

WASTE TRANSFER NOTE

Duty of Care — Section 34, Environmental Protection Act 1990 | Waste (England and Wales) Regulations 2011, Regulation 35

WTN Reference No. e.g. WTN-2026-0001	Date Issued (DD/MM/YYYY)	Note Type <input type="checkbox"/> Single transfer <input type="checkbox"/> Season ticket (≤12 mo.)
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SECTION A DESCRIPTION OF THE WASTE

A1 Description of the waste being transferred

Be specific. Do NOT use generic terms such as 'general waste' or 'rubbish'. Include physical state, composition and any contaminants.

A2 List of Wastes (LoW) / EWC Code(s)

Six-digit code per Commission Decision 2000/532/EC (as retained in UK law).

A3 Is this waste hazardous?

- No — non-hazardous (continue with this WTN)
 Yes — STOP. A Hazardous Waste Consignment Note is required instead.

A4 How is the waste contained?

- Loose Sacks Skip Drum/Barrel Wheeled bin RoRo / FEL Other:

A5 Quantity

Number of sacks/drums, m³ or tonnes.

A6 Unit of measurement

- kg tonnes m³ litres count

SECTION B CURRENT HOLDER OF THE WASTE — TRANSFEROR (THE PERSON HANDING IT OVER)

B1 Full name of person completing this note		B2 Position / job title	
B3 Company name		B4 Trading name (if different)	
B5 Registered business address			B6 Postcode
B7 Telephone			B8 Email
B9 SIC (2007) Code <small>5-digit code from Companies House. Sole traders: enter closest match or 'sole trader'.</small>	B10 Unitary authority / council		B11 Company registration no. (if applicable)
B12 In what capacity are you transferring this waste? (tick all that apply) <input type="checkbox"/> Producer of the waste <input type="checkbox"/> Importer of the waste <input type="checkbox"/> Local authority <input type="checkbox"/> Holder of an environmental permit <input type="checkbox"/> Registered waste exemption holder <input type="checkbox"/> Registered waste carrier <input type="checkbox"/> Registered waste broker <input type="checkbox"/> Registered waste dealer			
B13 Environmental permit number (if applicable)		B14 Issued by (regulator)	
B15 Waste exemption registration no. (if applicable)		B16 Carrier / Broker / Dealer Reg. No. (CBDU...)	

SECTION C PERSON COLLECTING THE WASTE — TRANSFEREE (THE PERSON RECEIVING IT)

C1 Full name of person collecting	C2 Position / job title	
C3 Company name	C4 Trading name (if different)	
C5 Registered business address	C6 Postcode	
C7 Telephone	C8 Email	
C9 In what capacity are you receiving this waste? (tick all that apply) <input type="checkbox"/> Local authority <input type="checkbox"/> Holder of an environmental permit <input type="checkbox"/> Registered waste exemption holder <input type="checkbox"/> Registered waste carrier <input type="checkbox"/> Registered waste broker <input type="checkbox"/> Registered waste dealer		
C10 Environmental permit number (if applicable)	C11 Issued by (regulator)	
C12 Waste exemption registration no. (if applicable)	C13 Carrier / Broker / Dealer Reg. No. (CBDU...) <small>Verify on the EA (England) or NRW (Wales) public register.</small>	
C14 Vehicle registration	C15 Destination facility (where the waste will be taken)	

SECTION D THE TRANSFER

D1 Address of transfer / collection point	Postcode
D2 Date of transfer (DD/MM/YYYY)	Time of transfer
D3 Broker or dealer who arranged this transfer (if applicable)	Registration number
D4 Season ticket (annual / repeat transfers) — complete only if ticked at top of form <i>A season ticket covers multiple transfers of the same waste, by the same carrier, from the same site, for up to 12 months. The parties, waste description, EWC code and collection address must all remain unchanged. A separate schedule of each individual collection (date, time, quantity) must be kept with this note.</i> Start date: _____ End date: _____ (max 12 months) Expected collection frequency: _____	

SECTION E DECLARATIONS & SIGNATURES

Each party must keep a copy of this signed note for a minimum of 2 years (3 years if hazardous waste).

TRANSFEROR DECLARATION			
I confirm that the waste described above has been accurately classified and described, that the information on this note is true to the best of my knowledge, and that I have applied the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.			
TRANSFEEE DECLARATION			
I confirm that I am authorised to accept this waste, that I will handle, transport, or treat it in accordance with my permit, exemption, or carrier registration, and that the information on this note is true to the best of my knowledge.			
TRANSFEROR (handing over)		TRANSFEEE (receiving)	
Signature	Date:	Signature	Date:
Name (block capitals)		Name (block capitals)	
Representing (company / role)		Representing (company / role)	

Data protection: by signing, both parties acknowledge that personal data on this note is processed under UK GDPR Article 6(1)(c) (legal obligation) and retained for the statutory period (2 years; 3 years for hazardous waste). See Section G for details.

SECTION F QUICK-REFERENCE: COMMON LIST OF WASTES (EWC) CODES

EWC / LoW Code	Description
20 03 01	Mixed municipal / general business waste
20 01 01	Paper and cardboard
20 01 02	Glass
20 01 08	Biodegradable kitchen and canteen waste (food waste)
20 01 38	Wood (non-hazardous)
20 01 39	Plastics
20 01 40	Metals
20 02 01	Biodegradable garden waste
17 01 07	Mixed concrete, bricks, tiles and ceramics (non-hazardous)
17 02 01	Wood (construction & demolition, non-hazardous)
17 02 02	Glass (construction & demolition)
17 02 03	Plastic (construction & demolition)
17 04 07	Mixed metals (non-hazardous)
17 05 04	Soil and stones (non-hazardous)
17 09 04	Mixed construction and demolition waste (non-hazardous)
15 01 01	Paper and cardboard packaging
15 01 02	Plastic packaging
15 01 06	Mixed packaging
15 01 07	Glass packaging
19 12 12	Other wastes from mechanical treatment of waste (non-hazardous)

This list shows common codes only. The full List of Wastes is set out in Commission Decision 2000/532/EC, retained in UK law. Codes ending in an asterisk () denote absolute hazardous waste — these CANNOT be transferred on this note; use a Hazardous Waste Consignment Note instead.*

SECTION G COMPLIANCE NOTES & HOW TO COMPLETE THIS FORM

Who must complete a WTN?	Every transfer of non-hazardous controlled waste between a transferor and transferee in England and Wales must be documented. The duty applies equally to the producer, carrier and receiver.
Householders — note	Householders do not need a WTN for waste they take to a council recycling centre themselves. However, under household duty-of-care rules (Section 34(2A) EPA 1990), householders must ensure any third party removing household waste from their property is an authorised carrier — for example, a registered waste carrier or the local authority. Failure to do so can result in a £600 fixed penalty if the waste is later fly-tipped.
Describing the waste	Be specific. Terms such as 'general waste', 'rubbish' or 'mixed' on their own are not acceptable. State what the waste is, its physical state, composition, and any known contaminants. The receiving facility must be able to handle it safely from your description.
EWC / List of Wastes codes	Although the carrier may suggest a code, legal responsibility for accuracy rests with the waste producer (transferor). Use the full six-digit code in the format 'XX XX XX'. Codes marked with an asterisk indicate hazardous waste and require a Consignment Note.
SIC Code (2007)	The five-digit Standard Industrial Classification code for the producer's main business activity. Find yours on your Companies House record or via the ONS SIC code lookup. Sole traders and unregistered micro-businesses may use the closest matching code or note 'sole trader' if not applicable.

Carrier registration	Before handing over waste, verify the carrier's registration: in England, on the Environment Agency Public Register; in Wales, on the Natural Resources Wales (NRW) public register. Using an unregistered carrier is a breach of duty of care — even if you did not know they were unregistered — and you may be held liable if the waste is fly-tipped.
Regulators	England: Environment Agency. Wales: Natural Resources Wales (Cyfoeth Naturiol Cymru). Scotland: SEPA (separate rules apply). Northern Ireland: NIEA (separate rules apply). This template is designed for England and Wales.
Record retention	Both parties must keep a signed copy for at least 2 years from the date of transfer. Hazardous Waste Consignment Notes must be kept for at least 3 years. Records may be paper or electronic and must be produced within 7 days of a request by the EA, NRW or local authority.
Season tickets	A single WTN may cover multiple transfers of the same waste, by the same carrier, from the same address, for up to 12 months — provided every other detail stays the same. A schedule of individual collections (date, time, quantity) must be kept alongside the note. If any condition changes, a new note is required.
Penalties for non-compliance	Failure to produce a valid WTN can result in a £300 fixed penalty notice from the local authority, or an unlimited fine on prosecution in court. Refusal to produce a WTN when lawfully requested is itself a criminal offence.
Digital Waste Tracking (from 2026)	DEFRA's mandatory Digital Waste Tracking service is being introduced in phases. Receiving facilities (treatment sites, transfer stations) must use the digital system from October 2026; carriers, brokers and dealers from April 2027. Producers may opt in voluntarily before this. Electronic signatures are legally valid under the Electronic Communications Act 2000.
Hazardous waste	If the waste includes batteries, fluorescent tubes, WEEE, solvents, oils, asbestos, clinical waste or anything classified as hazardous, do NOT use this form. A Hazardous Waste Consignment Note is required, including pre-notification where applicable.
Data protection (UK GDPR)	This note collects personal data (names, signatures, contact details, vehicle registrations). Under UK GDPR and the Data Protection Act 2018, both parties act as data controllers for the personal data they record. The lawful basis is legal obligation (Article 6(1)(c) UK GDPR) — completion and retention is required by waste duty-of-care law. Both parties must store the note securely, restrict access to those with a legitimate need, and dispose of it securely once the statutory retention period (2 years; 3 years for hazardous) has expired.

This template is provided for general guidance and reflects the requirements of the Waste (England and Wales) Regulations 2011 and the Waste Duty of Care Code of Practice. It is not a substitute for legal advice. Verify current requirements with the Environment Agency (England) or Natural Resources Wales (Wales).