

# A Guide to Registering as a Waste Carrier

Business Information Factsheet  
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## Introduction

The carrying and disposal of trade waste in the UK is strictly regulated in order to protect the environment. In England, the regulatory body is the Environment Agency, and in Wales it is Natural Resources Wales. In Scotland and Northern Ireland, the Scottish Environment Protection Agency (SEPA) and the Northern Ireland Environment Agency respectively are responsible for environmental regulation.

Since January 2014, anyone regularly carrying their own trade waste in England, Wales or Northern Ireland must be registered as a waste carrier. In Scotland, an equivalent requirement has applied since 2011.

This factsheet explains how to register as a waste carrier in England, Wales, Scotland or Northern Ireland, detailing the process and criteria to be met. It does not cover firms that buy waste to sell, as these must register as waste dealers in England, Wales and Scotland or as waste brokers in Northern Ireland. Providers of specialist waste collection services must be registered as waste brokers.

## Current registration requirements

Proprietors must register their business as a waste carrier if they or their employees regularly carry any kind of waste produced by or in the course of their business.

At the time of writing, there are two 'tiers' of registration in England, Wales and Northern Ireland - lower and upper tier. Unless a business is carrying waste that includes construction and demolition waste, it must generally be registered as a lower-tier carrier. Any business that carries construction and demolition waste must be registered as an upper-tier carrier.

In Scotland, if a business is regularly carrying trade waste, they must be registered as a professional collector and transporter of waste, unless that waste includes construction and demolition waste. Any business that carries construction and demolition waste must be registered as a waste carrier.

Carrying 'controlled waste' without being registered to do so is an offence, and anyone found guilty can be fined up to £5,000. Controlled waste is defined by the Environmental Protection Act 1990 and the Waste and Contaminated Land (Northern Ireland) Order 1997 as 'household, industrial and commercial waste'.

The Controlled Waste (England and Wales) Regulations 2012 set out the types of waste classified as household waste, industrial waste or commercial waste (in England and Wales), and the Controlled Waste Regulations 1992 and the Controlled Waste and Duty of Care Regulations (Northern Ireland) 2013 do the same in relation to Scotland and Northern Ireland respectively.

## Practical examples

Table 1

	Registration requirement	Type of registration
A plumber in England carrying waste produced during the course of their work, including radiators and bath units, to landfill.	Yes.	This business must be registered as an upper-tier waste carrier, as this waste is construction and demolition waste.
A plumber in Scotland carrying waste produced during the course of their work, including radiators and bath units, to landfill.	Yes.	This business must be registered as a waste carrier.
A café owner in Scotland carrying waste produced by the café to landfill at the end of each working week.	Yes.	Provided all the waste is produced by the café, the owner must register as a professional waste collector and transporter.
A café owner in England carrying their own waste as a one-off as their contracted waste carrier is unable to provide the service.	No, provided they can prove that they have a contract with a waste carrier, and are carrying the waste only as a one-off occurrence due to the carrier being unable to provide the service.	

## Rules for carrying waste throughout the UK

A business carrying waste through more than one country in the UK must be registered with the national regulatory body that covers the country in which they have their principal place of business. For example, a firm that has headquarters in England and carries its own business waste between premises in England and Wales needs to register as a waste carrier with the Environment Agency only.

## The registration process

Applications to register with the Environment Agency in England must be completed online via [www.gov.uk/waste-carrier-or-broker-registration](http://www.gov.uk/waste-carrier-or-broker-registration). It takes around 15 minutes to register, and once you have registered, your business name and address will appear on the public register of waste carriers.

Applications to register with Natural Resources Wales should be completed online via [www.gov.uk/register-as-a-waste-carrier-broker-or-dealer-wales](http://www.gov.uk/register-as-a-waste-carrier-broker-or-dealer-wales). Applications can also be made by post by downloading an application form from <https://naturalresources.wales/apply-for-a-permit/waste/register-as-a-waste-carrier-broker-or-dealer/?lang=en>.

Applications to register as a waste carrier with SEPA online can be completed via <http://online.sepa.org.uk/apex/f?p=217:HOME>. Applications can also be made by post by downloading an application form from [www.sepa.org.uk/regulations/authorisations-and-permits/application-forms](http://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms).

Applications to register as a lower- or upper-tier waste carrier with the Northern Ireland Environment Agency can be downloaded from [www.daera-ni.gov.uk/articles/registration-carriers-and-brokers](http://www.daera-ni.gov.uk/articles/registration-carriers-and-brokers) and posted to the address provided, together with the correct payment.

Applications to register as a waste carrier with SEPA in Scotland or as a lower- or upper-tier carrier with the Northern Ireland Environment Agency should be submitted at least two months before you intend to start trading.

Note that tacit consent does not apply to applications for registration as a waste carrier, meaning you must wait to hear from the regulator before commencing trading.

Information required on the application form includes:

- Your business' legal structure (for example, sole trader, partnership, limited company). You will also be asked whether your business is a charity or voluntary organisation.
- Your business' details. The exact information required will depend on the business' structure. For example, if your business is a limited company, you must give your registered name, company registration number and registered office address.
- Your contact details.
- Details of the types of waste your business will be carrying.

Additional information will be required when applying to register with SEPA as a waste carrier, or as an upper-tier carrier with the Environment Agency, Natural Resources Wales or the Northern Ireland Environment Agency.

Application forms require details of any 'relevant' convictions to be disclosed. 'Relevant' convictions are those listed in the appropriate regulations. For example, anyone applying to register as an upper-tier waste carrier with the Environment Agency under the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 must detail any convictions under Section 60 of the Transport Act 1968 (which requires those operating haulage firms to hold an operator licence). However, applicants do not have to include details of any convictions that are 'spent' (in other words, those that do not need to be disclosed once a specified amount of time has elapsed) under the Rehabilitation of Offenders Act 1974.

Any applicant with unspent relevant convictions applying to be registered as an upper-tier carrier with the Environment Agency must provide a post-conviction plan as part of their application, which must detail how they will prevent future offences.

## **Cost of registration**

Table 2

	<b>Registration (all costs VAT exempt)</b>	<b>Renewal (all costs VAT exempt)</b>
England	Lower tier – free of charge. Upper tier – £154.	Lower tier – not applicable as renewal not required. Upper tier – £105.
Wales	Lower tier – free of charge. Upper tier – £154.	Lower tier – not applicable as renewal not required. Upper tier – £105.
Scotland	Professional collector and transporter of waste – free of charge. Waste carrier – £187.	Professional collector and transporter of waste – not applicable, as renewal not required. Waste carrier – £129.
Northern Ireland	Lower tier – free of charge. Upper tier – £140.	Lower tier – not applicable as renewal not required. Upper tier – £71.

## Lodging an appeal

Provided the application form has been submitted correctly, a decision will be made within two months (or within ten days if applying to register as a lower-tier carrier in England, and within 15 days if applying in Wales).

If an application for registration is rejected, a written appeal can be submitted to the relevant national regulatory body within 28 days of receipt of the rejection. The appeal must be accompanied by various documents, including a statement of the grounds of appeal, a copy of any relevant correspondence between the business and the regulatory body, and a statement indicating whether the business owner wishes the appeal to be conducted by written representations or by a hearing.

Appeals against the Environment Agency must be submitted to the Secretary of State for Environment, Food and Rural Affairs by post via the Department for Environment, Food and Rural Affairs (Defra, [www.gov.uk/government/organisations/department-for-environment-food-rural-affairs](http://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs)).

Appeals against Natural Resources Wales must be submitted to the Welsh Government (<http://gov.wales/topics/environmentcountryside/helpandadvice/officemap/?lang=en>).

Appeals against SEPA must be submitted to the Scottish Minister for Environment ([www.gov.scot/Topics/Environment](http://www.gov.scot/Topics/Environment)), while appeals against the Northern Ireland Environment Agency must be submitted to the Planning Appeals Commission ([www.pacni.gov.uk](http://www.pacni.gov.uk)).

## Registration renewal

Upper-tier carriers registered with the Environment Agency, Natural Resources Wales or the Northern Ireland Environment Agency, and waste carriers registered with SEPA, must renew their registration every three years. The business will be contacted by the regulator roughly six weeks before their registration is due to expire. Lower-tier registration and registration with SEPA as a professional collector and transporter of waste lasts indefinitely unless the registration is revoked.

## Amendments to registration

The relevant regulatory body must be notified of certain changes in circumstances, and failure to do so constitutes an offence. Notifiable changes in circumstance include:

- A change in the name of the business.
- A change in the principal place of business. For example, if the business operates across more than one office and the headquarters are transferred from one office to another.
- A conviction for a relevant offence committed by the business owner or certain key personnel, for example a director of the company.

## Hints and tips

- Be aware of the additional controls applying to certain types of waste. For example, additional controls apply to hazardous waste, clinical waste, animal by-product (ABP) waste, fridges and freezers containing ozone-depleting substances (ODSs) and gypsum-based plasterboard.
- Note that, although employees are covered by a firm's waste carrier licence, any subcontractors are not.

## Further information

BIF 60 A Guide to the Environmental Protection Act 1990

BIF 100 An Introduction to Environmental Regulations

### Useful contacts

The Environment Agency

Tel: 0370 850 6506

Website: [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

Natural Resources Wales

Tel: 0300 065 3000

Website: [www.naturalresourceswales.gov.uk](http://www.naturalresourceswales.gov.uk)

The Scottish Environment Protection Agency (SEPA)

Tel: 0300 099 6699

Website: [www.sepa.org.uk](http://www.sepa.org.uk)

The Northern Ireland Environment Agency

Tel: 0300 200 7856

Website: [www.daera-ni.gov.uk/northern-ireland-environment-agency](http://www.daera-ni.gov.uk/northern-ireland-environment-agency)

NetRegs is a partnership between SEPA and the Northern Ireland Environment Agency that provides guidance on environmental regulations for small businesses in Scotland and Northern Ireland.

Tel: (01786) 457700 (SEPA)

Website: [www.netregs.gov.uk](http://www.netregs.gov.uk)

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