

From: WEEE, <weee@environment-agency.gov.uk>
Sent: 12 August 2020 10:22
To: WEEE,
Subject: Environment Agency - 2021 WEEE Approved Exporter (AE) applications
Attachments: Appendix 17 AE Recording systems V2.doc; Appendix 16 AE S&I Plan template V2.doc



Producer Responsibility Regulatory Service - WEEE

12 August 2020

2021 WEEE Approved Exporter (AE) applications

This email contains important information about your 2021 application please ensure that you read it carefully

Dear AE Operator

From the 1st September 2020 we will be accepting applications for approval as an Approved Exporter (AE) for the 2021 compliance year.

Submitting your application

You need to download and complete [application form WMP6](#).

With your application form you need to:

- attach a sampling and inspection plan
- tell us about the overseas sites you are exporting the WEEE to
- attach evidence of equivalent standards for overseas facilities outside the EEA
- pay the correct application fee

Applications should be emailed to weee@environment-agency.gov.uk. Due to current restrictions on access to our offices we strongly advise you not to post your application to us at this time as this may result in a delay to us processing your application.

As each application has a 12 week determination period, if you want your approval to start on 1 January 2021 you need to apply by 30 September 2020.

Best practice templates

We require all the information about your operations in order to fully assess suitability for AE status. To help you to structure this we have created templates for you to tell us about your Sampling and Inspection Plan and Recording Systems. We encourage you to use these templates. They are attached to this email.

Equivalent standards

If you export to a site located outside of the European Economic Area (EEA) you must provide evidence that the site takes measures to ensure their waste operations will not endanger human health or harm the

environment. The [guidance on acceptable evidence of the broadly equivalent standards](#) has been updated and will be republished shortly. We will email you again when this update has been made.

Fees for AE applications

Fees are based on the amount of evidence of WEEE treatment, recovery and recycling you intend to issue during the calendar year. You can find our BACS details at the bottom of this section. Payments can also be made by card by calling our team on 020 847 476 10. Due to current restrictions on access to our offices please be aware that if you pay by cheque there may be a delay in processing your application.

'Small' AEs

If you expect to issue evidence for 400 tonnes or less your application fee will be £600

'Large' AEs

If you expect to issue evidence for more than 400 tonnes your application fee will be £3,500

Please note that we will not start our assessment until we receive a complete application with payment.

BACS Details

Royal Bank of Scotland

Account name: Environment Agency

Account number: 10014411

Sort code: 60-70-80

IBAN Number: GB23NWBK60708010014411

SWIFTBIC Number: NWBKGB2L

Please use the reference **PR/WEEE/AE** followed by your company name

Waste classification

It is your responsibility to ensure you have accurately described your waste and used the correct code. The example codes provided on our application forms are not exhaustive and you should refer to the [consolidated waste list](#) when classifying your waste.

Please be aware that the codes for exporting waste plastics will change from 1st January 2021 when changes to the Basel Convention are implemented. In addition, some waste plastic exports will need to be notified, and some exports will be prohibited.

Certain WEEE and waste material arising from the treatment of WEEE cannot be exported under 'green list' controls and may only be permissible for export under notification controls. It is your responsibility to ensure the specific materials you intend to export are allowed to the destination country and that it is subject to the appropriate waste treatment process. The Agency's [Waste Export Control Tool](#) will help you determine whether the material you export is permissible to the destination country.

Further information is available from: askshipments@environment-agency.gov.uk.

Persistent Organic Pollutants (POPs)

For guidance on how to treat and dispose of waste containing POPs see:

<https://www.gov.uk/guidance/dispose-of-waste-containing-persistent-organic-pollutants-pops>

For further information on POPs contact: POPsandWEEE@environment-agency.gov.uk

Local controls

If you are exporting under Article 18 controls (green list), it is your responsibility to ensure you are aware of and comply with the local domestic controls for the country that you are exporting to, as these can change at short notice. Local controls are not specified on the Waste Export Tool.

Use of consultants

We would like to remind you that the responsibility for complying with the conditions of approval lies solely with the operator. If you use a consultant, you must ensure the information in your application is accurate and applies to your operations. If the consultant provides any ongoing support throughout the year, e.g.

record keeping, quality assurance checks, the full details must be included in the application. If the consultant is the primary contact, we may still ask to speak to a representative of the company about the application.

Approving only part of an application

Following advice received from the Environment Agency legal team, applications cannot have some parts approved and some parts refused.

If there are aspects of your application we can't approve, you will need to withdraw these before we can process the approval. We will be in touch if that situation arises.

If the parts of the application that we cannot approve are not withdrawn, we will have to refuse the whole application.

Queries?

If you have any queries you can reach us in Producer Responsibility Regulatory Services at weee@environment-agency.gov.uk or call our department direct on 020 847 476 10.

Information in this message may be confidential and may be legally privileged. If you have received this message by mistake, please notify the sender immediately, delete it and do not copy it to anyone else. We have checked this email and its attachments for viruses. But you should still check any attachment before opening it. We may have to make this message and any reply to it public if asked to under the Freedom of Information Act, Data Protection Act or for litigation. Email messages and attachments sent to or from any Environment Agency address may also be accessed by someone other than the sender or recipient, for business purposes.