



## **Business and commercial waste, a guide from GOV.UK**

Notes

### **1. Overview**

You must deal responsibly with any waste your business produces. This is known as your 'duty of care'. Business waste includes any waste that comes from:

- construction
- demolition
- industry
- agriculture
- any commercial activity - including any you run from your home

Your duty of care lasts from the moment the waste is produced to when it's received by a business that is authorised to deal with it. For example, a licensed disposal site.

### **2. Duty of care**

You must:

- consider alternatives to disposal - eg recycling
- [store your waste](#) safely and securely
- fill in a [waste transfer note](#) for each load of waste you transport
- usually get a licence to transport, store, treat, recover or dispose of your waste yourself
- check that any business you use to deal with your waste is licensed, and keep proof of this - eg take a copy of their licence

For construction projects over £300,000 in England, you must carry out a [site waste management plan](#).

You have extra responsibilities if you're [dealing with hazardous waste](#).

### **Find a licensed waste business**

There are public registers for England and Wales you can use to find:

- a [business that can recycle or dispose of your waste](#)
- a [collection company to take away your waste](#)

In Scotland, use the Zero Waste Scotland [business re-use and recycling directory](#).

### **Get a waste licence**

Usually you have to be licensed to transport, store, treat or dispose of waste. To get a licence:

- to transport waste - [register as a waste carrier](#)
- to produce, store, treat or dispose of waste in England and Wales - [get an environmental permit](#)
- to produce, store, treat or dispose of waste in Scotland - get a [waste management licence](#) and/or a [pollution prevention and control permit](#)

### **3. Storage**

You must store waste safely and securely. To do this:

- separate different wastes
- store waste in a secure place
- use suitable containers and label them clearly
- use covers to prevent waste blowing away
- use a waterproof cover if rain could cause contaminated run-off or prevent the waste from being reused
- use bunds to prevent liquid waste escaping - eg into a drain

You may need a licence to store your own or other people's waste. The licence will confirm any extra rules for storing waste on your site.

### **4. Transporting**

#### **Waste transfer notes**

You must fill out a [waste transfer note](#) for each load of waste you transport. Waste transfer notes help show that you're dealing with your waste properly. They must be kept for 2 years.

The information required on a waste transfer note is different in Scotland.

[Download 'Waste Transfer Note \(Scotland\)' \(PDF, 67KB\)](#)

#### **Single notes and season tickets**

There are 2 types of waste transfer note:

- a single waste transfer note
- a season ticket waste transfer note - covers multiple transfers over a 12 month period

You can only use a season ticket waste transfer note if the following don't change:

- the type of waste
- the site where the waste came from
- the producer, carrier and waste facility

#### **Importing and exporting waste**

Most waste can't be imported or exported if it's for disposal (eg landfill). In almost all cases, you can only move waste to recover it. There are strict [regulations on importing and exporting waste](#).

Use the [export controls tool](#) to help you check what regulations you have to follow if you're exporting waste to another country.

If you're in Scotland, see the Scottish Environment Protection Agency's (SEPA) guidance on the [transfrontier shipment of waste](#).

## **5. Electrical waste**

You must dispose of any waste electrical or electronic equipment (WEEE) in line with your duty of care.

You can ask your supplier or retailer to take care of your WEEE but they may charge a fee.

You can usually ask the producer to take care of your WEEE free of charge. For products bought before 15 August 2005 they'll only do this if they produced it and you're replacing it with a similar product that they produce.

Contact your producer, supplier or retailer about their WEEE collection arrangements.

## **6. Waste batteries**

You must dispose of your waste batteries in line with your duty of care.

Usually your supplier (retailer) has to take back your waste batteries free of charge unless they sell less than 32 kilograms each year. Contact your supplier to find out about their battery collection arrangements.

### **Industrial batteries**

The producer has to take these back free of charge up to a year after you bought them. After this time the supplier should take them back.

### **Car batteries**

The producer has to take these back free of charge.