

# WMP1 – How to register as a producer of packaging 2007 registrations: guidance notes



Producer Responsibility Obligations (Packaging Waste) Regulations 2007

Please read these guidance notes carefully before you register.

## 1 Introduction

About 10 million tonnes of packaging waste are produced in the UK every year, much of which ends up in landfill sites. The European Directive on Packaging & Packaging Waste (94/62/EC) seeks to address the environmental impact of packaging disposal by requiring member states to recover packaging waste.

The UK government has responded to the Directive targets by introducing the Producer Responsibility Obligations (Packaging Waste) Regulations 2007.

The regulations impose 'producer responsibility obligations' on UK businesses that handle packaging. Businesses that fail to comply with the requirements are likely to be committing an offence.

## 2 The regulations

Companies who are obligated under the packaging waste regulations must:

- register with the Environment Agency or the Scottish Environment Protection Agency (SEPA) or join an approved compliance scheme
- recover a specified amount of packaging waste
- prove that they have met their annual obligations to recover and/or recycle packaging waste.

Recovery includes:

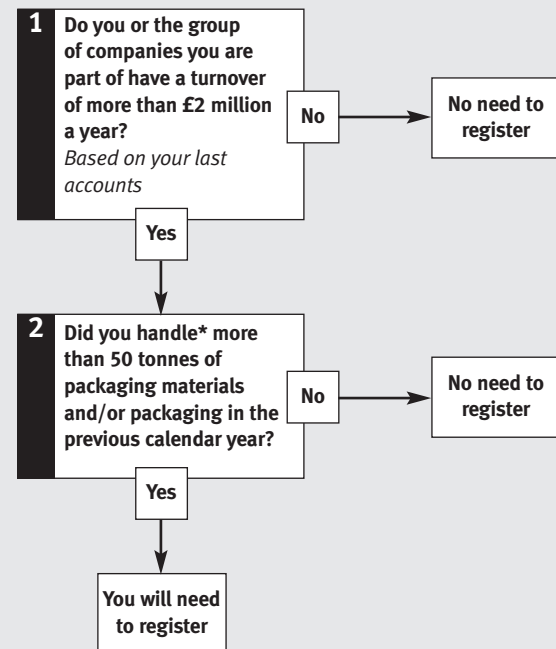
- recycling
- energy recovery
- composting.

Recycling is reprocessing waste materials by a production process into new materials or products.

Packaging is all products made of any materials of any nature to be used for the containment, protection, handling, delivery and presentation of goods, from raw material to processed goods, from the producer to the user to the consumer, including non-returnable items.

**Use this section to help you decide if the regulations apply to you. If they do you are an *obligated producer*.**

### Do the regulations apply to you?



\*Handle packaging means:

- undertake one or more of the activities listed in the table below or
- have these activities undertaken on your company's behalf
- own the packaging on which the activities are carried out
- supply packaging or packaging materials to another stage in the chain or to the final user of the packaging

| Activity                   | Description  |
|----------------------------|--|
| Raw material manufacturing | Produce raw materials for packaging manufacture  |
| Packaging conversion       | Convert raw materials into packaging   |
| Packing/filling            | Put goods in packaging or packaging around goods   |
| Selling                    | Supply packaging to the end user   |
| Importing                  | Import packaged goods and/or packaging from outside the UK – <i>this includes pallets and crates</i> |
| Service provider           | Supply packaging by hiring out or lending  |

### 3 Your producer responsibility obligations

If your business:

- has a UK turnover of more than £2 million, *based on the last financial year for which accounts are available before 7 April 2007*
- handled more than 50 tonnes of packaging materials and/or packaging in the previous calendar year (1 January to 31 December 2006)

You are an obligated producer and must:

- register with the Environment Agency or the Scottish Environment Protection Agency (SEPA) or join an approved compliance scheme and provide data on packaging handled.
- calculate your packaging obligation. This is the amount of packaging waste in tonnes which you will be responsible for recovering and/or recycling.
- recover and recycle specific tonnages of packaging waste. See *'Supplying evidence of your recovery and recycling obligations'* in Section 9.
- provide evidence that recovery/recycling has been undertaken. See *'Supplying evidence of your recovery and recycling obligations'* in Section 9.
- where the main activity performed by the producer is that of seller, fulfil consumer information obligations. See *'Consumer information obligations'* in Section 6.
- provide an operational plan where your packaging obligation is more than 500 tonnes.

*These are your 'producer responsibility obligations'.*

#### Small producers

If you have a turnover of less than £5 million you can opt to register as a small producer and your obligation must be worked out by the allocation method (see Section 8).

#### Group registrations

Holding companies and their subsidiaries can make a group registration. If making a group registration a group of companies must consider:

- the total tonnages of packaging handled by the group
- combined turnover including all subsidiaries (which handle packaging).
- allocation tonnages for any subsidiaries which opt to be small producers.

### 4 What you need to do next

You can:

- register your business directly with us by 7 April 2007 or
- join an Agency-registered compliance scheme by 7 April 2007.

This guidance is intended mainly for producers who register with us to meet their obligation. Those who want to join a compliance scheme must follow the scheme's guidance. See *'Joining a compliance scheme'* in Section 10.

*There is a list of current compliance schemes in Section 15.*

### 5 Registering your business with us

From February 2007 you can register online using the National Packaging Waste Database (NPWD). For further details see our guidance note 'How to register as a producer of packaging using the National Packaging Waste Database', which is available from <http://www.environment-agency.gov.uk/packaging>, or call

08708 506506. Using the NPWD will have a number of advantages including simplified data submission, calculation of obligations, and online transactions for ePRNs and ePERNs.

If you are unable to register online you can still register using a paper-based form, which can be downloaded from our website. If you choose to do this you will not be able to directly manage your ePRNs and ePERNs online, and you will have to notify us each time you undertake a transaction.

All applications must be accompanied by the correct registration fee (see *'Fees and charges'* in section 12). NPWD cannot accept online payment of fees, so in all cases this must be done by cheque.

### 6 Completing the application form

If you register online using the NPWD, then you will be taken through a series of ten steps as follows:

- Step 1 – Complete or verify your contact details
- Step 2 – Provide details of the registering applicant
- Step 3 – Detail any subsidiaries, licensees or tenants
- Step 4 – Detail your packaging activities
- Step 5 – Specify the amounts of packaging you handle
- Step 6 – Review your packaging obligations
- Step 7 – Upload supporting documents
- Step 8 – Review and resolve data inconsistencies
- Step 9 – Submit your online data
- Step 10 – Pay the registration fee

Guidance is provided online to assist you in this process, and the system will also calculate your recovery and recycling obligations and registration fee.

If you are unable to register online, you must use the paper based application form WMP3. The following notes will guide you in the completion of the form, and provide additional information on the calculation of obligations and fees.

#### Section 1: Type of application

Tell us what type of application you are making. There are three options:

- First time or new registration. When you register we will give you a unique registration number.
- Registration renewal for a producer registered in previous years. Please give us your registration number for a previous registration.
- Data resubmission where data previously submitted as part of a registration needs to be revised.

#### Resubmission of data

The data you provide in Section 5 must be as accurate as reasonably possible. If we find an error in your data we may ask you to make a resubmission of the application form containing the revised data together with a resubmission fee – see Section 12 *'Fees and charges'*.

#### Section 2: Contact details

Give us details of your business and who we can contact to discuss the application.

#### Section 3: The applicant

We need to know various details about your business including:

- 3.1 – your business trading name and company name – if different
- 3.2 – the address of your registered office and company registration number
- 3.3 – the SIC code for your business which can be found on <http://www.statistics.gov.uk>

- 3.4 – your turnover from the last set of audited accounts. If you do not have audited accounts you must provide us with alternative evidence of turnover.
  - Holding companies who wish to make a group registration should state the combined turnover of the group.
  - A group subsidiary with a turnover of less than £5 million can elect to calculate its obligation using the allocation method whilst still registering as part of a group.
  - A person who opts to be a small producer must provide us with evidence of turnover.
- 3.5 – tell us what kind of producer you are by ticking all the boxes that apply to you.
- 3.6 – tick the box to tell us if you are a licensor or pub operating company
- 3.7 – tell us how much packaging you handled in the calendar year 2006. Businesses having an obligation of more than 500 tonnes also need to submit an operational plan (see below)
- 3.8 – if your main activity is that of a seller you must tell us how you intend to fulfil your consumer information obligations (CIO). The CIO requires you to provide information to consumers on how they can help to recycle their packaging. See ‘Customer information obligations’ below.

**Operational plans***First applications*

Producers must submit an operational plan with their first application. It should address all the provisions of the legislation in Schedule 3 Part 3 of the regulations. Detailed guidance on operational plans can be found in guidance note WMP2 which can be found at <http://www.environment-agency.gov.uk/packaging>.

In subsequent years you should submit a revised operational plan by the 31 January.

**Consumer information obligations**

If your main activity is as a seller, you must give your customers information about:

- the return, collection and recovery systems available to them
- their role in contributing to reuse, recovery and recycling of packaging and packaging waste
- the meaning of symbols and icons on packaging
- how to get copies of waste strategy guidance. See ‘Sources of information’ in Section 14.

We will ask you to prove how you plan to fulfil these requirements to inform customers.

**Section 4: Details of subsidiaries, licensees and tenants***Group registrations*

If you are a holding company making a group registration you must give us details, including company registration number, address and contact details for all your subsidiaries. We also need to know the SIC code, turnover and main packaging activity for each subsidiary, and you must tell us which of your subsidiaries, if any, are small producers by ticking the box provided.

Groups of companies (a holding company and one or more subsidiaries) must aggregate their annual turnovers and packaging handled to establish whether they exceed the financial and tonnage thresholds for obligation. Obligated groups then have a number of options for registration with the agencies or a scheme:

- the holding company and one or more subsidiaries can either register together, or subsidiaries that are producers can register individually
- where the holding company is not a producer, but its subsidiaries are, the holding company can still register on their behalf
- the holding company can make a group registration in which one or more subsidiaries use the allocation method (if they have a turnover of less than £5 million) and the remaining subsidiaries aggregate their data and calculate the obligation by the method shown in Section 8. The allocations and calculated obligation must be aggregated to provide the overall obligation for the group.

*Licensors and pub operating companies*

If you are a licensor or pub operating company you must provide us with address and contact details for all your licensees or tenants. You can provide this information electronically in a data file by CD-ROM or email if this is more convenient. It does not have to be in the format specified on the form.

**Section 5: Packaging activities and data submission form**

This is an important part of the application known as the ‘data form’. Use this part of the form to tell us about your packaging activities, the packaging you handled, how you worked out the packaging handled, and data on the material types and tonnages of packaging on which you carried out different activities and supplied to another person.

- 5.1 – tell us about your main and secondary packaging activities. For example – your main activity might be as a seller of packaging but you might also be an importer of packaging. Small producers can now go to Section 5.4, Table 4c
- 5.2 – tell us how you worked out how much packaging you handled in 2006
- 5.3 – provide us with data on your packaging activities. For example, how many tonnes of packaging you pack-filled, sold or imported in 2006. First read Section 7 of this document and then follow the help on the form to complete the data tables
- 5.4 – this part is the statement of your recovery and recycling obligation which can be calculated from the data you have entered into the data tables in Section 5.3. Section 8 of this guidance note explains how to calculate your obligation and gives a worked example.

*Table 4a*

- put your total recovery obligation in the first box
- the second box is for your minimum recycling obligation – 92% of your total recovery obligation
- subtract the tonnage in the second box from the first box to calculate your maximum recovery allowance and put this in the third box. This is the maximum amount of recovery evidence you are allowed to submit with your certificate of compliance. The rest of the evidence you submit must be recycling evidence – see Section 9.

*Table 4b*

Calculate your material-specific recycling obligation and enter the tonnage in the relevant box(es).

*Table 4c*

This table is for use by small producers and holding companies with group registrations where one or more subsidiaries are small producers.

- If you are registering as an individual small producer, work out your recycling allocation and predominant

material type and complete the relevant section of the table.

- Holding companies making a group registration as a small producer must provide an allocation based on the aggregate turnover for all companies in the group. There will be one packaging material type for the whole group which is the predominant packaging material type for the whole group by tonnage.
- If you are a holding company making a group registration where one or more subsidiaries are small producers, you must enter the total allocations for all small producer subsidiaries in this table. Put the allocations for each subsidiary in the table in Section 5.5.

#### Table 4d

Use this table only if you are a holding company making a group registration where one or more subsidiaries are small producers, and one or more subsidiaries are using an aggregated data calculation. You need to add Tables 4b and 4c to give you the total in Table 4d. This total is your overall material-specific recycling obligation for the group.

- 5.5 – you should only complete this table if you are making a group registration and have one or more subsidiaries that are using the small producer's allocation method. Enter the allocations for each small producer subsidiary in the spaces provided.

### Section 6: Checklist

Tick the boxes on the checklist to confirm that you have completed the form and included the fee and any other supplementary information required.

### Section 7: Data protection notice

This section tells you how we may use the information provided.

### Section 8: Declaration

The form must be signed by an 'approved' person. An approved person is:

- a director or company secretary of the company
- a partner or
- a sole trader.

It is an offence to give false or misleading information as part of your application.

### Section 9: What to do now

You must send the completed form to the appropriate agency at the addresses provided in Section 14 before **7 April 2007**. Late applications cannot be accepted.

### Fees

Fees are explained in Section 12.

## 7 About your activity obligations

The obligation for small producers is an allocation based on turnover to the nearest £10,000. See Section 8 'Working out your recovery and recycling obligations'.

For all other producers your recovery and recycling obligations are based on the:

- amount of packaging and packaging material handled in the previous year
- activity performed on it
- type of material (UK recycling target)
- UK recovery target.

It is important that you identify each of these points so you can assess the percentage obligation on all the activities your business performs.

Remember that your recycling obligations are part of your recovery target, not in addition to it, so do not add the two together. To comply you must fulfil **both** the recovery **and** material-specific recycling obligations, including the current 92% recycling obligation (see Section 8).

The obligation for the current (relevant) year is based on your data entered in Tables 1 to 3b. It is important to note that if you fill out the tables incorrectly, you may also calculate your recovery and recycling obligations incorrectly.

Follow the instructions online or on the form, which tell you about the data which you should enter into each table.

### What to include

Your data and calculations should include:

- the tonnage of packaging which is supplied on to the next stage
- imported packaging and any packaging around imported goods.

### Do not include:

- materials you export *directly or by a third party for which auditable documentation is available*. These should be reported in Tables 1, 2a and 2b. However, you will not have an obligation in relation to these exported tonnages of packaging and packaging materials where auditable documentation is available
- any packaging that has been used before unless it is imported transit packaging
- process waste.

## 8 Working out your recovery and recycling obligations

It is important to note that the UK recovery and recycling targets can change annually. They are set out in the regulations. The **UK recovery target** for 2007 is 67% of packaging material handled.

Your **recovery obligation** = 67% × your **activity obligation**.

See 'Calculating your activity obligations' below.

### Recycling target

You must recycle a minimum of 92% of your total recovery obligation. This represents your **total recycling obligation**. Businesses must satisfy 92% of their total recovery obligation with evidence of recycling. For example, if you have an obligation of 100 tonnes, 92 tonnes of this must be recycled and evidence submitted in the form of recycling evidence. *The remaining 8 tonnes can be recycled or recovered*. Within the 92% minimum recycling obligation, you must meet your **material-specific** recycling obligations. These are based on the UK recycling targets for each material, multiplied by your **activity obligation** (see below for how to work this out).

The total amount of your **material-specific** recycling obligations may fall short of your **total recycling obligation**. In this case you can make up the difference through any additional material recycling evidence.

The UK recycling targets (material percentage) are:

- paper/fibreboard 67
- glass 69.5
- aluminium 31
- steel 57.5
- plastic 24
- wood 20



## Calculating your activity obligations

There are six activities with the following obligations:

| Activity                   | Obligation  |
|----------------------------|---|
| Raw material manufacturing | Amount you have handled x 6% x UK target  |
| Packaging conversion       | Amount you have handled x 9% x UK target  |
| Packing/filling            | Amount you have handled x 37% x UK target   |
| Selling                    | Amount you have handled x 48% x UK target   |
| Importing                  | Amount you have handled x % (the exact percentage is dependent upon the material's 'rolled up' obligation, i.e. all activities carried out on the material prior to its import) x UK target |
| Service provider           | Amount you have handled x 85% x UK target   |

### An example

#### Recovery obligation recycling obligations

UK target = UK recovery target (67%)

UK target = UK recycling target for the material

A **raw material manufacturer** has handled 400 tonnes of packaging in 2006.

The activity percentage for raw material manufacturers is 6%.

- 1 Calculate the recovery obligation:  
 $400 \text{ tonnes} \times 6\% \times 67\% = (16.08) \text{ rounded to the nearest tonne} = \mathbf{16 \text{ tonnes}}$
- 2 The manufacturer must recycle at least 92% of this amount to meet the total recycling obligation. That comes to 14.72 rounded to the nearest tonne = **15 tonnes**  
*Of the 400 tonnes handled, 200 are aluminium and 200 are steel.*  
*The UK recycling target for aluminium is 31%.*
- 3 Calculate the recycling obligation for this material:  
 $200 \text{ tonnes} \times 6\% \times 31\% = (3.72) \text{ rounded to the nearest tonne for the purpose of obtaining evidence} = \mathbf{4 \text{ tonnes}}$   
*The UK recycling target for steel is 57.5%.*
- 4 Calculate the recycling obligation for this material:  
 $200 \text{ tonnes} \times 6\% \times 57.5\% = (6.9) \text{ rounded to the nearest tonne for the purpose of obtaining evidence} = \mathbf{7 \text{ tonnes}}$ .
- 5 Material-specific recycling obligations = **4 + 7 = 11 tonnes.**

However, the total recycling obligation for this manufacturer is (14.72) **15 tonnes**. The manufacturer can make up the difference of 4 tonnes by recycling **any** material.

## Evidence

The manufacturer must obtain evidence of compliance for the following *rounded to the nearest tonne*. See Section 9 'Supplying evidence of your recovery and recycling obligations'.

- steel = 7 tonnes recycled
- aluminium = 4 tonnes recycled
- 'any material' = 4 tonnes recycled.

Evidence of total recycling for 15 tonnes.

They can make up the **1 tonne balance** of the overall recovery target with recovery or recycling evidence.

### Paper handlers

Let's consider that the manufacturer in the example above handles paper only.

*The UK recycling target for paper is 67%.*

Calculate the recycling obligation for this material:

$400 \text{ tonnes} \times 6\% \times 67\% = (16.08) \text{ rounded to the nearest tonne} = \mathbf{16 \text{ tonnes}}$ .

Note here that the un-rounded total recycling obligation works out the same as the recovery obligation. This is because the UK recycling target for paper is the same as the UK recovery target (67%). In these circumstances you will need to meet the total obligation in paper recycling.

### Small producer's allocation method

If you have a turnover of less than £5 million you can opt to register as a small producer. Small producers do not need to calculate their obligation as described in the example above. Their obligation is based on their turnover to the nearest £10,000. The formula is found in Schedule 2 of the regulations.

Small producers must fulfil their obligation by providing recycling evidence in the predominant packaging material by weight they handled. See Section 9 for details on how to supply us with evidence.

For 2007 the allocation for small producers is calculated by:  
 Your turnover/1,000,000 x 26 = your obligation in tonnes.

#### Example 1

A small producer has a turnover of £2,750,000. Most of the packaging they handled by weight was paper. The producer's obligation is:

$2,750,000/1,000,000 \times 26 = 71.5 \text{ tonnes}$ . This should be rounded to the nearest tonne – 72 tonnes of paper recycling evidence.

#### Example 2

A small producer has a turnover of £4,210,000. Most of the packaging they handled by weight was steel. The producer's obligation is:

$£4,210,000/1,000,000 \times 26 = 109.46 \text{ tonnes}$ . This should be rounded to the nearest tonne – 109 tonnes of steel recycling evidence.

The Environment Agency has provided a ready reckoner for small producers which can be found in Section 16 of this guidance.

**Reducing packaging**

Reducing the amount of packaging produced in the first place and/or increasing the amount of reusable packaging may lessen the financial impact of the regulations on businesses by, for example, making production cost savings. We can advise you about waste minimisation schemes running in your area. Advice is also available from Envirowise. See Section 15 'Sources of information'.

**9 Supplying evidence of your recovery and recycling obligations**

To make it easier for businesses to collect the necessary evidence of their recovery and recycling obligations, an accreditation system for packaging waste reprocessors and exporters has been developed and is now contained within the regulations.

See 'ACC-GN01: Guidance notes for accreditation of reprocessors and exporters of UK packaging waste' downloadable from <http://www.sepa.org.uk> or <http://www.environment-agency.gov.uk/packaging>

The system has been devised so that you do not have to directly recover and recycle the packaging waste which your business handled or supplied. You can purchase evidence of recovery or recycling from an accredited reprocessor or exporter.

From 1st February 2007, paper-based evidence – packaging waste recovery notes (PRNs) and packaging waste export recovery notes (PERNs) – have been replaced with electronic evidence (ePRNs and ePERNs) which will be transacted within the National Packaging Waste Database. It should be noted that NPWD will have no trading element and will only track and record the issuing and acceptance of evidence. All commercial transactions and contractual agreements will remain outside the system. As noted earlier, producers who do not register online will not be able to directly manage their ePRNs and ePERNs online, and will have to notify us each time they undertake a transaction.

The regulations require you to fulfil at least 92% of your obligation by means of recycling ePRNs or ePERNs. The remaining 8% can be fulfilled either by recovery or by recycling evidence.

**Certificates of Compliance**

Businesses registered with us must send us a Certificate of Compliance by 31 January 2008, stating whether or not they have met the obligations for 2007. It should be signed by the 'approved person', and contain the information required by the regulations.

The Certificate of Compliance should be accompanied by:

- a copy of Section 5 'Packaging activities and data tables' from form WMP3 declaring your 2006 packaging data. *If you have resubmitted data during the year, you must supply copies of the resubmitted data tables.*
- copies of the PRNs or PERNs which are being used as evidence. *Please do not send us the originals.*

You must keep the original evidence of compliance on file for a four-year period and make it available to us on request.

**10 Joining a compliance scheme**

You must register directly with a compliance scheme if you are obligated and decide not to register with us for 2007.

A list of current schemes can be found in Section 15. A compliance scheme takes on:

- your legal obligations
- the provision of an operational plan
- your recycling and recovery obligations.

However, you are still responsible for providing the scheme with accurate data.

As a member of a compliance scheme, you do not need to submit a Certificate of Compliance.

If you choose to join a compliance scheme you must do so by **7 April 2007**.

It is an offence if you:

- deliberately give false or misleading information. You may be liable to prosecution
- do not register your business with the Environment Agency/SEPA or one of the compliance schemes by **7 April 2007**.

Applications should be sent directly to the relevant scheme. *A list of compliance schemes is provided in Section 15.*

**11 Monitoring and enforcement**

The Environment Agency/SEPA will provide advice and answer specific queries on the regulations. Enforcement action may be taken against any producer which we consider has avoided its obligations, for example by:

- not registering or joining a scheme by the due date
- not taking reasonable steps to meet its recovery and recycling obligation
- providing false and misleading information.

*You may be prosecuted if you do not comply with the regulations.*

**Free riders**

If you wish to give us details of companies that you think may be avoiding registering, their obligations or information in relation to the accreditation system, you can now do so confidentially by leaving a message on 0800 023 2090.

**12 Fees and charges****Applications to the Environment Agency or SEPA**

When you send us your application, you have to pay us a fee for processing it.

If you do not send us the correct payment, we cannot process your application.

We cannot refund the registration fee if:

- your application is refused or cancelled
- you no longer need to be registered.

**Individual registrations with the Agencies**

You must pay a registration fee of £776.

**Small producers**

You must pay a registration fee of £562.

**Group registrations with the Agencies**

Producers must pay an initial fee of £776 plus a fee for each subsidiary contained within the group registration at the following rate:

- £180 each for the first four subsidiaries
- £90 each for the subsequent 5–20 subsidiaries
- £45 each for the 21st and subsequent subsidiaries – see table on the next page
- you do not need to pay a fee for small producer subsidiaries
- if a group of companies has a combined turnover of less than £5 million, the holding company can register the group as a small producer and pay a fee of £562.

**Holding company fee (including fee for subsidiaries)**

|                 | £    |                 | £    |
|-----------------|------|-----------------|------|
| 1 subsidiary    | 956  | 12 subsidiaries | 2216 |
| 2 subsidiaries  | 1136 | 13 subsidiaries | 2306 |
| 3 subsidiaries  | 1316 | 14 subsidiaries | 2396 |
| 4 subsidiaries  | 1496 | 15 subsidiaries | 2486 |
| 5 subsidiaries  | 1586 | 16 subsidiaries | 2576 |
| 6 subsidiaries  | 1676 | 17 subsidiaries | 2666 |
| 7 subsidiaries  | 1766 | 18 subsidiaries | 2756 |
| 8 subsidiaries  | 1856 | 19 subsidiaries | 2846 |
| 9 subsidiaries  | 1946 | 20 subsidiaries | 2936 |
| 10 subsidiaries | 2036 | 21 subsidiaries | 2981 |
| 11 subsidiaries | 2126 | 22 subsidiaries | 3026 |

**Resubmission of data**

If you need to give revised information during the registration year there will be an additional charge of £220 (*for example, following a monitoring visit by us*).

**Applications to an existing compliance scheme**

When you apply to an existing compliance scheme, we will charge that scheme for your registration.

**Individual company registrations**

The scheme will be charged a fee of £564.

**Small producers**

The scheme will be charged a fee of £345.

**Group registrations**

An initial fee of £558 will be charged plus a fee for each subsidiary included within the group at the following rates:

- £180 each for the first four subsidiaries
- £90 each for the subsequent 5–20 subsidiaries
- £45 each for the 21st and subsequent subsidiaries.

**13 Sending us your application**

**You must register by 7 April 2007. If you are not registering online, you must complete application form WMP3 and send it and all associated documents to us by 7 April 2007.**

Producers whose registered head office or principal place of business is in Scotland should register with the Scottish Environment Protection Agency (SEPA). Those in England or Wales should register with the Environment Agency. *See Section 14 'Sources of information'.*

**Keeping us informed**

In signing your declaration, you are undertaking to inform us within 28 days of any change in:

- circumstances relating to registration
- the information which you have submitted with your application.

You must cancel your registration if you become a member of a registered compliance scheme or cease to be a producer in the year.

**14 Sources of information****Publications**

Producer Responsibility Obligations (Packaging Waste) Regulations 2007.  
Published by The Stationery Office  
Telephone orders/ enquiries 0870 600 5522  
<http://www.tso.co.uk/bookshop>

**Information****Environment Agency (England & Wales)**

Environment Agency  
Quadrant Two  
99 Parkway Avenue  
Sheffield S9 4WG  
Tel 08708 506506 Fax 0114 262 6697  
<http://www.environment-agency.gov.uk/packaging>

**Scottish Environment Protection Agency (SEPA)**

Producer Responsibility Unit  
Erskine Court  
The Castle Business Park  
Stirling FK9 4TR  
Tel. 01786 457 700 Fax 01786 446 885  
<http://www.sepa.org.uk>

**Environment and Heritage Service (Northern Ireland)**

Producer Responsibility Unit  
Klondyke Building  
Cromac Avenue  
Gasworks Business Park  
Lower Ormeau Road  
Belfast BT7 2JA  
Tel 028 9056 9387 Fax 028 9056 9376  
<http://www.ehsni.gov.uk>

**Department for Environment, Food and Rural Affairs (Defra)**

Producer Responsibility Unit  
Zone 6/F5  
Ashdown House  
123 Victoria Street  
London SW1E 6DE  
Tel. 020 7082 8780 Fax 020 7082 2470  
<http://www.defra.gov.uk/environment/waste/topics/packaging/index.htm>

**Envirowise**

Freephone Helpline 0800 585 794  
*Offers advice on a range of environmental issues, including packaging. For more complex enquiries, an environmental specialist can contact you and offer up to 2 hours' free advice. If you are a smaller business, with fewer than 250 employees on site, free environmental counselling visits can be made at the discretion of the Helpline manager.*

**Industry Council for Packaging and the Environment (Incpen)**

SoanePoint  
6–8 Market Place  
Reading  
Berkshire RG1 2EG  
Tel 0118 925 5991 Fax 0118 925 5993  
<http://www.incpen.org>

*Incpen promotes the benefits of packaging and represents the interests of over 60 major companies from all parts of the packaging chain. It gives general guidance concerning packaging and the environment.*

## **15 Current compliance schemes in operation**

*Details correct at time of going to press.*

### **BETAPACK**

103 Tenter Lane  
Warmsworth  
Doncaster  
South Yorkshire DN4 9PE  
Tel. 01302 857448

### **BIFFPACK**

Coronation Road  
Cressex  
High Wycombe  
Buckinghamshire HP12 3TZ  
Tel. 01494 556565

### **BUDGET PACK**

The Mill  
Upper Mills Trading Estate  
Bristol Road  
Stonehouse  
Gloucestershire GL10 2BJ  
Tel. 01453 793020

### **COMPLIANCE LINK**

32 Elmfield Road  
Castle Bromwich  
Birmingham B36 0HL  
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## 16 Ready reckoner for small producers

### Small producer allocation table for 2007 obligation year

This methodology is for use by obligated producers with a turnover between £2m and £5m. The obligations for producers who elect to follow the allocation methodology are set out in the matrix below. The Regulations allocate a **recycling obligation** to producers opting for the allocation route. You are required to recycle the specified amount in tonnes of the main packaging material handled.

To use the matrix and identify your recycling obligation you must round your turnover to the nearest £10,000, then identify which band your turnover falls into. You will then find the tonnage of packaging waste that you have to recycle in 2007. For example, if a business has turnover of £2,219,100, the rounded figure would be £2,220,000. The associated tonnage recycling obligation will be 58 tonnes.

| Turnover (£)        | Tonnes | Turnover (£)        | Tonnes | Turnover (£)        | Tonnes |
|---------------------|--------|---------------------|--------|---------------------|--------|
| 2,000,000–2,010,000 | 52     | 3,020,000–3,050,000 | 79     | 4,060,000–4,090,000 | 106    |
| 2,020,000–2,050,000 | 53     | 3,060,000–3,090,000 | 80     | 4,100,000–4,130,000 | 107    |
| 2,060,000–2,090,000 | 54     | 3,100,000–3,130,000 | 81     | 4,140,000–4,170,000 | 108    |
| 2,100,000–2,130,000 | 55     | 3,140,000–3,170,000 | 82     | 4,180,000–4,210,000 | 109    |
| 2,140,000–2,170,000 | 56     | 3,180,000–3,210,000 | 83     | 4,220,000–4,240,000 | 110    |
| 2,180,000–2,210,000 | 57     | 3,220,000–3,240,000 | 84     | 4,250,000–4,280,000 | 111    |
| 2,220,000–2,240,000 | 58     | 3,250,000–3,280,000 | 85     | 4,290,000–4,320,000 | 112    |
| 2,250,000–2,280,000 | 59     | 3,290,000–3,320,000 | 86     | 4,330,000–4,360,000 | 113    |
| 2,290,000–2,320,000 | 60     | 3,330,000–3,360,000 | 87     | 4,370,000–4,400,000 | 114    |
| 2,330,000–2,360,000 | 61     | 3,370,000–3,400,000 | 88     | 4,410,000–4,440,000 | 115    |
| 2,370,000–2,400,000 | 62     | 3,410,000–3,440,000 | 89     | 4,450,000–4,480,000 | 116    |
| 2,410,000–2,440,000 | 63     | 3,450,000–3,480,000 | 90     | 4,490,000–4,520,000 | 117    |
| 2,450,000–2,480,000 | 64     | 3,490,000–3,510,000 | 91     | 4,530,000–4,550,000 | 118    |
| 2,490,000–2,510,000 | 65     | 3,520,000–3,550,000 | 92     | 4,560,000–4,590,000 | 119    |
| 2,520,000–2,550,000 | 66     | 3,560,000–3,590,000 | 93     | 4,600,000–4,630,000 | 120    |
| 2,560,000–2,590,000 | 67     | 3,600,000–3,630,000 | 94     | 4,640,000–4,670,000 | 121    |
| 2,600,000–2,630,000 | 68     | 3,640,000–3,670,000 | 95     | 4,680,000–4,710,000 | 122    |
| 2,640,000–2,670,000 | 69     | 3,680,000–3,710,000 | 96     | 4,720,000–4,740,000 | 123    |
| 2,680,000–2,710,000 | 70     | 3,720,000–3,740,000 | 97     | 4,750,000–4,780,000 | 124    |
| 2,720,000–2,740,000 | 71     | 3,750,000–3,780,000 | 98     | 4,790,000–4,820,000 | 125    |
| 2,750,000–2,780,000 | 72     | 3,790,000–3,820,000 | 99     | 4,830,000–4,860,000 | 126    |
| 2,790,000–2,820,000 | 73     | 3,830,000–3,860,000 | 100    | 4,870,000–4,900,000 | 127    |
| 2,830,000–2,860,000 | 74     | 3,870,000–3,900,000 | 101    | 4,910,000–4,940,000 | 128    |
| 2,870,000–2,900,000 | 75     | 3,910,000–3,940,000 | 102    | 4,950,000–4,980,000 | 129    |
| 2,910,000–2,940,000 | 76     | 3,950,000–3,980,000 | 103    | 4,990,000–5,000,000 | 130    |
| 2,950,000–2,980,000 | 77     | 3,990,000–4,010,000 | 104    |                     |        |
| 2,990,000–3,010,000 | 78     | 4,020,000–4,050,000 | 105    |                     |        |

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