

DELIVERY OF WASTE FOR RECYCLING OR DISPOSAL

COMPLETING WASTE TRANSFER DOCUMENTATION

At the recycling or disposal site, you should check with the operator that your load is suitable for tipping. If you are unsure whether you have correctly coded the waste, or are not certain that they can accept some or your entire load, always ask before tipping. If they can accept your load, then complete this section of the Waste Transfer Note as follows:



WASTE TRANSFER/DISPOSAL SITE DETAILS (TRANSFeree)

Site Operator:

Site Name:

Site Address:

Site Licence Number/
Exemption Number:

On behalf of Site Operator:

Signature:

Date:

Name:

Time:

When you arrive at the disposal/recycling site, hand your form to the site operator or weighbridge operator for them to complete this section.

If they are happy to accept your waste, they should add in details of:

- **Site Operator**
- **Site Address,**
- **Site Name**
- **Site Licence Number/Exemption Number**

(this is important as it confirms that they hold a licence to accept waste).

Some sites have a stamp that the weighbridge operator will use to complete this section.



The representative of the disposal site **MUST** sign and date - make sure the name is legible.

Leave the Blue copy at the disposal site.

Now the form is complete you should keep it together with any tipping ticket/receipt issued by the disposal/recycling site and hand them in to your office for checking as soon as possible.