

The North London Waste Authority Third Party Reuse and Recycling Credit Scheme Application for Registration

Conditions of registration and registration process.

Important Notice

The Authority reserves the right to make reasonable changes to any condition of registration, payment calculation and management of the recycling credit scheme as required or necessary.

The Authority shall notify you in writing of such change(s)

For reuse collection schemes and applicants, the Authority reserves the right to confer payments on a 'deferred disposal' basis rather than by 'avoided disposal' payment mechanisms.

Registration does not serve to remove, reduce, defer or in any way offset, any organisation's 'Producer Responsibility' obligations in terms of its own waste or wastes under its control.

- 1.** A NLWA authorised scheme:-
 - Must be operated by a collector or carrier of waste (or exempted organisation) that has no convictions for fraud in the handling or transportation of recyclable or waste materials and must comply with Section 34 of The Environment Protection Act 1990 - "The Duty of Care – A code of practice".
 - Must comply with all relevant law (e.g. Collectors and hauliers should be registered carriers of waste and must themselves comply with the law regarding duty of care, or state why they are exempt). If in doubt, please take legal advice.
 - Must only collect recyclable and reusable household derived waste from the North London Waste Authority area.
 - Must maintain and be prepared to submit audited accounts
 - Must maintain a record of transactions from the date of registration, available for inspection by the Authority at all reasonable times
 - Must have had no fraudulent dealings with any Local Authority.
- 2.** If your organisation is receiving recycling credits payments from another Waste Disposal Authority, you must register with each Authority separately and maintain separately auditable records.

3. All applicants must give details of collection addresses within the Authority's area when registering.
4. Schemes reusing or recycling the following **Household** derived materials will be eligible for credits:
 - Glass
 - Cardboard
 - Organic wastes for composting
 - Cans, Aluminium and steel
 - Newspapers books and magazines
 - Textiles and shoes
 - Plastics – (bottles, packaging and containers)
 - Wood
 - Furniture & whole items

Organisations recycling other household derived materials may also qualify if they meet the above criteria. Please contact us for further information.

5. All collectors must identify and state all individual materials separately within the registration process
6. All collectors must have a proven route to a recycler or processor for the reclaimed raw material. Details of all organisations must accompany all applications for registration
7. All collectors must use approved and appropriate weighing machines (when available).
8. All collectors must issue proof of weight collected (for all materials) in compliance with the Weights and Measures Act. Or number of items collected.
9. Existing North London Waste Authority mechanisms and additional published guidelines for the measurement of wastes collected will be employed to determine all wastes that by design or collection method, can not be individually weighed (bagged wastes, single furniture items)
10. Incorrect information supplied to the NLWA may result in the application being refused or the registration cancelled.
11. All applications and subsequent claims for payment will be subject to inspection and monitoring.

- 12.** All conditions of registration must be complied with. Failure to do so may result in approval being withdrawn.
- 13.** The Authority reserves the right to ask for further information at any time. Failure to provide this may lead to your registration being cancelled.
- 14.** The Authority will treat the information provided on this form as confidential. It will not be disclosed to any third party, except Authority auditors, without the collector's/recycler's written permission.
- 15.** 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 collection scheme is being operated.
- 16.** Please note that any information supplied may be recorded electronically under terms of the Data Protection Act 1984 and any subsequent legislation.

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)

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

Guidelines for all organisations completing the registration application

Part 1

Enter all details of the organisation applying to register

Part 2

Provide remittance details for the payment of credits

Part 3

List all materials to be collected

Method by which the material is collected (loose, bagged, skip etc)

Collection address.

Borough (e.g Barnet, Camden, Enfield, Hackney, Haringey, Islington,
Waltham Forest)

Give a best possible estimate of tonnage(s) to be collected

Part 4

Full details are required of the company and/or organisation receiving
the products for which you are claiming payments

Part 5

Declaration

The North London Waste Authority Third Party Reuse and Recycling Credit Scheme Application to Register

Part 1 - Organisation

Name of Organisation:

Charity Number: (if applicable)

Is the organisation operated on a
'not-for-profit' basis?

Yes/No

Address:

Telephone No.

Fax No.

Contact:

Contact e-mail:

Position Held:

Part 2 - Payment Details

The authorities preferred method for the payment of Reuse and Recycling Credits is via BACs transfer directly into a nominated bank account. Please provide the necessary account details below.

Account Name:

Bank Name:

Bank Address:

Account Number:

Sort Code:

Contact (for remittance advice):

Position Held:

Telephone No:

Contact e-mail:

N.B. *If your organisation does not wish to be paid by BACs, payments can be made by cheque. To receive remittance by cheque please enclose a signed letter on headed paper together with this form giving details of the payee and address to which the cheque should be sent.*

Part 3 - Recyclable Material(s) to Be Collected

Material Type(s):

Method of Collection:

Collection Location(s) (including postcode):
(Please list on separate sheet if necessary)

Borough(s):

Estimated Annual Tonnage:

Please indicate what percentage of materials collected are,
Reused: Recycled: Waste:

Together with this form please also enclose a signed letter from your
recycler(s) confirming the rates given above.

Part 4 - Recycler/Reprocessor To Whom Material Is To Be Delivered
(Please list on separate sheet if necessary)

Material Type(s):

Name:

Address:

Telephone No:

Fax No:

Website:

Waste Management Licence/Exemption Number:

Part 5 - Declaration

I declare that,

The material(s) will, to the best of my knowledge and belief, be subsequently
reprocessed to become a raw material or marketable product,

I have read the 'Registration for Collector NLWA Terms and Conditions and
Guidance' and agree to abide by them.

Name (Please Print):

Signature:

Position within company:

Date:

Completed forms should be sent in hard copy format to:
**North London Waste Authority, Unit 1B, Berol House, 25 Ashley Road,
Tottenham Hale, London. N17 9LJ**

Please ensure that you complete all sections of the registration form and that you supply evidence of:-

- Waste Carriers Registration (if applicable)
- Waste Management Licence or Exemption (if applicable)
- Location and licence details of all recycling and reuse organisations to whom you deliver your collected wastes.
- Confirmation and evidence that your organisation operates on a not for profit/charitable basis
- Confirmation from collectors and/or reprocessors of the percentages of material collected which were reused, recycled, or disposed of as waste.