

# How to Fill Out: Waste Transfer Note

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

## Before you start

Use this template for a transfer of non-hazardous waste in England. Hazardous waste normally needs a consignment note. Check the classification, receiving site authorisation and carrier registration before handover.

## Section A - Describe the waste

A1: describe the waste clearly and enter the correct six-digit List of Waste / EWC code(s). Include information needed for safe handling. A2: state the container or packaging, such as sacks, a skip or drums. A3: record the amount and its unit. Do not describe a mixed load simply as general waste.

## Section B - Current holder / transferor

Enter the person's name, business, address, postcode and SIC 2007 code for the activity producing the waste. Add the council name. State the relevant capacity and authorisation: producer, importer, local authority, permit holder, exemption holder or registered carrier, broker or dealer. Give the applicable references and issuer.

Official guidance (click to read):

<https://www.gov.uk/government/publications/duty-of-care-waste-transfer-note-template>

Checked 7 October 2026. Follow the current rules for your movement and country. This guide does not classify waste or replace required technical checks.

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## Section C - Person collecting / transferee

Enter the collecting person and business details. State their role and applicable permit, exemption or carrier, broker or dealer registration. Check the registration and whether the receiving site can accept this waste. A carrier registration alone does not authorise a waste treatment site.

## Section D - Transfer and signatures

Record the collection address, postcode, date and time. Identify a broker or dealer if involved. Both parties confirm the waste hierarchy statement and enter signatures, names and who they represent. Keep a copy for each party for at least two years.

## Checks and repeat collections

Read through the waste description, codes, amount, addresses and authorisations before signing. This template records one transfer. A season ticket needs a separate schedule and unchanged holder, carrier and waste type; read the official guidance before using one.

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