

what you need to know

# trade

## WASTE

- Your business is **legally responsible** for its waste, from when it is produced to when it is stored, handled, recycled, or disposed of.
- This responsibility, or Duty of Care, affects **all** businesses.
- If your waste is stored, handled, recycled or disposed of by another business, ensure they hold the correct, current permit or licence to do the work.



# getting the paperwork right

- Record all transfers of waste between your business and another business, using a Waste Transfer Note (WTN).
- The WTN must contain a detailed description of what the waste is, name and address of both businesses, and the registration number of the waste carrier.
- Keep all WTNs signed by both businesses for at least two years.
- If you work as a sub-contractor and the main contractor arranges for the recovery or disposal of waste that you produce, you are still responsible for the waste under the Duty of Care legislation.

## what we accept at our Waste Recycling Centres

- In Oxfordshire, the only recycling centre that recycles trade waste is Redbridge. Alkerton, Ardley and Dix Pit landfill sites accept trade waste for landfill disposal.
- There are charges for the disposal of trade waste at the Waste Recycling Centres, and these depend on the type and quantity of waste.

# waste carriers

- Businesses need to register with the Environment Agency if they:
  - Transport any waste belonging to other people.
  - Transport any waste that has been produced from building work undertaken by a business, including kitchen and plumbing waste, fencing, soil and rubble.
- A single registration with the Environment Agency will cover carriage of waste all over Britain.
- Application forms for registration as a carrier or broker are available from the Environment Agency.
- As a waste carrier, you must ensure that waste in your control is adequately contained.
- Do not allow waste to escape from containers. Repack waste and write a new waste description when necessary.
- Always inspect waste when accepting, to check the accuracy of the waste description on the transfer note.
- Make sure waste is taken to a site with a valid Pollution Prevention Control (PPC) permit or waste management licence.

## ...waste carriers

- Ask the site manager to show you the appropriate documents.
- If you suspect your waste is handled illegally at any stage, report it to the Environment Agency.
- Waste carriers/businesses who dispose of waste at Waste Recycling Centres as household waste, or who put out their waste to be collected as household waste have failed in their Duty of Care and can expect to be prosecuted by Oxfordshire County Council.

**Alternative formats of this document can be made available on request. These include other languages, large print, Braille, Easy Read, audio cassette, computer disc or email. Please telephone 01865 816043.**

## for more information contact

- Oxfordshire County Council  
08450 50 45 50  
[www.oxfordshire.gov.uk/wasteandrecycling](http://www.oxfordshire.gov.uk/wasteandrecycling)
- Environment Agency  
0870 850 6506  
[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
- Environmental Information exchange (EIE)  
01865 483299  
[www.brookes.ac.uk/eie](http://www.brookes.ac.uk/eie)

