Please complete (in CAPITALS) and sign all relevant sections Account number *(office use only)*

**Section A – Description of the waste**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Brief description, quantity and physical form of the material   **Please select one waste type only - a separate Duty of Care is required for each waste type** | DONATED HOUSEHOLD WASTE (tick one box only and send a separate Duty of Care for each waste type)  General / Non-recyclable waste (20 03 01**) (This waste type is shredded at sites then transported by train to an Energy Recovery Facility in Runcorn where it is burnt to make electricity for renewable energy)**  Paper and cardboard (20 01 01) \*  Small electrical equipment (20 01 36) \*  Wood (20 01 38) \*  Metals (20 01 40) \*  \*Not accepted at all facilities | | |
| 1. Type of premises | Choose an item. | | |
| 1. How is the waste contained? | OTHER | | |
| OTHER *(Please state)* | LOOSE IN VEHICLE |  |  |
| Vehicle type | Choose an item. | | |
| 1. Consignment type | YEARLY | | |

**Section B – Producer/ Holder**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you a producer/ holder of the waste? | | Yes | |
| The material in section A has been collected from: | | | |
| 1. Producer/ Holder | | Click or tap here to enter text. | |
| 1. Address | | Click or tap here to enter text. | |
| Contact Tel No. | | Click or tap here to enter text. | |
| I certify that the information given in **Section A and B** is correct and that I have checked that the person I have selected to take the waste is properly authorised as detailed in **Section C** | | | |
| Declaration | | I confirm the hierarchy from reg. 12/11 has been applied | |
| SIC CODE | | 46.15 | |
| Signed (electronic / typed signature) | |  | |
| Print Name (electronic / typed signature) | |  | |
| Position | | Click or tap here to enter text. | |
| On behalf of | | Click or tap here to enter text. | |
| Date | Click or tap to enter a date. | Time | Click or tap here to enter text. |

**Section C – Carrier**

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that I collected the consignment(s) of waste and that the information given in Section A and B is correct and I have produced the credentials detailed below to prove that I am properly authorised to accept and carry waste | | | |
| Declaration | | I confirm the hierarchy from reg. 12/11 has been applied | |
| SIC CODE | | 46.15 | |
| Signed (electronic / typed signature) | |  | |
| Print Name (electronic / typed signature) | |  | |
| On behalf of | | Click or tap here to enter text. | |
| Position | | Click or tap here to enter text. | |
| Date | Click or tap to enter a date. | Time | Click or tap here to enter text. |
| Address | | Click or tap here to enter text. | |
| Tel No. | | Click or tap here to enter text. | |
| Vehicle registration numbers | | VARIOUS (vehicles reg nos not required) | |
| Waste carriers licence number (Issued by Environment Agency, usually prefixed CBD) | | Click or tap here to enter text. | |

**Section D - Disposer**

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that waste disposal licence number issued by  ENVIRONMENT AGENCY authorises the treatment/disposal at this facility of waste described in Section A and that the carrier details in Section C are correct. | | | |
| Declaration | | I confirm the hierarchy from reg. 12/11 has been applied | |
| Date |  | Time |  |
| Yearly agreement transfer date | | | |
| From | |  | Name and address of facility |
| To | |  |
| Signed | |  |
| Print Name | |  |
| On behalf of | |  |

**What to do with this Duty of Care Note**

Complete Section A, B and C and sign section B and C

**In section A: Donated Household Waste –** **please tick one box only and send a separate Duty of Care note for each waste type from each shop/premises**

Email a copy for EACH WASTE TYPE as a **‘Word’** document to GMCA – [GMWaste@greatermanchester-ca.gov.uk](mailto:GMWaste@greatermanchester-ca.gov.uk)

GMCA will get your Duty of Care note signed off by Suez at the waste facility who will then forward back to GMCA

**Once GMCA has received this, we will issue your permit and return your completed Duty of Care note/notes to you for your records**

Please keep a copy/copies of this at the charity premises and a copy/copies in the vehicle used to carry your waste