** Packaging Compliance Scheme**

Membership and Application Registration 2018

**Company / Producer Details:**

Full Legal Company Name Registered Address

Trading Name (if different)

Co House Reg Number

NPWD Number

SIC 2007 Code Turnover (of this Legal Entity)

Refer to: <https://www.gov.uk/government/publications/standard-industrial-classification-of-economic-activities-sic>

WeeeCare Member BatteryBack Member

**Contact Details:**

Primary Contact Name Contact Address

Position

Contact Landline

Contact Mobile

Contact E-Mail

Secondary Contact Name Contact Address

Position

Contact Landline

Contact Mobile

Contact E-Mail

**Invoice Details:**

Invoice Contact Name Invoice Address

Position

Contact Landline

Contact Mobile

Contact E-Mail

**Packaging Activities:**

|  |  |  |
| --- | --- | --- |
|  | Main Packaging Activity | Other Packaging Activities |
| Raw Material Manufacturing |  |  |
| Conversion |  |  |
| Packing / Filling |  |  |
| Selling (to End User) |  |  |
| Importing |  |  |

** Packaging Compliance Scheme**

Membership and Application Registration 2018

**Registration Details:**

How will you be registering as a Producer under the Regulations?

Sole Trader Parent Company (Group)**\***

Partnership Pub Operator / Licensor**\*\***

Limited Company / PLC Small Producer /

Allocation Method**\*\*\***

\* If you are registering as the Parent Company of a Group of Companies, please complete the next section below (Group Details).

\*\* If you are a Franchiser / Licensor / Pub Operating Business, please provide a separate list of ALL franchisees / licensees / pubs.

\*\*\* Please note that you may only register as a Small Producer and use the Allocation Method if the Company Turnover is £5million or less. If you wish to register as a Small Producer (or register Subsidiary Companies as Small Producers), please complete Small Producer – Allocation Method below.

**Group Details:**

**Parent / Holding Company Details:**

Parent / Holding Co Name Registered Address

Trading Name (if different)

Co House Reg Number

NPWD Number

£ (as at:- xx/xx/20xx)

SIC 2007 Code Turnover (of this Legal Entity)

Contact Name Position

Phone Number E-Mail

**Subsidiary Company Details:**

Subsidiary Co Name Registered Address

Trading Name (if different)

Co House Reg Number

NPWD Number

£ (as at:- xx/xx/20xx)

SIC 2007 Code Turnover (of this Legal Entity)

Contact Name Position

Phone Number E-Mail

Main Packaging Activity Small Producer /

 Allocation Method

** Packaging Compliance Scheme**

Membership and Application Registration 2018

**Subsidiary Company Details:**

Subsidiary Co Name Registered Address

Trading Name (if different)

Co House Reg Number

NPWD Number

£ (as at:- xx/xx/20xx)

SIC 2007 Code Turnover (of this Legal Entity)

Contact Name Position

Phone Number E-Mail

Main Packaging Activity Small Producer /

 Allocation Method

**Subsidiary Company Details:**

Subsidiary Co Name Registered Address

Trading Name (if different)

Co House Reg Number

NPWD Number

£ (as at:- xx/xx/20xx)

SIC 2007 Code Turnover (of this Legal Entity)

Contact Name Position

Phone Number E-Mail

Main Packaging Activity Small Producer /

 Allocation Method

**Subsidiary Company Details:**

Subsidiary Co Name Registered Address

Trading Name (if different)

Co House Reg Number

NPWD Number

£ (as at:- xx/xx/20xx)

SIC 2007 Code Turnover (of this Legal Entity)

Contact Name Position

Phone Number E-Mail

Main Packaging Activity Small Producer /

 Allocation Method

**If additional Subsidiary Companies are required to be registered, please copy this page and include separately.**

** Packaging Compliance Scheme**

Membership and Application Registration 2018

**Small Producer – Allocation Method:**

If your Company’s most recent turnover is £5million or less, the Regulations allow you to optionally register as a Small Producer. This provision allows you to have an Obligation under the Regulations allocated to your Company rather than complete the Packaging Data Form.

There is a minimum opt-in period of 3 Compliance Years by selecting to use the Small Producer – Allocation Method, providing your Company turnover does not subsequently exceed £5million (in which case you would be required to complete the Packaging Data Form in subsequent Compliance Years). There is also a requirement to provide a copy of the latest audited accounts proving the turnover figure stated. You must also stipulate your Company’s predominant packaging material (by weight), as your Allocated Obligation will consist entirely of your predominant packaging material.

The Allocated Obligation is calculated by taking the turnover, rounding it up to the nearest £10,000, dividing that figure by £1,000,000 and multiplying the subsequent figure by the recycling allocation target for the relevant year prescribed in the Regulations. For example, in 2017, the recycling allocation target is 30 tonnes. For a Company with a most recent annual turnover of £3.2 million and predominant packaging material of paper/cardboard, the resultant Allocated Obligation would be 96 tonnes of paper/cardboard.

This optional provision is available to both single registrations and Subsidiary Companies within a Group registration. Where the aggregated turnover of the entire Group is lower than £5 million, the entire obligation can be calculated using the Allocation Method.

Please complete the following if you wish to register solely as a Small Producer using the Allocation Method, or if you wish to register a Subsidiary Company or multiple Subsidiary Companies with an Allocated Obligation.

**Small Producer – Allocation Method Details:**

N/A

N/A

Company Name Is this a Subsidiary Company?

N/A

N/A

Main Packaging Material\* Turnover (of this Legal Entity)

**\*(Choose from Paper/Cardboard, Glass, Aluminium, Steel, Plastic, Wood, Other)**

N/A

How did you determine

your predominant

packaging material?

**I acknowledge that I will use the Small Producer – Allocation Method for a minimum of 3 years (subject to the Company’s Turnover not exceeding £5 million). I hereby attach evidence of the Company’s stated Turnover.**

N/A

N/A

Name Position

N/A

N/A

Signed Date

**MASTER DECLARATION:**

**Please register the Company / Group as a Member of the  Packaging Compliance Scheme from 2018 onwards. Packaging Data (if not using the Allocation Method) will be submitted before the 15th March every year. The Company / Group agrees to pay additional fees and/or charges for failure to submit data on time and/or accurately. The Company / Group agrees to pay all Scheme fees and charges in line with the Scheme’s Constitution Terms and Conditions.**

**As authorised signatory (i.e. Owner, Partner, Director, etc) for the Company / Group, I hereby confirm that the information declared on this form is factual, correct and as accurate as reasonably possible to the best of my knowledge.**

Name Position

Signed Date

**Please return this form to: , Richmond House, Selby Road, Garforth, Leeds, LS25 1NB**

** Packaging Compliance Scheme**

Membership and Application Registration 2018

**PACKAGING DATA FORM:**

**This Packaging Data Form MUST be completed with packaging handled by the Company / the Group between 1st January 2017 and 31st December 2017, to the nearest metric tonne. Packaging Data supplied must be “as accurate as reasonably possible” as stipulated by the Regulations. This Packaging Data Form must include all necessary Company sites where the Registration is a single entity. This Packaging Data Form must include all aggregated data (including all Subsidiary Companies registering) if it relates to a Group Registration. Small Producers using the Allocation Method do not need to complete this Packaging Data Form.**

Company Name or Parent / Holding Company Is this a Group Submission Form?

Name (if Group)

**Table 1 – Master Table Of Packaging And Packaging Materials Supplied**

* Include – All UK purchased packaging that you performed an activity on and then supplied on to the next stage or to end users.
* Include – All UK purchased packaging that was directly exported by you (Table 2a) or by an entity later in the chain (Table 2b).
* Include – All imported packaging that you performed an activity on and supplied onto the next stage, or to end users, in the UK.
* Exclude – Imported packaging for which you were the end user (Table 3b).
* Exclude – Imported packaging which was subsequently exported (Table 3c).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 1 | Paper/board | Glass | Aluminium | Steel | Plastic | Wood | Other |
| RMM |  |  |  |  |  |  |  |
| Conversion |  |  |  |  |  |  |  |
| Pack/Filling |  |  |  |  |  |  |  |
| Selling |  |  |  |  |  |  |  |

**Table 2a – Packaging And Packaging Materials Directly Exported Outside The UK**

* Include – All UK purchased packaging declared in Table 1, which was directly exported by you.
* Exclude – All UK purchased packaging declared in Table 1, which was directly exported by a 3rd party, customer, or entity later in the chain (Table 2b).
* Exclude - Imported packaging which was subsequently exported (3c).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 2a | Paper/board | Glass | Aluminium | Steel | Plastic | Wood | Other |
| RMM |  |  |  |  |  |  |  |
| Conversion |  |  |  |  |  |  |  |
| Pack/Filling |  |  |  |  |  |  |  |
| Selling |  |  |  |  |  |  |  |

**Table 2b – Packaging And Packaging Materials Exported Outside The UK By Entities Later In The Chain**

* Include – All UK purchased packaging declared in Table 1, which was directly exported by a 3rd party, customer, or entity later in the chain.
* Exclude – All UK purchased packaging declared in Table 1, which was directly exported by you (Table 2a).
* Exclude - Imported packaging which was subsequently exported (3c).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 2b | Paper/board | Glass | Aluminium | Steel | Plastic | Wood | Other |
| RMM |  |  |  |  |  |  |  |
| Conversion |  |  |  |  |  |  |  |
| Pack/Filling |  |  |  |  |  |  |  |
| Selling |  |  |  |  |  |  |  |

** Packaging Compliance Scheme**

Membership and Application Registration 2018

**PACKAGING DATA FORM:**

**Table 3a – Packaging And Packaging Materials Imported Into The UK For The Purpose Of The Next Activity**

* Include – All imported packaging that you supplied on into the UK. This carries a “rolled-up importing obligation”.
* Exclude – Imported packaging for which you were the end user (Table 3b).
* Exclude – Imported packaging which was subsequently exported (Table 3c).
* N.B. – If you performed the activity for which the packaging was imported and supplied the packaging on in the UK, you must also report this packaging in Table 1.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 3a | Paper/board | Glass | Aluminium | Steel | Plastic | Wood | Other |
| Import for Conversion |  |  |  |  |  |  |  |
| Import for Pack/Filling |  |  |  |  |  |  |  |
| Import for Selling |  |  |  |  |  |  |  |

**Table 3b – Packaging And Packaging Materials Imported Into The UK For Which You Were The End User**

* Include – All imported packaging for which you were the end user (i.e. you removed the packaging from the product).
* Include – All imported packaging which had been re-used or recycled for which you were the end user.
* Exclude – All imported packaging that you supplied on into the UK. This carries a “rolled-up importing obligation” (Table 3a).
* Exclude – Imported packaging which was subsequently exported (Table 3c).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 3b | Paper/board | Glass | Aluminium | Steel | Plastic | Wood | Other |
| Imported Transit Packaging |  |  |  |  |  |  |  |

**Table 3c – Packaging And Packaging Materials Imported Into The UK Which Were Subsequently Exported**

* Include – All packaging imported into the UK by you which was subsequently exported outside of the UK.
* Exclude – All imported packaging that you supplied on into the UK. This carries a “rolled-up importing obligation” (Table 3a).
* Exclude – Imported packaging for which you were the end user (Table 3b).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Table 3c | Paper/board | Glass | Aluminium | Steel | Plastic | Wood | Other |
| Imported Packaging Subsequently Exported |  |  |  |  |  |  |  |

**Recovery and Recycling Obligations (Table 4):**

** will calculate and notify you of your Recovery and Recycling Obligations based on the data that you have provided in Tables 1 - 3c**

**PACKAGING DATA FORM DECLARATION:**

**As authorised signatory (i.e. Owner, Partner, Director, etc) for the Company / Group, I hereby confirm that the information declared on this Packaging Data Form is factual, correct and as accurate as reasonably possible to the best of my knowledge.**

Name Position

Signed Date

**Please return this form to: , Richmond House, Selby Road, Garforth, Leeds, LS25 1NB**