

## Quick guide for managing your commercial waste

### Do:

- Check that any waste contractor you use is registered with the Environment Agency as a waste carrier.
- Complete waste transfer notes for all waste collected or received by your waste contractor.
- Keep your waste transfer note paperwork for two years.
- Store your waste appropriately.

### Don't:

- Give your waste to a contractor who is not a registered waste carrier. If your waste is illegally disposed of by your contractor and you do not have a valid waste transfer note stating the waste would be taken to a licensed facility, it is your responsibility and you can be fined.
- Dispose of your waste along with your household waste either through kerbside collections or household recycling centres. You will be committing an offence.
- Assume the law does not apply to your business. The law applies to all businesses, large and small.

## For more information about your waste responsibilities and how to manage your waste

Visit: [www.wiltshire.gov.uk/commercial-waste](http://www.wiltshire.gov.uk/commercial-waste)

Email: [wasteandrecycling@wiltshire.gov.uk](mailto:wasteandrecycling@wiltshire.gov.uk)

Call us: 0300 456 0102



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# Managing your business waste



**Wiltshire Council**  
Where everybody matters

As a business you have a legal responsibility to ensure that all of your **commercial** waste is, stored, transported and disposed of correctly without harming the environment.

This is your **commercial** waste duty of care in accordance with Section 34 of the Environmental Protection Act 1990.

## What is commercial waste?

Commercial waste includes anything your business owns, produces or acquires that you require to be removed or wish to throw away. This can range from office waste such as paper, packaging and equipment to unwanted items.

### This also includes:

- Waste produced while working at private households.
- Waste produced by contractors working on your business premises.
- Home-based working. Any waste produced from business activities is classed as business waste. You must keep it separate from your household waste and arrange for it to be collected separately.

## What are your legal responsibilities?

Your duty of care starts from when waste is created up until its transfer to an authorised waste contractor.

### Your waste must be:

- Stored appropriately, securely and protected from the weather, vermin, vandalism, theft and accidental damage.
- Transported correctly by a registered and authorised waste contractor.
- Documented correctly by completing waste transfer notes for all waste passed on to a waste contractor or waste disposal site. You must keep a copy of these notes for at least two years for non-hazardous waste and three years for hazardous waste.
- Disposed of in the correct place or passed on to a registered and authorised waste contractor for disposal at a licensed facility.

## How do I arrange disposal of my waste?

As commercial waste collection is not included in your business rates you must pay for your waste to be removed from your premises by an authorised waste collector.

There are contractors who will collect and dispose of your waste and recycling. They offer varying services with different costs and covering different areas.

Contractors vary in costs, what they collect, the areas they cover and the recycling and disposal options they can offer.

If you employ a contractor you will need to check that they are registered with the Environment Agency as a waste carrier.

The council can arrange for the collection of commercial waste, by its contractor, if requested by a business to do so and will add on their reasonable costs of making these arrangements.

## How to comply with the law

All waste producers have a legal duty to provide evidence that they are managing their waste legally. A Waste Transfer Note will help you comply with this requirement. Waste Transfer Notes are obtained from your registered and authorised removal contractor when a commercial waste contract is agreed.

Officers from both Wiltshire Council and the Environment Agency carry out spot checks on businesses and ask to see their waste transfer notes.

If you are unable to produce the relevant documents you face being issued with a fixed penalty notice of £300.

