

Help and advice

Please contact us if you need any advice on how to give the information we need. If you send in a form with missing or incomplete information, we may not be able to approve you.

Contact: Environment Agency – 08708 506 506,
SEPA – 01786 457700,
EHSNI – 02890 546484

Keeping a copy

The Regulations say you must keep a copy of this form, and any additional sheets and supporting information that you submit, for no less than four years. We may ask to see the copies when we monitor your performance.

You can find further information about the regulations and these issues in the guidance notes.

Your details

Scheme name

Name of operator of scheme

Registered company address and postcode (*where not registered company, the principal place of business*)

Postcode

Company registration number

Where operator is a partnership, names of all partners

Partner 1

Title

First name

Last name

Partner 2

Title

First name

Last name

Partner 3

Title

First name

Last name

Partner 4

Title

First name

Last name

Your details *continued*

Address for service of notice if not registered office

Postcode

Address for receiving invoice for registration of producers

☐ Send invoice to contact

☐ Send invoice to registered address

Contact name

Please give us details of the person we can contact with questions about your application. We will also send all our correspondence and email updates to this person.

Title

First name

Last name

Address

Postcode

Contact details

Phone

Fax

Mobile

Email

Data protection notice

The Environment Agency is responsible for regulating environmental protection, flood defence, water resources and fisheries. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

SEPA's main aim is to provide an efficient and integrated environmental protection system for Scotland that will both improve the environment and contribute to the Scottish Ministers' goal of sustainable development.

EHS's aim is to protect and conserve Northern Ireland's natural and built environment, to control and regulate pollution and to promote appreciation of the environment and best practice.

Data protection notice *continued***The Data Protection Act 1998.**

The information you provide will be processed directly by the Environment Agency if you are based in England or Wales. If you are based in either Northern Ireland or Scotland, the Environment Agency will process your personal data on behalf of either Environment and Heritage Service (EHS) or SEPA. Applicants based in Northern Ireland will be regulated by EHS; applicants based in Scotland will be regulated by SEPA. All three regulators will use the information provided to deal with your application, to monitor compliance with the licence/permit/registration conditions, to process renewals and for maintaining the public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental matters;
- consulting with the public; public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, emergency services, Defra, Scottish Executive, Department of Environment Northern Ireland) on environmental issues;
- carrying out statistical analysis, research and development on environmental issues;
- providing public register information to enquirers;
- investigating possible breaches of environmental law and taking any resulting action;
- preventing breaches of environmental law;
- assessing customer service satisfaction and improving our service; and
- responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows.

We may pass it on to our agents/representatives to do these things on our behalf.

Checklist

- ☐ I enclose a cheque for £12,174.00

Attachments

- ☐ Copy of our constitution
- ☐ Copy of our operational plan
- ☐ Other attachments (*please specify*)

After you fill in the form, please read through it again and make sure you have:

- answered all the questions
- included all the documents you need to send us
- included the correct fee
- signed the declaration.

Your application may be refused if the application is incomplete.

Declaration

Have you ever been convicted of an offence under the Waste Electrical and Electronic Equipment Regulations, 2006?

Please tick one

- ☐ No
- ☐ Yes

If you answered yes, please give us more details of the circumstances of the conviction and what steps you have taken to ensure that the contravention will not occur in the future.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to obtain approval you may be liable to prosecution.

Signature

Name

Title	
First name	
Last name	

Position

Date (DD MM YYYY)

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Where to send your application

If your registered office or principal place of business is in England or Wales, send it to:

Environment Agency
 Quadrant 2
 99 Parkway Avenue
 Parkway Business Park
 Sheffield S9 4WG
 Phone 08708 506 506

If your registered office or principal place of business is in Scotland, send it to:

Producer Responsibility Team
 Scottish Environment Protection Agency (SEPA)
 Castle Business Park
 Stirling FK9 4TR
 Phone 01786 457700
 Fax 01786 446885

If your registered office or principal place of business is in Northern Ireland, send it to:

Producer Responsibility Unit
 Environment and Heritage Service
 2nd Floor, Commonwealth House
 35 Castle Street
 Belfast BT1 1GU
 Phone 028 9054 6484
 Fax 028 9054 6480

If you do not have a registered office or principal place of business in the United Kingdom, you must elect one of the above agencies to deal with your application.

Remember to keep copies of all the documents you send us. We will not return any documents sent.

Approval as a compliance scheme operator: guidance notes



Environment
Agency

The Waste Electrical and Electronic Equipment
Regulations 2006 (WEEE Regulations)



Environment &
Heritage Service
www.ehsni.gov.uk



An Agency within the Department of the
Environment
www.doeni.gov.uk

**Please read these guidance notes carefully before you complete the application form.
You should also read the relevant sections of the Regulations.**

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1 What are Waste Electrical and Electronic Equipment Regulations?

The Waste Electrical and Electronic Equipment Regulations (WEEE Regulations) 2006 (SI 3289) are UK-wide regulations that transpose the requirements of the Waste Electrical and Electronic Equipment Directive that was adopted by the EC in 2003. (2002/96/EC and 2003/108/EC.) They place new responsibilities on manufacturers and importers of electrical and electronic equipment (EEE). These include taking responsibility for the collection, treatment and recycling of electrical and electronic wastes (WEEE).

2 What is a producer compliance scheme?

A producer compliance scheme is a company or partnership that will take on the financial, recovery and recycling obligations of manufacturers, importers and re-branders of electrical and electronic equipment in the United Kingdom. All producers have to join a producer compliance scheme. Compliance schemes will then register their producer members with either the Environment Agency, Scottish Environmental Protection Agency or the Environment and Heritage Service Northern Ireland. The compliance scheme will then have to meet its members' obligations for household and non-household WEEE. This guidance tells you what you need to do to apply for approval to operate as a producer compliance scheme and what you will need to do once you are approved.

3 How to apply to operate a compliance scheme

In order to operate a producer compliance scheme, you need to be approved by one of the UK environment agencies. The approval lasts for three compliance periods, after which you

need to apply again. You also have to comply with the conditions of approval – see Annex 1, and meet your obligations – see Annex 3.

To apply you need to:

- complete the application form (pages 1–3 of this guidance)
- attach a copy of your constitution – there is more about this on page 4
- attach a copy of your operational plan – there is more about this on page 5
- pay the application fee – there is more information about fees on page 6.

4 The application form

Part 1 of Schedule 7 of the Regulations sets out the information you need to provide in your application. Please give us the operating or trading name of your scheme. The name of the scheme operator is the registered company or partnership operating the scheme. You also need to provide us with some documentary evidence to support this, i.e. a copy of your Companies House registration or company number. If you are a partnership, please provide us with the names of all the partners.

Please give us the name of your primary contact and their telephone numbers. The primary contact information will be used for all our correspondence with you. To help us to communicate with you and send you updates, please also give us a contact email address.

Legal notices will be sent to the registered company address. If you are an unincorporated body legal notices will be sent to the contact address. If you require legal notices to be sent to any other address please let us know.

Please remember to add your postcode, so we can ensure that any correspondence is properly addressed.

5 What to include in your constitution

Part 2 of Schedule 7 of the Regulations sets out the information you need to include in your constitution. Your constitution should set out your role in implementing the Regulations, in compliance support and regulation as well as in your framework for meeting the overall objectives and targets of the regulations. Your membership rules need to demonstrate how you will assure regulatory compliance.

1 Your legal personality

The nature of the operator of the scheme's legal personality. This is information relating to your legal status, and could be details of a registered company or partnership. Where you are part of a group of companies please include details of the parent or holding company.

2 Scheme and member relationship

Please tell us about the type of relationship you will have with your members (for example, contractual or partnership).

3 Membership fees

Details of how membership fees and any other sums payable to the scheme by its members are to be determined. We will assess your scheme's fee structure and how it is applied to different sizes of business as well as to businesses handling different types and quantities of electrical and electronic equipment. You should show that you have a fee structure that is fair and non-discriminatory and that reflects your membership, including the needs of micro, small and medium-sized businesses.

4 Member rules and regulations

Please include details of the rules or regulations to be observed by the scheme members. We will assess your rules and regulations to see how you have set controls for yourself and your members. We will also look at your and your members' responsibilities.

The following requirements for producers and schemes are in the legislation. You should include these as part of your membership rules and regulations.

- A member must apply to join for a minimum of one compliance period. Where a producer becomes obligated partway through the year they will have to join for the remainder of that compliance period.
- Producers who have obligations for only one of household or non-household WEEE must join only one scheme. Producers who will have obligations for both household and non-household WEEE may join a maximum of two schemes – one for household and one for non-household.
- Where a scheme cancels a producer's membership this cannot take effect until the end of the current compliance period.
- The producer must provide the scheme operator with the information necessary to register that producer, along with a signed statement to say that the information provided is as accurate as reasonably possible. This will include information on the total amount of EEE in tonnes that each member has placed on the market in any compliance period, including information on tonnage of EEE in each of the 10 categories, plus display equipment, cooling appliances containing refrigerants and gas discharge lamps, and whether the equipment was supplied for household use or for business use.
- The producer will need to inform the scheme within 28 days of any material change in the information originally supplied.
- You may need additional rules or regulations regarding a producer who intends to manage their own obligation, including arranging for collection, treatment, recovery and/disposal as well as evidence. Your rules should clearly state which obligations will fall to the scheme and which to the producer.

5 Enforcement procedures

Details of the procedures under which the operator of the scheme would enforce the rules or regulations against a member of the scheme. You need to prove that you have adequate measures to deal with any member who breaks the rules and who could potentially compromise your ability to meet your obligations.

6 Number of members

You should state whether there is a minimum or maximum number of members permitted to join your scheme. If your scheme has only one member, it is known as a closed scheme. If you do not know or have not set a maximum number of members, please tell us.

7 Eligibility requirements

Please send details of any eligibility requirements for members.

- Is your membership for producers of household or non-household equipment?
- Or is it for all producers?
- How will you ensure that your producers supply a particular market?
- Is your scheme for any specific market sector, trading group or region?
- Do you have any other eligibility requirements?

8 Allocation of evidence if your approval is withdrawn

This section should detail how you would allocate evidence notes between members in the event that your approval is withdrawn (or your scheme should fail) during a compliance period.

9 Arbitration procedures

Details of any arbitration procedure that will apply for the purpose of determining any dispute between members, and between members and the operator of the scheme.

10 Communicating with members

Details of the arrangements for disseminating important information to members in an accurate and timely manner. Do you intend to publish a newsletter or publish information on a website? How will you communicate with members? How will you pass on information from the environment agencies?

Operating a closed scheme

A closed scheme is defined as a compliance scheme that has one member. It is, in effect, a scheme set up by a company to meet its own obligations. If there is only one member, some of the requirements in the constitution and operational plan are not relevant and are therefore not a requirement of approval.

6 What to include in your operational plan

Part 3 of Schedule 7 of the Regulations sets out the information you need to include in your operational plan. You should use your operational plan to demonstrate to us how you intend to operate your business to meet your own obligations and those of your members. The plan should also give details on your relationships with collection, treatment and recovery or disposal facilities.

Please note that the information you include in the operational plan should cover the three compliance periods for which you will be approved.

Information to be included in your operational plan

The numbering below reflects that in the Regulations. It will help our assessment of your application if you can provide the information in the same order as that set out in the Regulations. The operational plan must include the following information in relation to each of the three compliance periods for which the application for approval has been made.

- (a) Details of your scheme's financial resources and technical expertise that will be available, to enable you to meet your financial obligations relating to household and non-

household WEEE. This could include information on your company history, owners/directors, financial liabilities, business plan, or company backers or guarantors. Please send us information about any technical experience you have, i.e. running a compliance scheme for packaging producers, running WEEE compliance in other EU member states, managing contracts for waste collection or treatment. If you include CVs of your staff please keep them as concise as possible.

- (b) Details of the proposed arrangements for collection, treatment, recovery and recycling that will be or are in place to ensure that you will be able to meet your obligations in relation to household and non-household WEEE.
- (c) Where it is available the information in (b) should include:
 - (i) names and addresses of the designated collection facilities (DCFs) from whom the proposed scheme intends to obtain WEEE from private households and the estimated amounts in tonnes of WEEE to be collected from each.
 - (ii) Names and addresses of the approved authorised treatment facilities (AATFs) that the scheme intends to use to treat WEEE and the estimated amounts in tonnes of WEEE to be treated by each AATF.
 - (iii) names and addresses of the approved exporters that the scheme intends to use to treat, recover and recycle WEEE, and the estimated amount in tonnes of WEEE to be exported.
 - (iv) in the case of the collection of WEEE from designated collection facilities, details of any contingency plans – for example, if the site is full, or has to close for any reason, either permanently or temporarily.
- (d) a statement indicating the nature of the anticipated relationship of the operator of the scheme with DCFs, AATFs and approved exporters.
- (e) How you will meet the conditions of approval, (see annex 1). Please give us more information about how you intend to meet each condition. You could give us information on your management systems or on the resources you will have available. Please note that the conditions of approval include your ability to meet the requirements of approval, (see annex 2). If you have not already shown how you will meet each of the requirements in your constitution or other part of the operational plan, please include that information here.
- (f) Details of how you will comply with the reporting requirements. The reporting requirements are part of the obligations of a compliance scheme (see annex 3). You need to demonstrate how you intend to meet the reporting requirements, including meeting deadlines and ensuring the data is as accurate as reasonably possible.
- (g) Details of how you will comply with the obligation to submit a declaration of compliance.
- (h) Where you are intending to collect household WEEE, details of the arrangements to accept WEEE from distributors free of charge.
- (i) Details of how you will prioritise the reuse of whole appliances in a manner consistent with the objectives of the directive, and the relationships you intend to develop with those persons carrying out reuse activities, including making use of the existing voluntary and community sector infrastructure.
- (j) How the scheme will adopt and put into practice the code of practice issued by the Secretary of State.

7 Summary of approval criteria

- We must be satisfied with all the information you supply at the application stage, including details of your constitution, and your operational plan.
- We must be satisfied that you meet the requirements for approval as a scheme (Annex 2).
- We must be satisfied that your scheme will subsist for at least three compliance periods.
- You must demonstrate that you are willing and able to comply with the code of practice for DCFs.
- You must have paid the appropriate fee.

8 Where to find out further information

General information and guidance about the WEEE Regulations can be found at:

Department of Trade and Industry website:
www.dti.gov.uk/innovation/sustainability/weee

Environment Agency website:
www.environment-agency.gov.uk/weee

Environment Agency: 08708 506 506 or email
enquiries@environment-agency.gov.uk

SEPA website: www.sepa.org.uk
 SEPA 01786 457700 or email
producer.responsibility@sepa.org.uk

EHS website: www.ehsni.gov.uk
 EHS 02890 546484 or email weee@doeni.gov.uk

9 Where to send your completed application

You need to send your completed application to the appropriate authority. If your registered office or principal place of business is in:

- **England or Wales**, you should apply to the Environment Agency
- **Scotland**, you should apply to the Scottish Environment Protection Agency
- **Northern Ireland**, you should apply to the Environment and Heritage Service

If your principal place of business is outside the UK, you should send your application to any one of the above authorities.

For approval for 2007–2009, return the completed application to us by **31 January 2007**. You are encouraged to make your application as early as possible in January and to ensure that the information supplied is complete and addresses all the matters set out in the Regulations and this form. If there are concerns about your application, or we require more information from you, this will reduce the maximum 28 days we have to determine your application. If you do not deliver any additional information or documentation promptly that could result in your application being refused.

Once granted the approval will last for three compliance periods. You will need to reapply for approval for the 2010 compliance period.

For approval as a new scheme from 2008 onwards, return the completed application to us between 1 July and 31 August of the year prior to the compliance year – i.e. for approval in 2008, send your application to us between 1 July and 31 August 2007. This approval will last for three compliance periods.

We will not be able to process any forms received after these dates.

Charge

In order for us to consider your application for approval, you must send us a cheque for the appropriate fee. The current application fee is £12,174. Your cheque should be made out to the authority to which you are applying.

10 What happens once you have submitted an application

Determining your application

Your application for approval will be assessed as soon as it is received. We will assess it to make sure you have included all the necessary information, and we may come back to you to ask for more information or for more detail. We will assess and determine your application within 28 days.

Refusing application for approval

If you do not meet the criteria and requirements to operate a scheme, we may refuse your application for approval. We will let you know why we have refused your approval. You have the right of appeal if you do not agree with our decision. If we refuse your application, we will not be able to refund your application fee.

Withdrawal of approval

Your approval may be withdrawn at any time if you break any of the conditions of approval. We will send you notification of intent to withdraw your approval. This will include information on:

- our decision to withdraw your approval
- the reasons for the decision
- your right of appeal
- the date when the withdrawal comes into effect
- what you need to do to gain approval again.

Right of appeal

If you want to appeal against a decision made by the Environment Agency, the Scottish Environment Protection Agency or the Department of the Environment Northern Ireland about the refusal or withdrawal of your approval as a producer compliance scheme, you should appeal to the Secretary of State for Trade and Industry for England and Wales, the Scottish Ministers for Scotland, and the Planning Appeals Commission in Northern Ireland.

Where your approval is withdrawn during a compliance period and you lodge an appeal, the withdrawal will be ineffective until the appeal has been decided.

Enforcement

The regulations have introduced specific offences for approved compliance schemes that fail to comply with certain conditions of approval. If this happens, we will investigate and may take enforcement action. We have the following enforcement options, depending on the seriousness of the offence:

- warning letter
- formal caution
- prosecution.

If we take enforcement action, we can withdraw your approval if we think this is appropriate.

Disclosure/public register

The Regulations require us to place on the public register, for each approved compliance scheme:

- the name and address of the registered office, or
- principal place of business and
- whether you are obligated for household or non-household WEEE or both.

We will also periodically publish aggregated information on all approved compliance schemes.

Annex 1: What are the conditions of approval?

Once you are approved to operate a compliance scheme, you must meet the following conditions of approval. You need to show in your application how you intend to meet each of these conditions. Please see the Regulations for the precise wording of each condition.

- 1 Comply with the scheme obligations [see Annex 3].
- 2 Comply with the Code of Practice where the scheme collects WEEE from a DCF that is open to the public.
- 3 Provide any information relating to the scheme's obligations when reasonably requested by the appropriate authority.
- 4 Inform the appropriate authority within 28 days of:
 - any change in the person who is the operator of the scheme and, in the case where the operator of the scheme is a partnership, any change of partners
 - any material change in member details, approved compliance scheme application details, your constitution or your operational plan
 - a conviction of the operator of the scheme for an offence under these Regulations.
- 5 Pay the annual producer registration charge on receipt of the invoice issued by the Environment Agency, SEPA or EHS.
- 6 Keep records for at least four years commencing on the date on which any such record is made and make them available to the appropriate authority on demand.
- 7 Provide records and reports to the appropriate authority on the total amount of WEEE from private households that you have been responsible for collecting from a DCF and delivering to an ATF or exporter, and information on the total amount of EEE that has been put on the market by members of your scheme.
- 8 Accept WEEE from private households from a distributor free of charge.
- 9 Forward any extra details from your operational plan within 28 days of receiving confirmation of your approval as a compliance scheme.
- 10 Meet the "Requirements for approval" of a scheme set out in the Regulations in Part 4 of Schedule 7.

Annex 2: Requirements of approval of a scheme

In order to be approved as an operator of a scheme you need to satisfy us that you can meet the following requirements. You will need to show in your application how you intend to meet these requirements. If you include this information in your constitution or operational plan please also add a reference to the section in these requirements. Where you wish to send this information separately please use the following section numbers. The text below is a summary of that printed in the Regulations. Please see the Regulations for the precise wording and references for each requirement.

- 1 The rules or regulations of the scheme provide:
 - (a) that a member of the scheme must apply to join the scheme for a minimum period of one compliance period; except in the case of a new producer who will be expected to join the scheme for the remainder of the compliance period during which he has commenced putting EEE onto the market in the United Kingdom; and
 - (b) that where a member of the scheme's membership is cancelled, any such cancellation cannot take effect until the end of the current compliance period.

- 2 The scheme has the necessary resources and systems in place to:
 - (a) maintain up-to-date records of its members, including:
 - (i) names and addresses
 - (ii) EEE Producer Registration numbers
 - (iii) producer identification marks used by each member
 - (b) handle WEEE from private households, if it proposes to do so (including collection and transportation to authorised treatment facilities and funding of treatment and reprocessing) in order to discharge the operator of the scheme's notified obligations in an appropriate and timely manner
 - (c) handle WEEE from users other than private households, if it proposes to do so (including collection and transportation to authorised treatment facilities and funding of treatment and reprocessing) in order to discharge the operator of the scheme's obligations in an appropriate and timely manner
 - (d) where that scheme has been approved for the purposes of complying with obligations in relation to WEEE from private households, accept return of WEEE from private households from distributors free of charge
 - (e) keep, update and supply records to the appropriate authority
 - (f) supply information to the appropriate authority as required
 - (g) submit declarations of compliance and supporting evidence notes
 - (h) check that the information supplied to it by its members is as accurate as reasonably possible, and that operator of the scheme's submission of that information to the appropriate authority meets a similar standard of accuracy
 - (i) maintain good environmental practices.
- 3 The operator of the scheme co-operates with other schemes in developing working relationships with operators of designated collection facilities.
- 4 The operator of the scheme has viable plans to collect an amount of WEEE equivalent to that which it is responsible for financing under these Regulations.
- 5 The operator of the proposed scheme is likely to be able to meet the expected treatment, recovery and recycling obligations for three compliance periods.
- 6 That the scheme is likely to assist in meeting the United Kingdom's obligations in relation to the recovery of WEEE for that period.
- 7 In the event that the operator of the proposed scheme (or scheme) contravenes any of the obligations in these regulations, it is likely that enforcement action could be taken against the operator of the proposed scheme, without a disproportionate cost to the enforcement authority.

Annex 3: Approved compliance scheme obligations.

Once approved as the operator of a scheme you will need to meet the following obligations. You will need to show in your application how you intend to meet these obligations. If you include this information in your constitution or operational plan please also add a reference to the section in the regulations. Where you wish to send this information separately please use the following section numbers. The text below is a summary of

that printed in the Regulations. Please see the Regulations for the precise wording and references for each obligation.

- 1 An operator of a scheme shall register each producer who is a member of the scheme with the appropriate authority for each compliance period.
- 2 **Application to register producers**
An operator of a scheme shall make an application to register members to the appropriate authority on or before 31 March 2007 for the 2007 compliance period. In subsequent years the scheme shall make an application on or before 31 October in the year before the compliance period.
 - (a) Where a producer becomes a member of a scheme partway through the compliance period, the operator of the scheme shall make an application to register that producer to the appropriate authority within 28 days.
 - (b) An application for registration of members should:
 - (i) be made in writing
 - (ii) contain the information set out in Schedule 6 of the Regulations
 - (iii) be accompanied by evidence that the operator of the scheme has been approved by the appropriate authority.
 - (c) An application for registration shall be granted where:
 - (i) the operator of the scheme has complied with the requirements for registering members and
 - (ii) the operator of the scheme has been approved by the appropriate authority
 - (iii) The member is not already registered with an appropriate authority for the same compliance period.
 - (d) Any information provided to the appropriate authority shall be as accurate as reasonably possible.
- 3 **Financing: WEEE from private households**
The operator of the scheme shall be responsible for financing the costs of WEEE from private households for which each scheme member is responsible. The amount of WEEE for which you will be responsible will be calculated by the appropriate authority and notified to you.
- 4 **Financing: WEEE from users other than private households**
The operator of the scheme shall be responsible for financing the costs of the WEEE from users other than private households for which each scheme member is responsible.
You may also make alternative arrangements between scheme members and yourself to finance the costs of the collection, treatment, recovery and environmentally sound disposal of WEEE.
- 5 **Prioritise the reuse of whole appliances**
In respect of any WEEE for which you are responsible under these Regulations, an operator of a scheme shall ensure that systems are set up to prioritise the reuse of whole appliances.
- 6 **Treatment**
An operator of a scheme shall ensure that systems are set up to provide for the treatment of WEEE using the best available treatment, recovery and recycling techniques, and that WEEE is treated within the United Kingdom at an authorised treatment facility, or exported by an approved exporter for treatment outside the United Kingdom. This does not apply to any WEEE that is reused as whole.

7 Recovery

An operator of a scheme shall ensure that systems are set up to provide for the recovery of WEEE, and that it is recovered or recycled within the United Kingdom or exported by an approved exporter for recovery or recycling outside the United Kingdom.

By the end of every relevant compliance period, each operator of a scheme shall meet the following recovery targets for WEEE sent for treatment or recovery:

- (a) for WEEE that is large household appliances or automatic dispensers:
 - (i) at least 80% recovery by the average weight in tonnes of the equipment
 - (ii) at least 75% reuse and recycling of components, materials and substances by the average weight in tonnes of the equipment
- (b) for WEEE that is IT and telecommunications equipment and consumer equipment, at least 65% reuse and recycling of components, materials and substances by the average weight in tonnes of the equipment
- (c) for WEEE that is small household appliances, lighting equipment, electrical and electronic tools, toys, leisure and sports equipment and monitoring and control instruments:
 - (i) at least 70% recovery by the average weight in tonnes of the equipment
 - (ii) excluding gas discharge lamps, at least 50% reuse and recycling of components, materials and substances by the average weight in tonnes of the equipment
- (d) for gas discharge lamps, at least 80% reuse and recycling of components, materials and substances by the average weight in tonnes of the lamps.

These targets shall not apply to WEEE that is reused as a whole.

8 Reporting: WEEE from private households

An operator of a scheme shall provide, to the appropriate authority, information on the total amount of WEEE from private households that he has been responsible for collecting from a designated collection facility and delivering to an authorised treatment facility for treatment within the United Kingdom, or an accredited exporter for treatment outside the United Kingdom. This information shall be provided for each quarter period of a relevant compliance period, on or before the last day of the month that immediately follows the end of that quarter period.

9 Reporting: EEE put onto the market

An operator of a scheme shall provide, to the appropriate authority, information on the total amount of EEE, in tonnes, that each scheme member has put on the market in the United Kingdom in each compliance period. This information shall be in writing and shall specify the amount of EEE in each of the 10 categories, plus display equipment, cooling appliances and gas discharge lamps, that was intended for use by private households or users other than private households. This information shall be provided for each quarter period, on or before the last day of the month that immediately follows.

10 Declaration of compliance

An operator of a scheme who has an obligation during a relevant compliance period shall provide a declaration of compliance to the appropriate authority on or before 1 May of the year that immediately follows the end of that compliance period. The declaration shall be in writing and shall state whether the obligations for both household and non-household WEEE have been met. Copies of all evidence notes acquired in the compliance period shall accompany the declaration.

11 Record keeping

Each operator of a scheme shall keep records of:

- (a) the amount in tonnes of all WEEE that the operator of the scheme has delivered to, or collected from, or caused to be deposited at, or collected from:
 - (i) a designated collection facility
 - (ii) an approved authorised treatment facility
 - (iii) an approved exporter
 during each compliance period
- (b) the categories of the WEEE and the amount (in tonnes) of WEEE that was intended for use by private households and users other than private households
- (c) the amount (in tonnes) of WEEE that is reused.

These records shall be kept for a period of at least four years, commencing on the date on which any such record is made, and shall be made available to the appropriate authority on demand.