

How To Fill Out A Waste Transfer Note

If you intend to collect waste at commercial premises (e.g. a business, charity, church, or industrial site), you will need to sign an **annual waste transfer note** before sending your Zero Waste Box™ back to us.

Please note that you do not need to provide a waste transfer note if you collect waste in your Zero Waste Box™ in a non-commercial premises (such as your home).

It's a legally required formality and we've made it as easy as possible. You just need to fill out one waste transfer note per commercial premises, per year, for each type of commercial waste recycled through Zero Waste Box™.

IMPORTANT: If you start returning a new type of Zero Waste Box™, you will need to submit a new form.

When you come to sign the form, it will be using an e-signature software called HelloSign, meaning there's no need to print, scan and re-upload any paperwork. Simply enter your email address and then fill in the form through the link HelloSign email to you.

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Section A: Producer of Waste (Your Details)

Below you'll see a snapshot of the waste transfer note form. We've provided further context for each section (in green) to help you when filling it out.

Section A: Producer of Waste (Your details)

Company name: *Company name*

Address of Collection Point: *The address of where the waste is collected before being sent to TerraCycle®*

Postcode: *The postcode of the address you provided above*

SIC code (2007): *If unsure of 'Standard Industrial Classification of Economic Activities' please search on [Companies House website](#)*

Annual Transfer Period: 1st January 2023 to 31st December 2023

I hereby 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

Signature: Click to sign *Signature of the authorised person*

Name: *Name of the signatory*

Position: *Job title/position of the signatory*

Date: *Date of signature*

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Section B: Description of Waste

Here is a screenshot of the waste transfer note form. Here you must provide information about the Zero Waste Box™ you collect waste in.

Remember: you must fill out one waste transfer note per type of Zero Waste Box™ you collect waste in. For example, if you collect waste in our All-In-One and our Kitchen Separation Zero Waste Boxes, you will need to fill out a waste transfer note for each box. However if you collect waste in a small and medium All-In-One Zero Waste Box™ you only need to fill out one form for that box type.

Section B: Description of Waste

Please provide a general description of the types of waste to be transferred (your Zero Waste Box™ name): *Name of your Zero Waste Box™*

Waste Regulation Code (EWC): *Please refer to the guide on the next page*

How is the waste contained: Box

Estimated quantity of waste: *Please refer to the guide on the next page*

How often is the waste collected? On request

For guidance on EWC code or average box weight please see the next page.

Once you've submitted your waste transfer note, a copy will automatically be sent to the email you used to receive the HelloSign form. You should keep this for your own records for two years.

If at any time you need to use your waste transfer note, but cannot find it, please contact our **Customer Support Team** who will be happy to help source a copy for you. We can also provide you with a recycling certificate including the annual summary of your return upon request for two years.

Here are some other useful links with more information:

[Read Government information on waste transfer notes](#)

[Search by area of economic activity to find your 2007 SIC code](#)

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Suggested EWC Codes and average weights per Zero Waste Box™

To help you fill out Section B of the waste transfer note, we have created the guide below detailing each type of Zero Waste Box™, the Waste Regulation Code (EWC) that will apply to it, and the average box weight dependent upon size.

Zero Waste Box	EWC code	Small box average weight (kg)	Medium box average weight (kg)	Large box average weight (kg)
3D Printing Materials	20 01 39 (plastics)	4	10	16
All in One	20 03 01 (mixed municipal waste)	4	7	13
Arts & Crafts Waste	20 03 01 (mixed municipal waste)	4	7	13
Baby Equipment	20 03 01 (mixed municipal waste)	4	7	13
Backpacks	20 03 01 (mixed municipal waste)	4	7	13
Bath and Shower Accessories	20 03 01 (mixed municipal waste)	4	7	13
Bathroom Separation	20 03 01 (mixed municipal waste)	4	7	13
Beard Nets and/or Hair Nets	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	3	7	10
Beauty products and packaging	15 01 06 (mixed packaging)	3	11	15
Bedroom Separation	20 03 01 (mixed municipal waste)	4	12	n/a
Beverage Capsules	20 01 39/20 01 40 (plastics/metals)	9	17	n/a
Biodegradable Plastics	20 02 01 (non hazardous biodegradable waste)	3	6	9
Break Room Separation	20 03 01 (mixed municipal waste)	3	11	15
Centrifuge Tubes and Rigid Lab Plastics	20 01 39 (plastics)	2	7	9
Cleaning Accessories	20 03 01 (mixed municipal waste)	4	7	13
Coffee Bags	20 01 39 (plastics)	3	11	15
Contact Lenses and Packaging	20 01 39 (plastics)	3	11	15
Crisps Bags, Snack Packaging and Sweet Wrappers	20 01 39 (plastics)	2	4	7
Dairy Tubs and Lids	20 01 39 (plastics)	3	6	9
Dining Disposables and Party Supplies	20 03 01 (mixed municipal waste)	3	6	9
Disposable Face Masks	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	2	5	7
Disposable Garments	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	3	7	11
Disposable Gloves	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	6	12	20
Disposable Gloves and Face Masks	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	3	7	11
Drink Pouches	20 01 39 (plastics)	3	7	15
Ear Plugs	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	2	6	10
Empty Medicine Blister Packs	15 01 05 (composite packaging)	3	11	15
Eyewear	20 03 01 (mixed municipal waste)	3	10	16
Fabrics and Clothing	20 01 11 (textiles)	4	7	13
Filters	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	4	7	13
Flip Flops	20 03 01 (mixed municipal waste)	4	7	13
Foil Balloons	20 01 39 (plastics)	4	7	13
Food Pouches	20 01 39 (plastics)	3	7	15
Garage Separation	20 03 01 (mixed municipal waste)	4	7	13
Gardening Products	20 03 01 (mixed municipal waste)	4	7	13

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Zero Waste Box	EWC code	Small box average weight (kg)	Medium box average weight (kg)	Large box average weight (kg)
Glue Sticks and Bottles	20 03 01 (mixed municipal waste)	5	16	19
Hair and Body Care Accessories	20 03 01 (mixed municipal waste)	7	10	18
Holiday Decorations and Party Supplies	20 03 01 (mixed municipal waste)	4	7	13
Hotel Amenity Bottles	20 03 01 (mixed municipal waste)	2	7	9
Industrial Safety Equipment	20 03 01 (mixed municipal waste)	7	10	18
Kitchen Separation	20 03 01 (mixed municipal waste)	3	6	9
Laminated Paper Packaging	20 03 01 (mixed municipal waste)	3	6	9
Lateral Flow Test Kits	20 03 01 (mixed municipal waste)	3	n/a	n/a
Liquid Sachets and Flexible Packaging Pouches	20 01 39 (plastics)	3	7	15
Metered Dose Inhalers	20 03 01 (mixed municipal waste)	7	10	18
Mixed Beard Nets, Ear Plugs and Hair Nets	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	3	6	10
Mobile Phone Accessories	20 01 39 (plastics)	4	7	13
Name Tags and Lanyards	20 03 01 (mixed municipal waste)	5	18	25
Office Separation	20 03 01 (mixed municipal waste)	10	14	18
Office Supplies / Stationary	20 03 01 (mixed municipal waste)	5	13	17
Oral Care Waste and Packaging	20 01 39 (plastics)	7	10	18
Pet Food Packaging	20 01 39 (plastics)	4	6	15
Pet Products (non-food) and Toys	20 03 01 (mixed municipal waste)	4	7	13
Pipette Tip Boxes	20 01 39 (plastics)	2	7	9
Plastic Bags	20 01 39 (plastics)	3	5	9
Plastic Bottle Caps	20 01 39 (plastics)	4	7	13
Plastic Cards	20 01 39 (plastics)	13	n/a	n/a
Plastic Packaging	20 01 39 (plastics)	3	5	9
Plastic Shoes and Sandals	20 01 39 (plastics)	4	7	13
Plastic Straws	20 01 39 (plastics)	3	5	9
Protective Eyewear	20 01 39 (plastics)	3	10	16
Safety Equipment and Protective Gear	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	3	7	11
Shipping Materials	20 03 01 (mixed municipal waste)	3	6	9
Single Serve Beverage Packs	20 01 39 (plastics)	5	12	18
Sports Balls	20 03 01 (mixed municipal waste)	4	7	13
Sports Equipment	20 03 01 (mixed municipal waste)	4	7	13
Storage Media	20 03 01 (mixed municipal waste)	10	22	n/a
Synthetic Disinfectant Wipes	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	3	5	9
Synthetic Wine Corks and Stoppers	20 03 01 (mixed municipal waste)	4	7	13
Toys	20 03 01 (mixed municipal waste)	5	13	19
Vitamin Bottles	20 01 39 (plastics)	4	7	13
Water Filters	15 02 03 (absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02)	4	7	13