

Example of a Waste Transfer Note

Description of the waste						
Description of the waste being transferred		Mixed waste <This must align with the EWC code >				
European Waste Catalogue Code (EWC) <Must be included>		17	09	04		
How is the waste contained		Loose	Sacks	Skip	Drum	Other please describe:
How much waste (e.g. number of sacks, drums weight)					8 yard skip	
<Identify the correct container size with adequate description>						
Transferor – current holder of the waste						
Name		Mr. Builder				
Address		123 Building Street				
Postcode		OO12 34TT		Telephone		01000 000 000
Email		builder@builder.com				
Signature		<To be signed upon collection>				
Transferee – person collecting the waste						
Name		Mr. Waste Skip				
Address		123 Waste Road				
Postcode		AA12 34BB		Telephone		01000 000 000
Email		waste@waste.com				
Signature		<To be signed upon collection>				
Which of the following is the transferee – (please tick appropriate box)						
Local Authority		<To be added>				
Holder of a waste management licence or permit		Licence or permit number		EA WML 803123		
		Issued by		Environment Agency		
Exempt from waste management licence or permit		Reason: (exemption number)				
Registered waste carrier		Registration number		ACE/103593		
Exempt from requirement to register		Reason: <Waste contractor should hold this information>				
<All licence details can be checked via Environment Agency website and by asking the waste contractor, but both the carrier licence and waste management licence must be included in the WTN>						
Address of place of transfer / collection point						
Date of transfer		<insert correct date>		Time of transfer		<insert correct time>
Name and address of broker who arranged the transfer (if applicable)						
<Broker details if using one>						