

07 August 2020

2021 Packaging exporter and reprocessor applications

Dear Operator

[The National Packaging Waste Database](#) (NPWD) opens on 1 September 2020 for operators to submit applications for accreditation as exporters and reprocessors of packaging waste for 2021.

This notice contains changes to the process that are mandatory and must be followed.

- **Exporters applying for overseas sites**

- Previously, exporters have been able to apply for EU & OECD countries without specifying the site. We now require the site details so we can be better informed about where materials are going.
- **Overseas site details (Step C/2.1 on NPWD) must be completed for every site for all materials.** It is no longer an option to leave this blank as 'Not Specified' for EU or OECD countries. If Step C/2.1 has not been completed we will be unable to approve your application until this has been completed.
- It is not a requirement to provide broadly equivalent evidence at the point of application for EU/ OECD sites but you should hold this information. We may ask to see it on request or at audit. If you do provide documentation as part of your application we can still review it and make queries if we have any questions.
- This also applies to any additional sites you add to an existing accreditation after 1st January 2021. If you add more sites in year they will be valid from the date a correctly completed additional part C application has been submitted and paid for.

- **Reprocessor processing capacity**

- **Step B/2 Plant Tonnages** must be completed on all reprocessor applications. If this is not completed we will be unable to approve your application until it has been filled in.

Forward Look

- **01 September 2020**

NPWD opens for 2021 accreditation applications.

- **21 October 2020**

Returns Deadline for Quarter 3

Got something to tell us or want to give feedback?

Get in touch with the packaging team on 0208 474 7609 or [email here](#)

Reporting Freeriders

You can anonymously report freeriders through the Crimestoppers website [here](#) or by calling Crimestoppers on 0800 555 111.

- This will help us to check that sites are operating in compliance with exemption and permit limits - at the point of application and as part of our in year compliance monitoring.

- **Exports of plastic**

- 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.**

Making your application

In order for the Environment Agency to determine your application by 1 January 2021, your application should be submitted and paid for **no later than 30 September 2020**.

You can apply after this date, but we cannot guarantee that your application will be processed in time to start from 1 January 2021.

Use of consultants

We would like to remind you that the responsibility for complying with the conditions of accreditation / 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, eg. 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.

If your operation hasn't changed

You may use your 2020 application documents but we will assess applications to check that they satisfy us that you will comply with the Regulations, and we may have further queries.

If your operation has changed

If your operations, such as material inputs or outputs, have changed since your last application you will need to include these updates when you reapply. **If you have changed your procedures and do not update your sampling & inspection plan with changes this may result in enforcement action** as following your agreed plan is a condition of accreditation. Enforcement action can include a suspension or cancellation.

Best practice templates

These have not changed for 2021 applications. We recommend using these templates as completing them fully should mean that your application contains all of the information we need to make an assessment.

Processing applications

We aim to process applications as quickly as possible and will prioritise applications based on when they were duly made (submitted and paid for).

Tell them

- it is an environmental crime
- the offender's company name and address and Companies House number (if known)
- describe the criminal activity you suspect – that they are not complying with the packaging waste regulations
- any information on why you feel the company is not complying with the regulations

We cannot prioritise late applications upon requests from operators. If we are unable to determine applications received after 30 September by 1 January, PRNs/PERNs will only be able to be issued on material received or exported from the date of approval.

You must make your application through NPWD. If we require further information to assess your application, we will ask you to resubmit the relevant sections of your application through NPWD.

If you require further users for your NPWD account then these can be created by any designated super-user from your business.

Broadly equivalent revised guidance

The guidance has been updated and is going to be published shortly on gov.uk. Once it has been published we will email you again to let you know.

Fees

Our preferred methods of payment are credit card or BACS.

BACS payments should have the reference **PR/PK/EXP** for exporter applications and **PR/PK/REP** for reprocessor applications.

Here are the details you need in order to pay by BACS:

Royal Bank of Scotland

Account number: 10014411

Sort code: 60-70-80

IBAN Number: GB23NWBK60708010014411

SWIFTBIC Number: NWBKGB2L

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.

Queries?

If you have any queries, please contact the packaging producer responsibility team at packaging@environment-agency.gov.uk or on 0208 474 7609.

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.