waste hierarchy, regulation 12 information

By signing this form customers are confirming that they have considered their duty under the Waste (England and Wales) Regulations 2011/988 to take all such measures reasonable in the circumstances to apply the waste hierarchy. This means that you have taken measures to prevent, prepare for reuse and recycle waste where it is technically feasible and economically viable to do so.

### SIC code

Your standard Industrial Classification (SIC) code (2007) describes the main activity of your business. This helps us to determine the type of waste you produce. If you do not know your code a list can be found on the commercial waste pages of our website.

### Transfer

For a property having a regular collection of the same type of waste, this transfer note will cover collections for one year from 1 April 2020 to 31 March 2021. **If the type of waste alters in any way a new transfer note must be completed.**

### Further information

**Wychavon District Council, Civic Centre,  
Queen Elizabeth Drive, Pershore, Worcs, WR10 1PT  
Tel 01386 565018 [www.wychavon.gov.uk](http://www.wychavon.gov.uk)**

### Publications

Waste Management – The Duty of Care, A Code of Practice  
ISBN 011 75 25 57X published by HMSO

**A copy of the Transfer Note must be retained by the customer for two years i.e. until 31 March 2023.**