

## **How to complete a commercial waste agreement**

Follow these simple guidelines when completing your new commercial general waste or recycling agreements. Please note failure to complete any of these details correctly may delay the start of your agreement.

### **Terms and conditions:**

Please take a moment to fully review the terms and conditions shown on the reverse of the waste agreement/s.

### **Section A:**

Collection name, address, and post code

- Please enter the collection address of the business that is generating the waste. i.e., where we will collect the waste from.
- Please ensure you detail the shop/business name as the “Collection Name”. This is the name that our crews will look for when we attend your premises.

SIC Code - Standard Industry Code

- It is a legal requirement for you to detail on your waste transfer note a SIC code which describes the location where your business waste is generated. The code should describe the address detailed in section A of the combined trade waste/recycling agreement and controlled waste transfer note.
- For more information visit:  
[www.gov.uk/government/publications/standard-industrial-classification-of-economic-activities-sic](http://www.gov.uk/government/publications/standard-industrial-classification-of-economic-activities-sic)

Type of Collection

- Please enter the required bin size and quantity required.

Frequency

- The lowest frequency offered for **general waste** is once weekly.
- The lowest frequency we offer for **recycling waste** is once fortnightly.
- Clause 6 of the combined trade waste agreement and clause 7 of the recycling agreement refers.

Collection Point

- Please ensure you advise us WHERE you will present your bin for collection i.e., rear of premise, at front of premise, etc.
- Bins must be presented by 7am on collection day.
- For new customers, we will contact you on receipt of your completed agreement to discuss this further.

### **Section B:**

Business Owner

- Please specify the owner of the business as either a Limited Company or the person(s) owning the business in section B.

#### Purchase Order Number

- Please specify any purchase order number to be quoted on your trade waste invoices.
- You will need to inform us of any changes to the purchase order number that you need us to quote.

#### Invoice Address

- This is the address you require us to send your invoices to, if different to the address detailed in Section A.
- We invoice monthly in arrears.

#### **Section C:**

(For trade waste agreements only)

- Please tick the box that describes the waste that you are generating. Codes EWC 18 01 04 and EWC 18 01 01 relate only to offensive hygiene waste collections.

#### **Section F:**

- Please read the declaration.

Regulation 12 of the Waste (England and Wales) Regulations 2011 specifies that businesses need to take reasonable measures to apply the waste hierarchy before waste is transferred for disposal. For more information on what this means for your business and how you can take steps to fulfil this legal requirement please visit:

[www.defra.gov.uk/environment/waste/legislation/waste-hierarchy](http://www.defra.gov.uk/environment/waste/legislation/waste-hierarchy)

- You must check the box next to this statement before returning the agreement/s to us.
- **Please ensure that the agreement is signed in section F by the owner of the business.**

Please return your agreement/s by email to: [Commercial.waste@hullcc.gov.uk](mailto:Commercial.waste@hullcc.gov.uk)

or by post to:

Trade Waste Team, Hull City Council, Staveley House, Stockholm Road, Hull, HU7 0XW

A copy will be returned to you for your records after verification. Please note it is a legal requirement to keep this transfer note for at least 2 years after the final collection.

For more information about our service:

Web: [www.hull.gov.uk/tradewaste](http://www.hull.gov.uk/tradewaste)  
Email: [Commercial.waste@hullcc.gov.uk](mailto:Commercial.waste@hullcc.gov.uk)  
Tel: 01482 300 301