

12 August 2020

## 2021 WEEE Approved Authorised Treatment Facility (AATF) applications

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

Dear AATF Operator

From the 1<sup>st</sup> September 2020 we will be accepting applications for approval as an Approved Authorised Treatment Facility (AATF) for the 2021 compliance year.

### Submitting your application

You need to download and complete [application form WMP5](#).

With your application form you need to:

- attach a sampling and inspection plan
- attach a completed template of actual annual recovery and recycling rates for 2019
- pay the correct application fee

Applications should be emailed to [weee@environment-agency.gov.uk](mailto: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 AATF 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.

### Recovery and recycling rate template

You must submit your 2019 recycling efficiencies to us as part of your 2021 AATF application using the attached template. If you were not approved as an AATF in 2019 then you do not need to include these in your application. See the guidance on [how to complete the template](#).

### Fees for AATF 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' AATFs

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

### **'Large' AATFs**

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/AATF** followed by your company name

### **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](mailto:POPsandWEEE@environment-agency.gov.uk)

### **Exporting**

Please also note that if you are supplying material for export you must ensure that the waste stream is correctly coded so it can be exported in line with [Waste Shipments Regulations](#). These description codes can be found within the [consolidated waste list](#).

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.

Guidance on the export of wastes see:

<https://www.gov.uk/guidance/importing-and-exporting-waste>

Further information is available from: [askshipments@environment-agency.gov.uk](mailto:askshipments@environment-agency.gov.uk).

### **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](mailto: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.