

**Resident Services**

**Duty of care**

No. DOC 25709 09/10



Commercial Waste, 5th Floor, Hammersmith Town Hall Extension,  
King Street, Hammersmith, London W6 9JU Telephone 020 8753 3021

Company/trading name

Service address

Postcode  Telephone

Account reference: TR  Contract No.   
(Can be found on invoice) (if available)

**Annual waste transfer note: WASTE PRODUCER**

Under Section 34 of the Environmental Protection Act 1990, a duty is placed on you as a producer of waste to notify the London Borough of Hammersmith & Fulham of the exact nature of waste emanating from your premises to be collected by the council.

To comply with the duty you must complete and return only the top copy by **30 April 2009** or within ten days of signing a contract for refuse disposal. **(Customer must keep bottom copy for two years)**

**How is the general waste contained?**

**How is the recycling waste contained?**

(The Smart Bin/Sack can contain glass, paper/cardboard, cans and plastic bottles)

<input type="text"/>	No. of bags per week	<input type="text"/>	No. of smart sacks per week
<input type="text"/>	No. of 360 litre euro bins	<input type="text"/>	No. of 360 litre smart euro bins
<input type="text"/>	No. of 1,100 litre euro bins	<input type="text"/>	No. of 1280 litre smart euro bins
<input type="text"/>	No. of chamberlain bins	<input type="text"/>	
<input type="text"/>	No. of skips/compactors	<input type="text"/>	
<input type="text"/>	No. of collections per week	<input type="text"/>	No. of collections per week

**Source of waste**

- |   |  |
|---|--|
| <input type="checkbox"/> OF - Office                          | <input type="checkbox"/> OTA - Health/surgery  |
| <input type="checkbox"/> IDA - Light industry - printing      | <input type="checkbox"/> OTB - Residential home/hostel/hotel                                   |
| <input type="checkbox"/> IDB - Light industry - manufacturing | <input type="checkbox"/> OTC - Restaurant/cafe/pub/public entertainment                        |
| <input type="checkbox"/> IDC - Industrial - other _____       | <input type="checkbox"/> OTD - Educational/school/nursery                                      |
| <input type="checkbox"/> SHA - Shop (non food)                | <input type="checkbox"/> OTE - Parks/gardens   |
| <input type="checkbox"/> SHB - Shop (food)                    | <input type="checkbox"/> OTF - Garage/petrol station   |
| <input type="checkbox"/> Other (please specify) _____         | <input checked="" type="checkbox"/> DOM - Residential properties (Do not need to fill in form) |

If the description of your waste changes, by law you must inform us immediately

**Separate arrangements for the disposal of the following is required: Clinical waste/ batteries/ ferrous and non ferrous metals, oil and grease/ building materials**

Registered address of company

Signature  Name (capitals)

Status of signatory  Date

**Any queries or assistance in completing this form please contact 020 8753 3021 for advice.**

Hammersmith & Fulham Council

**Please note it is your responsibility to ensure compliance with the following aspects of the regulations.**

- a) To secure your waste in suitable containers.
- b) To provide an accurate description of the waste.
- c) To notify the council of any change in the nature of waste emanating from your premises.
- d) By law you must retain a copy of the waste transfer note for two years after its expiry date.
- e) Non-payment for refuse collections will lapse your Annual Waste Transfer Note. This could be a breach of the Duty of Care under S.34 and would on summary conviction lead to a fine of up to £15,000 or an unlimited fine on conviction or indictment.
- f) It is also a breach of the Duty of Care to falsely state how much trade refuse is being produced by your company for the council to remove and dispose and could on summary conviction lead to a fine of up to £5,000 or an unlimited fine of conviction or indictment.

SAMPLE