

End of waste submission template FUELS



Please use this form to tell us why your waste-derived fuel meets the end of waste test.

If you are filling in this form electronically you can add further detailed information on a separate page by selecting the 'Add new page' button alongside the question.

If you are filling in this form by hand you should provide further detailed information on a separate page. Please clearly label the question number.

There is more detailed guidance available which you should refer to when completing this form.

A1 Details of you the producer of 'waste-derived fuel'

Please give the name and contact details of the person in your organisation who will be our main contact

Title (Mr, Mrs, Miss and so on)	_____
First name	_____
Last name	_____
Address	_____ _____ _____ _____
Postcode	_____
Contact numbers, including the area code	
Phone	_____
Fax	_____
Mobile	_____
Email	_____

A2 Your permit details

Do you have a permit or exemption for carrying out the activity you are describing in your submission?

No

Yes Please give permit or exemption number _____

A3 Details of the waste you process to produce a fuel

Provide details of the waste you are processing to manufacture a waste-derived fuel. Include details such as:

- where the waste originates;
- how it varies from batch or source;
- what processes lead to its production and so on.

A4 Details of the fuel you have produced and your processes

Provide details such as:

- the nature of the product, its properties and composition;
- the comparator material your product is to replace;
- the processes you use to produce the product and its specification.

Inclusion of a summary comparison table would be useful here.

A5 Procedures for ensuring quality standard

Provide details on the sampling, quality and analysis you carry out.

Include the quality management systems you have in place to ensure quality and consistency of the waste-derived fuel.

The Data Protection Act 1998

For your end of waste submissions we, the Environment Agency, will process the information you provide so that we can:

- deal with your submission;
 - give you an opinion on whether your waste or product has achieved end of waste status

- make sure you keep to the conditions of the licence, permit or registration;

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us

Information Requests

As a public authority we are subject to requests under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations (EIR) 2004. If you consider that any of the information within your submission is confidential it is important that you understand that as a public authority we are obliged to disclose information that we hold when we are subject to requests under this legislation.

There are only limited exceptions to this and we have to balance the need to protect the interests of a particular business against a wider test of public interest. We are not able to withhold the full submission only the information within the submission to which the exceptions apply. We normally consult with a company and its representatives before releasing any information but the decision to release any information is ultimately ours.

You can find out more about the obligations of public authorities to disclose information to the public here:

http://www.ico.gov.uk/for_organisations/environmental_information/guide/refusing_a_request.aspx

It is most likely that you may consider that we should rely either on the “commercial confidentiality” or the “volunteered” exceptions under EIR. You and your legal advisers may consider that there are other exceptions within the EIR or FOIA which apply to information that you send to us.

In all cases we are obliged to apply a presumption in favour of disclosure and then to weigh public interest factors in favour of disclosure against those in favour of withholding information at the time of a request for information.

We will not take a decision on whether we consider an exception can be applied and the relevant public interest factors when you submit information to us, because we are obliged to assess that when a request is received, but we will endeavour to consult you and will take into consideration timely submissions made by you, if we do receive a request for information.

How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.