

Application form for approval as an approved authorised treatment facility (AATF) for waste electrical and electronic equipment (WEEE)



The Waste Electrical and Electronic Equipment Regulations 2013

Use this form if you want to apply for approval as an approved authorised treatment facility (AATF) for waste electrical and electronic equipment (WEEE). Approval will allow you to issue evidence notes for the amount of WEEE in tonnes which you treat, recover and recycle.

Use this form to apply for approval as an AATF with:

If your site is in England you should apply to

Producer Responsibility Regulatory Services (PRRS)
Environment Agency
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield, S9 4WF
Phone 03708 506 506
Email weee@environment-agency.gov.uk

If your site is in Scotland you should apply to

Producer Compliance and Waste Shipment Unit
Scottish Environment Protection Agency (SEPA)
Strathallan House
Castle Business Park
Stirling, FK9 4TZ
Phone 01786 457 700
Email producer.responsibility@sepa.org.uk

If your site is in Northern Ireland you should apply to

Producer Responsibility Unit
Northern Ireland Environment Agency
Klondyke Building
Cromac Avenue
Gasworks Business Park
Lower Ormeau Road
Belfast, BT7 2JA
Phone 028 9056 9338
Email weee@daera-ni.gov.uk

If your site is in Wales you should apply to

Producer Responsibility Unit
Natural Resources Wales
Rivers House
St Mellons Business Park
St Mellons
Cardiff, CF3 0EY
Phone 0300 065 3096
Email weee@naturalresourceswales.gov.uk

If you are applying as an operator of more than one UK ATF site, send each application to the agency where the site is located.

Assessing your application

Your application will be subject to a number of checks and may include a site visit. The regulations allow 12 weeks to assess and make a decision on your application. For approval from 1 January we need to receive your application by 30 September in the year prior to which you wish to be approved.

If you apply during a compliance period your approval will run from the date we determine your application.

Continuation sheets

If you need more space for any of your answers, please use a continuation sheet. Make sure that you label each sheet clearly with:

- the section number it applies to
- the number of the sheet, for example, 3 of 5

Approval

If you have an appropriate permit, waste management licence, and/or exemption and if you meet all the application criteria, you will be notified of our decision no later than 12 weeks after you made the application. If our decision is to refuse approval we will tell you the reason why and give you details about your right of appeal.

Applying for multiple sites

A separate application and fee should be submitted for each approval required.

Keeping a copy of this form and supporting documents

You should keep a copy of your completed form and any supporting information that you submit. We may ask to see them when we monitor your compliance. You should keep these records for at least four years.

Fees

There is a fee for applying for approval as an approved authorised treatment facility. It is based on the amount of evidence of WEEE treatment, recovery and recycling you intend to issue during the calendar year.

- 'Small' AATFs
If you expect to issue evidence for 400 tonnes or less your application fee will be:
£600 if your site is in England
£500 if your site is in Scotland, Northern Ireland, Wales.
- 'Large' AATFs
If you expect to issue evidence for more than 400 tonnes your application fee will be:
£3,500 if your site is in England
£2,570 if your site is in Scotland, Northern Ireland, Wales.

If you are approved as a small AATF and you issue evidence for more than 400 tonnes, you must pay the balance of the higher charge of £2,900 for sites in England or £2,070 for all other sites.

Payment of the balance must be made within 28 days of going over the tonnage threshold.

We cannot refund your fee, even if your application is refused.

Are you applying to be a small AATF?

Are you applying to be a large AATF?

Proof of payment

Please confirm your method of payment

Cheque

BACS

Credit/debit card

If you have paid by BACS or credit/debit card you will need to provide a remittance/receipt with your application as proof of payment.

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Part A

1 The applicant

1.1 What is your status?

Corporate body
Please go to section 1.2.

Partnership
Please go to section 1.6.

Individual or sole trader
Please go to section 1.9.

1.2 Corporate bodies

Please give the following information.

Full company name

Former company name (if any)

1.3 Business address

Postcode _____

Contact numbers, please include the area code

Phone _____

Fax _____

Email

Company registration number

VAT registration number

1 The applicant, continued

1.4 Registered office

Full address of registered office if different from 1.3

Postcode _____

Contact numbers, please include the area code

Phone _____

Fax _____

Email

1.5 Please supply a copy of your company registration document

Document attached

1.6 Partnerships

Please give the following details.

Trading or business name of partnership (if there is one)

Business address

Postcode _____

Contact numbers, please include the area code

Phone _____

Fax _____

Email

1 The applicant, continued

1.7 Please give the following details for each partner

Partner 1

Title
 First name
 Last name

Partner 2

Title
 First name
 Last name

Partner 3

Title
 First name
 Last name

Please continue on a separate sheet if you have more than three partners.

1.8 Please supply evidence of partnership

For example a deed of partnership

Document attached

1.9 Individual or sole trader

Please give the applicant's details

Title
 First name
 Last name

Position

Trading or business name

Business address or principal place of business

Postcode

Contact numbers, please include the area code

Phone
 Fax
 Email

1 The applicant, continued

1.10 Service of notices

Notices will be served on the companies registered office address, if you wish it to be sent to a different address that is not your registered office please include below.

Postcode

2 Contact details

2.1 Please give the details of someone we can contact with questions about this application

Name

Title
 First name
 Last name

Position

If you have already provided the address and contact details, indicate which section they are provided in

1.3 1.4 1.6 1.9

Address

Postcode

Contact numbers, please include the area code

Phone
 Fax
 Mobile
 Email

3 Site covered by this approval

3.1 Please give the site name, address and contact details for the site covered by this approval

Site name

If your site has been approved previously please enter your AATF approval number

Contact name

Title
 First name
 Last name

3 Site covered by this approval, continued

Address

Postcode _____

Contact numbers, please include the area code

Phone _____

Fax _____

Email _____

4 Other approvals

4.1 Have you applied or do you intend to apply to be an approved exporter of waste electrical and electronic equipment?

No

Yes

4.2 Are you registered as a designated collection facility (DCF)?

No

Yes, a local authority DCF

Yes, a private DCF

Part B

5 Environmental registrations and permits

We need to know about any environmental permits, waste management licences, or registered exemptions you hold for this site. You must answer each question in this section. If you answer 'No' to questions 5.2, 5.3 and 5.4 it is unlikely that we will be able to progress your application.

Waste carriers and brokers

If you buy or sell waste you should be registered as a waste broker. You may also need to register as a waste carrier if you transport other people's waste.

5.1 Are you registered as a waste carrier or broker, or both?

No

Yes Please provide details

Registration number

Waste carrier and/or broker

5 Environmental registrations and permits, continued

Environmental Permit

5.2 Is this site covered by a current Environmental Permit?

As issued under the Environmental Permitting (England and Wales) Regulations, 2010 or the Waste Electrical and Electronic Equipment (Waste Management Licensing) (Northern Ireland) regulations 2006 or the Waste Electrical and Electronic Equipment (Waste Management licensing) (Scotland) Regulations 2006.

No

Yes Please provide details

Permit reference number and any modification reference numbers

Date issued (DD/MM/YYYY)

5.3 Is this site covered by a registered exemption?

No

Yes Give the paragraph number or reference for the exemption under the Environmental Permitting Regulations 2010, or Waste Electrical and Electronic Equipment (Waste Management Licensing) (Northern Ireland) regulations 2006 or the Waste Electrical and Electronic Equipment (Waste Management licensing) (Scotland) Regulations 2006, which applies.

Date issued (DD/MM/YYYY)

5.4 Is this site covered by an Environmental Permit for a 'Part A Process' or a Part A1 activity?

No

Yes Please give details

Reference number and any modification reference numbers

Date issued (DD/MM/YYYY)

Issuing office

6 About the WEEE

6.1 Please tell us about the WEEE you will be receiving on site

Will you be treating

WEEE from private households (B2C)

WEEE from other than private households (B2B)

6 About the WEEE, continued

6.2 Please tell us which categories of WEEE you will be receiving and of this, which WEEE you will be treating.

Please tick all that apply

	Receive	Treat
Category 1	<input type="checkbox"/>	<input type="checkbox"/>
Category 2	<input type="checkbox"/>	<input type="checkbox"/>
Category 3	<input type="checkbox"/>	<input type="checkbox"/>
Category 4	<input type="checkbox"/>	<input type="checkbox"/>
Category 5	<input type="checkbox"/>	<input type="checkbox"/>
Category 6	<input type="checkbox"/>	<input type="checkbox"/>
Category 7	<input type="checkbox"/>	<input type="checkbox"/>
Category 8	<input type="checkbox"/>	<input type="checkbox"/>
Category 9	<input type="checkbox"/>	<input type="checkbox"/>
Category 10	<input type="checkbox"/>	<input type="checkbox"/>
Display screens	<input type="checkbox"/>	<input type="checkbox"/>
Cooling appliances containing refrigerants	<input type="checkbox"/>	<input type="checkbox"/>
Gas discharge lamps	<input type="checkbox"/>	<input type="checkbox"/>
Photovoltaic panels	<input type="checkbox"/>	<input type="checkbox"/>

6.3 Please tell us the sources of the obligated and non-obligated WEEE you receive

Local authority DCF	<input type="checkbox"/>
Private DCF	<input type="checkbox"/>
AATF	<input type="checkbox"/>
Distributor takeback	<input type="checkbox"/>
Door-to-door collections	<input type="checkbox"/>
Housing associations	<input type="checkbox"/>
Educational establishments	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please list	

6.4 Please tell us which Producer Compliance Schemes you receive WEEE from

Name of scheme

1. _____
2. _____
3. _____

Please continue on a separate sheet if necessary.

7 About your process

Please request Best Practice Templates from your regulator, using the contact details on page 1, to assist you with this application.

7.1 Will you be carrying out refurbishment for reuse of whole items at this site?

- No
- Yes

7 About your process, continued

If you will be carrying out refurbishment you must provide a full written procedure which includes:

- how you identify WEEE suitable for reuse
- a description of the visual testing, electrical safety testing, and functionality testing procedures
- evidence that there is a valid market for the reused EEE
- details of what happens to items that fail your reuse process.

If you intend to refurbish a range of items you must demonstrate the above for each item.

7.2 Flow diagram

Please supply a flow diagram showing the throughput of WEEE on your site and the types of activities carried out. Please also include details of the recovery and recycling activities carried out on WEEE that leaves your site.

7.3 Sampling and inspection plan

Applicants for AATF approval must include a **sampling and inspection plan** with the completed application e-form. Your regulator can provide you with best practice templates to assist you. In the plan you must provide us with details of how you determine:

- the weight of the WEEE that arrives at your site
- that the WEEE you receive has arisen in the UK
- the source of the WEEE
- whether the WEEE you receive is obligated or non-obligated (you cannot issue evidence notes on non-obligated WEEE)
- the correct category for the WEEE you receive – see Schedule 1 of the Regulations
- whether the WEEE you receive is household (B2C) or non-household (B2B)
- the quantity in tonnes and category of any WEEE which is reused, either at your site or any other site(s) – if you issue reuse evidence on their behalf.

Confirm if you are using the following:

- Defra LDA protocol
- National SMW protocol
- FRN average weights
- Site-derived average weights
- EA-approved site-specific category protocol.

You must also include the following related information with your application:

- If you export reused EEE overseas tell us how it is transported and what the market for that EEE is
- You must refer to any local (site-based) or nationally agreed protocols you use and you must describe the audit systems you use to ensure that evidence notes are issued correctly
- If you are accepting WEEE that is self-clearing from an LA DCF you will need to tell us which LA DCFs it is, and the collection streams that you will be accepting from it
- You must provide information on how you, or the downstream sites you send WEEE to, are able to achieve the recovery and recycling targets set out in the WEEE Regulations
- Provide details on how you are able to avoid double-counting of WEEE; i.e. that evidence is not issued on the same WEEE twice
- Confirm whether any WEEE is sent for energy recovery.

Part C

8.1 Checklist

For applications to issue evidence notes for:

- 400 tonnes or less – enclose a cheque for £600/£500
- over 400 tonnes – enclose a cheque for £3,500/£2,570

I enclose:

- evidence of company registration, Section 1.5
- evidence of formal partnership, Section 1.8
- flow diagram, Section 7.2
- sampling and inspection plan, Section 7.3

How many continuation sheets are you attaching to this form in total?

The application will not be accepted for consideration unless all the required information has been submitted.

8.2 Previous convictions

As an operator of an AATF or approved exporter have you ever been convicted of an offence under the Waste Electrical and Electronic Equipment Regulations, 2006 as amended, or the Waste Electrical and Electronic Equipment Regulations 2013.

No

Yes Please provide further information about your conviction and what remedial steps you have taken to ensure this does not happen in the future.

9 Privacy notice

How we use your personal information

The Environment Agency, Scottish Environment Protection Agency (SEPA), Northern Ireland Environment Agency (NIEA) and Natural Resources Wales (known as ‘regulators’) are responsible for determining applications for approval as an approved authorised treatment facility (AATF) and as an approved exporter (AE) for waste electrical and electronic equipment (WEEE).

The regulator that you send your application to is the data controller for your personal data. A data controller determines how and why personal data (personal information) is processed. Each regulator has their own policy explaining your rights and how they deal with your personal information. Please see the relevant link below depending on the regulator you are sending your application to. If you can't access the links, please use the contact details at the end of this form.

The Environment Agency

Personal information charter (www.gov.uk/government/organisations/environment-agency/about/personal-information-charter).

You can access the charter using the link or go to gov.uk and search 'Environment Agency personal information charter'.

SEPA

Privacy policy (www.sepa.org.uk/help/privacy-policy/)

NIEA

Data protection policy statement (www.daera-ni.gov.uk/publications/daera-data-protection-policy-statement)

Natural Resources Wales

Data protection policy (cdn.naturalresources.wales/media/685365/gdpr-data-protection-policy.pdf)

The following privacy notice information applies for all of the regulators, no matter which you send your application to.

The personal data we need

The personal data we collect includes:

- full name
- contact details

We are allowed to process your personal data because we have official authority as the environmental regulator. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law.

We need the information requested in order to process your application. Depending on method of payment we will process any personal data provided for this reason solely to take payment, this data will not be stored. If you don't provide the information requested then we can't determine your application.

What we do with your personal data

We process your personal data to:

- take payment and determine your application
- make sure you keep to the conditions of the licence, permit or registration
- publish a list of who is approved (public register)

9 Privacy notice, continued

If your application for approval is successful the following information will be added to that list:

- name and address of the AATF/AE
- name and address of the operator of the AATF/ AE

Any information in your application may be disclosed in response to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the data protection laws allow). If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let us know. You should be aware that we may be required by freedom of information laws to disclose information even where the applicant requests that it is kept confidential.

We use your email address to contact you with relevant information about your application.

We put all the information in your application on a public register unless the information is confidential.

We do not use your data to make an automated decision or for automated profiling.

We will not share or disclose your personal data to any other party outside the Environment Agency without your explicit consent, unless lawfully able to do so.

How long we keep your personal data

We will keep your personal data for 6 years from the approval date in line with our standard information retention policy.

Where your personal data is processed and stored

We store and process your personal data on our servers in the UK. We will not transfer your personal data outside the European Economic Area.

Contact details

A Data Protection Officer (DPO) is responsible for independent advice and monitoring of the regulators' use of personal information.

If you have any concerns or queries about how your personal data is processed, or if you would like to make a complaint or request relating to data protection, please contact the relevant DPO below depending on which regulator you apply to:

The Environment Agency

Data Protection Officer
Environment Agency
Horizon House
Deanery Road
Bristol
BS1 5AH

Email: dataprotection@environment-agency.gov.uk

SEPA

Information Governance Unit
Scottish Environment Protection Agency
Strathallan House
Castle Business Park
Stirling
FK9 4TZ

Email: dataprotection@sepa.org.uk

9 Privacy notice, continued

NIEA

Data Protection Officer
DAERA
Dundonald House
Upper Newtownards Road
Ballymiscaw
Belfast
BT4 3SB

Phone: 0300 200 7850

Natural Resources Wales

Data Protection Officer
Natural Resources Wales
Ty Cambria
29 Newport Road
Cardiff
CF24 0TP

Email: dataprotection@cyfoethnaturiolcymru.gov.uk

The Information Commissioner's Office (ICO) is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under data protection legislation. You can access this at the following link:
<https://ico.org.uk/your-data-matters>

You have the right to lodge a complaint with the ICO at any time. Should you wish to exercise that right full details are available at:
<https://ico.org.uk/make-a-complaint>

10 Declaration

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information

I declare that I have read and understood the conditions of approval as set out in Schedule 11 of the regulations and that I will comply with these conditions

If you deliberately make a statement that is false or misleading in order to obtain approval you may be liable to prosecution.

Signature

Name

Title

First name

Last name

Position

Date (DD/MM/YYYY)

11 What happens next

After you fill in the form, please read through it again and make sure you have:

- answered all the questions
- included all the documents you need to send us
- included the correct fee
- signed the declaration

Your application may be refused if the application is incomplete.

For office use only

Operator/Business name

Reference number

Date stamp

Cheque enclosed

No

Yes

Cheque number

Cheque amount

£600 £3,500

£500 £2,570 Passed to finance

Region/Area/Officer details

Site inspection required

No

Yes

Recommendation

Approve

Refuse