Completing Annex VII Documents

This fact sheet gives guidance on the completion of an Annex VII which must accompany shipments of ‘green list’ waste.

Where can I get a copy of the green list form?

You can download a copy of the Annex VII form from: www.environment-agency.gov.uk/wastESHIPMENTS.

How to complete the form.

The person responsible for arranging the shipment must complete the form for each shipment before moving the waste.

By signing the form, the person arranging the export certifies the information provided is correct and that the necessary contract has been entered into with the consignee (the person to whom the waste is being sent to be recovered) before the waste starts its journey.

Block 1: insert the name and contact details of the person who arranges the shipment (exporter). If the exporter is a company, please make sure you enter the full registered company name. If you are acting as a waste broker or dealer, include your waste broker registration number. You must have a legal presence in the UK if you arrange the export of waste.

Block 2: insert the name and contact details of the consignee/person receiving the waste (importer). You should provide the licence/permit number as appropriate.

Block 3: insert the actual quantity of waste to be shipped in tonnes (Mg) or (m3).

Block 4: the actual date of the waste shipment.

Block 5 (a): insert the name and contact details of the first waste carrier, including the type of transport (for example container/trailer numbers), date of transfer and signature. All UK carriers should be registered.

Block 5 (b): insert name and contact details of second carrier (for example freight forwarder/shipping line), including the date of transfer from the first carrier and a signature, where applicable.

Block 5 (c): insert name and contact details of last waste carrier in the country receiving the waste (where applicable), including the date of transfer of the waste and signature. If there are more than three waste carriers, you should provide the details of other carriers in an annexe.

Block 6: insert the name and contact details of the waste generator(s) (the original waste producer(s) or the person/facility generating the waste for export).
Block 7: the name and contact details for the disposal/recovery site, including site registration details (waste licence or permit number).

Block 8: insert the appropriate ‘R’ code for the proposed recovery operation. These codes can be found in Annex II of European Directive 2008/98/EC.

Block 9: insert usual description of the waste.

Block 10: Block 10 must be completed with a number of codes in order to comply with domestic, EU and international rules on waste shipments. The required codes are dealt with in turn, providing information on where the codes may be sourced and any other rules, which apply to providing them.

- Basel annex IX code – the main code used for classification under the Regulation. You can get a consolidated list of codes from www.environment-agency.gov.uk/wasteshipments. The ‘green list’ Basel annex IX codes start with a B followed by a four-digit number e.g. B1010.

- OECD code – only required when the relevant Basel code above has been replaced in the WSR by an OECD code. The ‘green list’ OECD codes are made up of two letters, starting with ‘G’, followed by a three-digit number e.g. GB040

- EWC code – the main classification system for permits within the EU. You can obtain a copy of the EWC and guidance on its use at www.environment-agency.gov.uk/ewc.

- National codes – not required by UK authorities – consult with other authorities to see whether they have a domestic classification system.

Block 11: insert the names and country code and points of departure or entry for each country through which the waste must travel from the person who arranges the shipment to the destination facility in line.

Block 12: print name, apply date and signature of the exporter, using permanent ink. In signing this block of the form, the exporter is confirming that a prescribed contract is in place with the importer.

Block 13: when the waste is received, print name, apply date and signature of the importer, using permanent ink.

Block 14: after the waste has been recovered, print name, apply date and signature of the exporter, using permanent ink.

Where to send Annex VII documents.

Annex VII forms must be kept by the person arranging the shipment, and not sent to us.

Forms should be kept for a period of three years from the date when the shipment starts, by the person who arranges for the shipment, the consignee and the facility which receives the waste.

Further information:

Further information on the above may be obtained by visiting our website, or contacting the International Waste Shipments Team on +44 (0) 1925 542265 or shipments@environment-agency.gov.uk.