

How to Fill Out: Hazardous Waste Consignment Note

England | Section-by-section guide | Use alongside the matching template

Before you start

This template follows the England consignment note structure. It supplies three copy pages: producer/holder/consignor, carrier and consignee. Complete the same movement details on each copy. Cross-border movements and unusual consignments can require extra copies or documents. Read the linked Environment Agency guidance.

Part A - Notification details

A1: use XXXXXX/YYYYY: six letters or numbers based on the company in A2, followed by a slash and five letters or numbers unique to the movement from that premises. Pad a short company name with Q. Use required extra letters for special movements. A2: record the removal site and all contact fields; use N/A only where that contact method does not exist. A3: identify the authorised destination. A4: enter the producer if different, or write as A2.

Part B - Waste description

B1 and B2: describe the process creating the waste and its SIC 2007 code. B3: complete each EWC row: full waste description, six-digit EWC, accurate kg, chemical/biological components and concentrations, physical form, hazard properties and container type, number and size. Do not guess codes or omit hazards. Use classification information and appropriate technical advice.

Part B - Transport table and extra space

For each EWC, complete the UN number, proper shipping name, UN class, packing group and special handling requirements as applicable under dangerous goods rules. Waste codes and transport classifications are different. Use the linked continuation sheet for extra entries and tick the continuation box. Keep all sheets with every copy.

Official guidance (click to read):

<https://www.gov.uk/guidance/hazardous-waste-consignment-note-supplementary-guidance>

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Part C - Carrier completes before removal

Check A and B, enter the carrier's name and business/contact details, registration or exemption reason, vehicle registration or other mode. If more than one carrier is used, attach a carrier schedule. For a qualifying multiple collection, enter the round and collection numbers. Sign, date and record the time only after checking the details.

Part D - Consignor completes before removal

The person supervising handover checks A, B and C and the full printed declarations, including packaging, labelling, precautions and the waste hierarchy. Enter their name, represented business/contact details, signature, date and time. They must be present at collection; do not sign in advance for an unattended collection.

Part E - Consignee completes on receipt

For every EWC, enter the quantity actually received in kg, accepted or rejected status and R/D operation. Enter arrival date/time, vehicle, rejection details if any, site permit/exemption reference and multiple-collection total where applicable. Complete the full certificate, person/business/contact details and signature, date and time.

Final checks and records

Do not amend A/B/C after carrier certification or A–D after consignor certification/removal. The consignee must not correct these sections on arrival. Read the rejected-load procedure if details are wrong. Keep the required copies and register; retention depends on the role and site type. Follow the official guidance for returns and record retention.

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