

Duty of care: waste transfer note

Keep this page and copy it for future use. Please write as clearly as possible.

Section A — Description of waste

A1 Description of the waste being transferred **1**

Mixed general waste from a café: food packaging, cups, napkins and general rubbish

List of Waste Regulations code(s) **2**

20 03 01

A2 How is the waste contained? **3**

☐ Loose ☒ Sacks ☐ Skip ☐ Drum

☐ Other

A3 How much waste? (e.g. number of sacks, weight) **4**

Up to 10 sacks a week, one collection a week

Section B — Current holder of the waste — Transferor

By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Yes ☒ **5**

B1 Full name **6**

Alex Morgan

Company name and address

Example Café Ltd
12 Sample Street, London

Postcode

E1 0XX

SIC code (2007) **7**

56102

B2 Name of your unitary authority or council **8**

London Borough of Tower Hamlets

B3 Are you: **9**

The producer of the waste? ☒

The importer of the waste? ☐

The local authority? ☐

The holder of an environmental permit? ☐

Permit number

Issued by

Registered waste exemption? ☐

A registered waste carrier, broker or dealer? ☐

Reg. number

Section C — Person collecting the waste — Transferee **10**

C1 Full name

Géza Gröller

Company name and address

Capital Recycle Ltd
(the collector's registered address)

Postcode

(postcode)

C2 Local authority? ☐

C3 Are you:

The holder of an environmental permit? ☐

Permit number

Issued by

Registered waste exemption? ☐

A registered waste carrier, broker or dealer? ☒

Registration number CBDU466346

Details carrier

Section D — The transfer

D1 Address of transfer or collection point **11**

12 Sample Street, London
Yearly transfer note for recurring collections

Postcode

E1 0XX

Date of transfer (DD/MM/YYYY) **12**

01/11/2026

Transferor's signature **14**

Name Alex Morgan

Representing Example Café Ltd

D2 Broker or dealer who arranged this transfer (if applicable) **13**

Registration number

Time(s)

Weekly, before 08:00

Transferee's signature

Name Géza Gröller

Representing Capital Recycle Ltd

How to read this example

The numbers match the red markers on page 1. The business on it, and everyone named, are made up.

1. **Description.** Plain words a stranger would understand. “Mixed general waste from a café” does the job; “waste” on its own does not. A vague description is the most common fault.
2. **List of Waste code.** The six-digit code for the waste, often called the EWC code. Mixed general waste from a business is 20 03 01. Food waste is 20 01 08, paper and cardboard packaging is 15 01 01, and glass bottles and jars are 15 01 07. Use one note per type of waste.
3. **How it is contained.** Tick how the waste leaves you. This café uses sacks. A wheelie bin goes under Other, with its size, for example “1,100 litre bin”.
4. **How much.** For an annual note, write the usual amount and how often it is collected.
5. **Waste hierarchy declaration.** Signing confirms you have looked at reducing and recycling your waste before it goes for disposal. Forms printed before 2011 do not have this line, so check yours does.
6. **Your name and business.** The person who signs, and the business that produced the waste, under its registered name.
7. **SIC code.** Your business activity code, as registered at Companies House. 56102 is unlicensed restaurants and cafés.
8. **Council.** The council for the address the waste comes from.
9. **What you are.** Tick “the producer of the waste” if your business made it. That covers almost every business that hands its waste to a collector.
10. **The collector.** The collector fills in Section C: their name, company, address and waste carrier registration number. You can check the number on the Environment Agency public register. If it is missing, do not sign.
11. **Where the handover happens.** Usually your own address. The line “Yearly transfer note for recurring collections” means this one note covers a year of the same collections, so you do not need a new one every week.
12. **Date.** For an annual note, the start date. One note covers up to 12 months of identical collections.
13. **Broker.** Only filled in if a broker arranged the collection for you. If you deal with the carrier directly, leave it blank.
14. **Signatures.** Both sides sign, and both keep a copy for two years. Paper or PDF is fine, as long as you can show it when asked.

The blank official form is free from the Environment Agency on GOV.UK: search “duty of care waste transfer note template”. Any format is acceptable as long as it carries the same information.

More on transfer notes, including when one annual note covers a year: capitalrecycle.co.uk/guides/waste-transfer-note