

## SCHEDULE 4

### INFORMATION

Regulation 6(4)

## PART I

### **Information to be contained in application for producer registration**

1. The address and telephone number of the registered office of the producer or, if not a company, the principal place of business of the producer.
2. The business name of the producer if different from that referred to in paragraph 1 above.
3. The address for service of notices on the producer if different from that referred to in paragraph 1 above.

Regulations 6, 8, 12 and 14

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## PART II

### Producer and Scheme Registration

#### Further Information

FOR PROVISION OF FURTHER INFORMATION BY OBLIGATED PRODUCERS AND ON BEHALF OF SCHEMES AS REQUIRED UNDER REGULATIONS 6, 8, 12 AND 14 OF THE PRODUCER RESPONSIBILITY OBLIGATIONS (PACKAGING WASTE) REGULATIONS 1997

EA/SEPA reference number: .....

**Please complete in black ink. 'Producers' are obligated businesses, that is companies, partnerships, sole traders etc.**

As indicated below parts of the form are optional but will assist in any future review of your sector's obligations.

**Please supply DATA IN METRIC TONNES and for PREVIOUS YEAR**

#### SECTION 1

Name of Business: .....

Address of registered office or principal place of business: .....

.....  
.....

Post Code: .....

Telephone number: .....

Fax number: .....

Name and position of Contact: .....

Where a group registration, name of group to which companies belong, if any: .....

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Tick main activity performed with regard to packaging:

Manufacturing of packaging raw materials	
Conversion	
Packing/filling	
Wholesaling*	
Selling	
Importing	

\* Wholesalers who perform no other activity are obligated with effect from 1 January 2000 only.

## SECTION 2

1. In accordance with regulations 6(7) and 12(7) you are required in the initial years to give reasonable estimates in tonnes per annum and in subsequent years to give information which is as accurate as reasonably possible in terms of the activities and materials set out in the following tables. You should attach a short description of how the data was obtained (Section 4). Tables 1–5 are (where applicable) required under Regulations 6 and 12. Tables 6–8 are optional but will assist in any future review of your sector’s obligations.

2. Schedule 1 paragraph 2(f) and Schedule 2 paragraph 3(1)(c) apply an obligation of 83% to transit or “secondary provider” packaging. This is the sum of the packer/filler and seller obligations on the transit packaging you use to pack and sell goods to customers (36% + 47% = 83%). Transit packaging should therefore be included in Tables 1 and 2a according to the activities performed on it.

3. Imports carry a cumulative or “rolled up” obligation depending on the stage at which they are imported (see Schedules 1 and 2).

4. Composite packaging should be included according to the predominant material by total weight.

5. Where an entry amounts to less than 1 tonne, it does not need to be recorded separately but should be aggregated with the principal packaging material handled by the business.

6. In calculating tonnages of packaging handled you may use your own information or any ready reckoner or guidance published by or in association with the Environment Agencies.

**Table 1: Packaging/Packaging Materials Supplied**

	Paper	Glass	Metals		Plastic	Wood	Other
			Al	Steel			
Raw material manufacturing							
Conversion							
Pack/filling							
Selling							

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**Table 2a: [where applicable] Packaging/Packaging Materials Exported by the Producer**

	Paper	Glass	Metals		Plastic	Wood	Other
			Al	Steel			
Raw material manufacture							
Conversion							
Pack/filling							
Selling							

**Table 2b: [where applicable and if known] Packaging/Packaging Materials Exported by a Third Party**

	Paper	Glass	Metals		Plastic	Wood	Other
			Al	Steel			
Raw material manufacture							
Conversion							
Pack/filling							
Selling							

**Table 3: [where applicable] Tonnage of Packaging/Packaging Materials Imported for the purpose of the named activity**

	Paper	Glass	Metals		Plastic	Wood	Other
			Al	Steel			
Conversion							
Pack/filling							
Selling							
Transit packaging round imports							

**As of 1 January 1999 and in subsequent years (see below for 1997 and 1998), you will be required to calculate and declare your obligation to recover and recycle, and fill in Table 4 below. IT SHOWS YOUR OBLIGATION. IT IS FOR THE CURRENT YEAR AND IS BASED ON DATA FROM THE PREVIOUS YEAR.**

**Summary Table 4: Statement of Obligations**

Recovery Obligation			
Of which, Recycling Obligation for	paper		
	glass		
	Metals	Aluminium	
		Steel	
	plastic		

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**SECTION 3**

**Table 5 Optional: Re-Use**

You do not have to answer this question, but if you can, please note below the tonnage of reused packaging excluded by material.

Paper		
Glass		
Metals	Aluminium	
	Steel	
Plastics		
Wood from 1.1.2000		
Other from 1.1.2000		

**Table 6 Optional: Composites**

You do not have to answer this question, but if you can, please note below the tonnage of packaging included in your obligated tonnage that was composite packaging, for each material.

Paper		
Glass		
Metals	Aluminium	
	Steel	
Plastics		
Wood from 1.1.2000		
Other from 1.1.2000		

**Table 7 Optional IN 1997 AND 1998 ONLY:** please provide an assessment of your levels of recovery and recycling (by material) of packaging waste in years 1996 and 1997 respectively:

Recovery			
Recycling	paper		
	glass		
	Metals	Aluminium	
		Steel	
plastic			

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#### **SECTION 4**

##### **Basis of Assessment**

How did you arrive at this assessment? Data from your own systems? Data from a Materials Organisation, from a Trade Association or Guidance from the Environment Agencies? Data from your suppliers? Other source?—please specify, using a separate sheet if necessary.

**Please return completed form by [            ] to the Agency with which you are registering. You must retain a copy for yourself.**

Environment Agency  
Hampton House  
20 Albert Embankment  
London SE1 7TJ  
Fax: 0171 840 6147

Scottish Environment Protection Agency  
Eskine Court  
The Castle Business Park  
Stirling FK9 4TR  
Fax: 01786 446885

Regulations 12(3)(b) and 31(2)

### **PART III**

#### **Information to be included in application for registration of a scheme or competition scrutiny**

4. The name of the scheme.
  5. The name of the operator, and where the operator is a partnership whose principal place of business is in Scotland, the names of all the partners.
  6. The address and telephone number of the registered office of the operator or, if not a company, the principal place of business of the operator, and, if more than one, all the operators.
  7. The address for service of notices if different from that referred to in paragraph 6 above.
  8. The names and addresses of the registered offices, or, if not companies, the principal places of business, of the scheme's members.
  9. Full particulars of the agreement for the constitution of the scheme including any rules or regulations to be observed by its members.
- Regulation 12(3)(d) and (e)

### **PART IV**

#### **Statement of the scheme's policies and scheme's operational plan**

10. The matters to be contained in the statement with regard to the scheme's policies referred to in regulation 12(3)(d) are—

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- (a) the steps intended to be taken through the scheme to increase the use of recycled packaging waste in the manufacture of packaging, packaging materials or other products or materials supplied by its members; and
  - (b) the principal methods by which packaging waste is to be recovered and recycled through the scheme, together with information about the steps the user or consumer may take to assist the scheme in applying these methods.
- 11.** The matters to be contained in the scheme’s operational plan referred to in regulation 12(3) (e) are matters which demonstrate—
- (a) that sufficient financial resources and technical expertise will be available to enable the recovery and recycling obligations of the scheme’s members referred to in regulation 4(1) (b) to be discharged through the scheme;
  - (b) that the arrangements for recovery and recycling through a scheme take account of any statement which, where the scheme is to be registered with the Agency, contains the Secretary of State’s policies in relation to the recovery and disposal of waste in England and Wales, and which is made under section 44A(1) of the 1990 Act, and, where the scheme is to be registered with SEPA, contains that Agency’s policies in relation to the recovery and disposal of waste in Scotland, and which is made under section 44B of the 1990 Act;
  - (c) that there are arrangements in place to enable the operator to supply further information as required under regulation 14;
  - (d) how the recovery and recycling obligations of its members referred to in regulation 4(1)(b) will be performed as regards each of the packaging materials relevant to those obligations including—
    - (i) the names and addresses of the reprocessors it is intended to use,
    - (ii) the names of any waste collection or disposal authorities from whom packaging waste is intended to be obtained,
    - (iii) the proportions in which the packaging waste which is to be recovered and recycled is to be obtained from the waste of a producer who is a member of the scheme, other industrial or commercial waste, household waste or other waste,
    - (iv) the amounts to the nearest tonne of packaging waste it is proposed to recover in the three years immediately following registration, and
    - (v) the amounts to the nearest tonne of each such packaging material which it is proposed to recycle in the three years immediately following registration; and
  - (e) the steps it is proposed to take to recover and recycle any of the packaging materials relevant to the recovery and recycling obligations of the scheme’s members in order not to adversely affect the interests of any member of the scheme, or any other producer, whose recovery and recycling obligations are predominantly in relation to another such packaging material.

**12.—(1)** For the purposes of paragraph 11(d)(ii) above “waste collection authority” and “waste disposal authority” shall have the meanings given in section 30 of the 1990 Act.

**(2)** For the purposes of paragraph 11(d)(iii) above “household waste”, “industrial waste” and “commercial waste” shall have the same meanings as in section 75 of the 1990 Act.

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(1) Sections 44A and 44B were inserted by section 92 of the Environment Act 1995. At the date of making these Regulations no such policies have been prepared.