DUTY OF CARE: WASTE TRANSFER NOTE

Waste (England and Wales) Regulations 2011

This note records the transfer of controlled waste under the duty of care.

WTN REFERENCE
SAMPLE-001
15/10/2026 10:30

SECTION A - DESCRIPTION OF WASTE

A1 Waste type	EWC / LoW code	Physical form	Quantity
Cardboard packaging	15 01 01	Solid	120 kg

Description of waste being transferred

SAMPLE ONLY - NOT AN OPERATIONAL DOCUMENT. Clean, dry cardboard packaging from a retail stockroom, flattened for recycling. All parties and locations are fictional.

How is the waste contained? ☐ Loose ☑ Sacks ☐ Skip ☐ Drum ☐ Tanker ☐ IBC ☐ Other

SECTION B - CURRENT HOLDER OF THE WASTE / TRANSFEROR

B1 Full name	Company / site operator
Alex Example (sample)	Example Retail Ltd (fictional)

Address	B2 Council / unitary authority	SIC code (2007)	Activity
1 Sample Street, Sampletown, SAMPLE	Example council	47190	Retail

Transferor status ☑ Producer of the waste ☐ Local authority ☐ Permit holder ☐ Registered waste carrier, broker or dealer

Permit / registration:

☑ Waste hierarchy declaration confirmed

SECTION C - PERSON COLLECTING THE WASTE / TRANSFEREE

C1 Collector / operative	Company	Carrier registration	Status
Morgan Example (sample)	Example Recycling Ltd (fictional)	SAMPLE ONLY	Registered waste carrier

Company address

2 Example Way, Sampletown, SAMPLE

SECTION D - THE TRANSFER

Address of transfer / collection point	Date / time	Vehicle
1 Sample Street, Sampletown, SAMPLE	15/10/2026 10:30	SAMPLE

Job / order number	Tipping facility / site	Tipping postcode	Receiving permit / exemption
DEMO-001	Example Cardboard Recycling Centre (fictional)	SAMPLE	SAMPLE ONLY

Tipping address

3 Demo Road, Sampletown

SIGNATURES / DECLARATION

TRANSFEROR

Alex Example (sample)

SAMPLE - NOT A SIGNATURE

Signature

TRANSFEREE - Example Recycling Ltd (fictional)

Morgan Example (sample)

SAMPLE - NOT A SIGNATURE

Signature

DECLARATION

The information on this waste transfer note is intended to accurately describe the waste and the transfer recorded above. Both parties remain responsible for complying with their duty of care and any applicable permit, registration and classification requirements.

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