

# **The North London Waste Authority Third Party Reuse and Recycling Credit Scheme**

## **Application for payment of reuse and recycling credits - third parties**

### **Guidelines for completing the application form**

#### **1 – Collector**

Please enter your organisation's details.

#### **2 - Period of collection**

Claims can only be made in arrears by registered organisations for materials that have already been passed on to an approved recycler. Claims are to be made on a quarterly basis:

April – June    July – September    October – December    January – March

You will be notified of latest submission dates separately.

#### **3 - Material type(s)**

Only household waste may be claimed for, not commercial, industrial or any other classification of waste.

#### **4 - Record of deliveries to Recycling/Reuse facility or organisation**

Each recycling credit claim form must be accompanied by copies of the collection contractors tickets and written confirmation from the recycler of the percentage recycled, reused and disposed as waste. The following information should be shown

- Collection address (shop or branch)
- Date of collection
- Name and address of the registered collector
- The quantity of material (in tonnes or by number and type of whole items if not weighed)
- Name and address of the approved recycler (if different from collector)

#### **5 - Contractors used to undertake collections**

Was this collection undertaken by a contracted collection or recycling scheme(s)? If so please give details, which include names, addresses and carriers registration details, where applicable.

#### **6 - Collector's Declaration**

Please note that payment will only be made:

- To groups registered with the scheme
- Using registered recyclers
- Providing all the necessary backing documentation as detailed in the guidelines

Payment will be by means of a cheque made payable to the registered organisation

# **The North London Waste Authority Third Party Reuse and Recycling Credit Scheme**

## **Application for payment of recycling credits - third parties**

Please refer to accompanying guidelines for assistance in completing form.

### **1. Organisation**

Name

Address

Telephone

Waste Carriers Registration number (if applicable)

Licence expiry date:

### **2. Period of Collection**

From.

To.

### **3. Types of material(s) collected**

Description of material(s) collected (e.g. Paper, Glass etc)

#### 4. Record of tonnage delivered to the recycler

Please see point 4 of guidelines and attach spreadsheet detailing information required.

#### 5. Contractors used to undertake collection(s) (if applicable)

Please attach details (see point 5 of guidelines) of any contractors/schemes used, together with the written confirmation of the percentage recycled, reused and disposed as waste.

#### 6. Collectors Declaration

I hereby declare that this claim is for household materials which were collected within the constituent boroughs comprising the North London Waste Authority.

It does not include any materials for which any recycling credit has already been paid, by this or any other waste disposal authority.

It has not knowingly been collected either directly or indirectly from any business or trade premises.

Print name .....

Sign .....

Position in Company .....

Date .....

Completed claim forms and all accompanying tonnage data must be sent in hard copy format to:- **North London Waste Authority, Unit 1B, Berol House, 25 Ashley Road, Tottenham Hale, London, N17 9LJ**

**If you have any queries please telephone 020 8489 5730**