

# Duty of Care: Controlled Waste Transfer Note

## Section A - Description of Waste

1. Please describe the waste being transferred:  
[solid/liquid/sludge, colour, odour]
2. How is the waste contained?  
Loose  Sacks  Skip  Drum  Other  Describe:
3. What is the **quantity** of the waste [number of sacks, weight etc]?
4. **Give details of any known hazards:**

## Section B - Current holder of the waste [Transferor]

1. Full Name [BLOCK CAPITALS]:
2. Name and address of Company:
3. Which of the following are you? [Please ✓ one or more boxes]  
producer of the waste  holder of a waste management licence   
importer of the waste  exempt from requirement  State Reason:  
to hold a waste management licence  
Waste Collection Authority  Registered Waste Carrier  Carrier Registration number:  
Explain any exemption from requirement to register:

## Section C Person collecting the waste [Transferee]

1. Full Name [BLOCK CAPITALS]:
2. Name and address of Company:
3. Which of the following are you? [Please ✓ one or more boxes]  
Waste Collection Authority  authorised for  Specify purpose:  
transport purposes  
**Waste management**  Registered exempt activity  give reason:  
**Licence holder**  
Licence number: Registered Waste Carrier  Registration number  
Explain any exemption from requirement to register:

## Section D

1. Address of place of transfer / collection point:
  2. Date of transfer:
  3. Time(s) of transfer  
[between dates for multiple transfers]  
**[Annual Waste Transfer Note]**
  4. Name and address of **waste broker** if applicable:  
[Broker Registration number]:
- |    | <b>Transferor</b>              | <b>Transferee</b>              |
|----|--------------------------------|--------------------------------|
| 5. | Signed:                        | Signed:                        |
|    | Full name:<br>[Block capitals] | Full name:<br>[Block capitals] |
|    | Representing:                  | Representing:                  |