



# Waste Transfer Notes

## Your Duty of Care

Section 34(1) Environmental Protection Act 1990

### What is a waste transfer note?

A waste transfer note is a document that details the transfer of waste from one person to another.

There is no standard waste transfer note format and many waste carriers produce their own versions.

You can now make use of the national e-doc (electronic duty of care) scheme which is a free, online alternative to paper based waste transfer notes. (<https://www.edoconline.co.uk/>)

### What information should be in a waste transfer note?

A waste transfer note must be completed and signed by both the person handing over the waste and the person receiving it. It must contain enough information about the waste for it to be handled safely and either recovered or disposed of legally.

If you do not give enough information and your waste is mismanaged as a result, you could be prosecuted.

As a minimum a waste transfer note should include the following information:

- a description of the waste
- any processes the waste has been through
- how the waste is contained or packaged
- the quantity of the waste
- the place and date of transfer
- the name and address of both parties
- the waste carriers licence number of the person handing over the waste if applicable.
- details of the permit, licence or exemption of the person receiving the waste



An example waste transfer note can be found by visiting [www.gov.uk](http://www.gov.uk) and searching for waste transfer note form.

## When should I complete a waste transfer note?

You must ensure every load of waste you receive or pass to others is covered by a waste transfer note.

## Who can I transfer waste to?

You must check that anyone you transfer waste to holds the relevant registration, permit or exemption with the Environment Agency for the type of waste being transferred.

You can find out whether a person is authorised by visiting the Environment Agency's public register on their website (<https://environment.data.gov.uk/public-register/view/index>) or by telephoning them on 03708 506 506.

## How long should I keep a waste transfer note?

You must keep copies of all your waste transfer notes for at least two years.

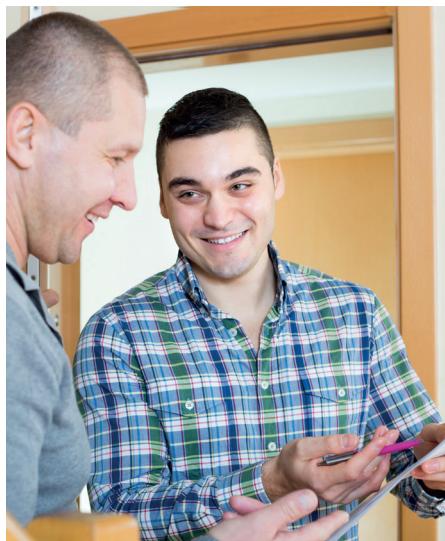
## What could happen if I don't keep accurate records?

You must be able to produce them upon request to an authorised officer of the Environment Agency or the Local Authority. Failure to produce these could result in a Fixed Penalty Notice being issued or a prosecution instigated. The maximum penalty is an unlimited fine.

## Why do I have to complete waste transfer notes?

It's the law for all waste carriers to keep a record for each transfer of waste.

Waste transfer notes ensure that there is a clear audit trail from when the waste is produced until it is disposed of. The use of waste transfer notes assist in preventing illegal disposal of waste and fly tipping.



### Contact us:

**Regulatory Services,  
Environmental Crime Team,  
Dover District Council,  
White Cliffs Business Park,  
Dover, Kent CT16 3PJ**

**Telephone: 01304 872289  
E-mail: [envcrime@dover.gov.uk](mailto:envcrime@dover.gov.uk)  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)**

