

Packaging Compliance Annual Submission Form

This form is for the provision of information as required under the Producer Responsibility Obligations (Packaging Waste) Regulations.

Please complete all relevant parts of this form, we shall not be able to complete your registration if any information is missing or incomplete. This form should be submitted to the Packaging Compliance Scheme no later than 28th February to ensure the registration is made to the relevant Agency on time. Forms received following this date may be subject to additional Agency imposed penalty fees.

Please complete and return to: Veolia, Packaging Compliance Scheme, Kingswood House, Kingswood Crescent, Cannock, Staffordshire, WS11 8JP. Tel: 0845 8900 463 | Fax: 0203 567 2401 | packaging@veolia.co.uk

Section 1 - Producer / Contact Details

This is the primary information which we will use to register you with the Agency. Company details should match the recorded information on Companies House (www.companieshouse.gov.uk).

Full Legal Company Name													
Business Name (If Different)													
Registered Office													
											Postcode		
Company Registration No.												S.I.C Code (2007)	
NPWD Code	N	P	W	D								Turnover (Millions) £	
Scheme Membership No.													

1.2 - Contact Details

Please inform us who shall be the primary contact for this submission.

Title / First Name						Surname						
Position												
Contact Address												
											Postcode	
Telephone No.						Fax No.						
Email												

1.3 - Invoice Details

Please inform us where the relevant invoices should be issued to.

Invoice Company Name													
Invoice Address													
											Postcode		
Company Registration No.												Telephone No.	
Instruction / Purchase Order													
Invoice Email													

1.4 - Auditing Details

Which address is best suited for a Packaging Compliance Monitoring Audit, conducted by both Veolia and / or the relevant Regulatory Agency. Please indicate as appropriate.

Registered Office	<input type="text"/>	Contact Address	<input type="text"/>
-------------------	----------------------	-----------------	----------------------

1.5 - Packaging Activity

You must nominate the packaging activities which you perform. Please indicate one primary and all applicable secondary.

	Primary		Secondary
Raw Manufacturer	<input type="text"/>	Raw Manufacturer	<input type="text"/>
Conversion	<input type="text"/>	Conversion	<input type="text"/>
Pack / Filler	<input type="text"/>	Pack / Filler	<input type="text"/>
Seller	<input type="text"/>	Seller	<input type="text"/>
Importer	<input type="text"/>	Importer	<input type="text"/>

Section 2 - Registration Type

2.1 - How Are You Applying To Register?

We need to know how you wish to register as a producer under the Regulations. Please indicate as appropriate.

Sole Trader	<input type="text"/>	Partnership	<input type="text"/>
Individual Company	<input type="text"/>	Small Producer (Allocation)	<input type="text"/>
Licensor / Pub Operator*	<input type="text"/>	Parent Company (Group)**	<input type="text"/>

* If you are a Licensor / Franchiser / Pub Operating Business, please provide a list of ALL licensees / franchisees / pubs.

** If you are registering as a Parent Company (Group), please complete 2.2 below.

2.2 - Group Details

The Regulations allow group companies to register collectively or as independent entities. When assessing group obligations please note that the Regulatory threshold tests are applied to the aggregated group regardless of the chosen registration method. In order for us to correctly register you as a group, your main applicant in section 1 should be the legal holding company of any subsidiaries you wish to include. Please indicate how many subsidiaries you wish to include.

Number Of Subsidiaries	<input type="text"/>
------------------------	----------------------

To be compliant, ALL legal subsidiaries that handle packaging MUST be included unless they make a separate registration.

Subsidiary 1

Full Legal Subsidiary Name	<input type="text"/>						
Registered Office	<input type="text"/>						
	<input type="text"/>						
		Postcode	<input type="text"/>				
Company Registration No.	<input type="text"/>	S.I.C Code (2007)	<input type="text"/>				
Telephone No.	<input type="text"/>	Turnover (Millions)	£	<input type="text"/>			
Title / First Name	<input type="text"/>		Surname	<input type="text"/>			
Email	<input type="text"/>						

Subsidiary 2

Full Legal Subsidiary Name											
Registered Office											
						Postcode					
Company Registration No.						S.I.C Code (2007)					
Telephone No.						Turnover (Millions)	£				
Title / First Name						Surname					
Email											

Subsidiary 3

Full Legal Subsidiary Name											
Registered Office											
						Postcode					
Company Registration No.						S.I.C Code (2007)					
Telephone No.						Turnover (Millions)	£				
Title / First Name						Surname					
Email											

Subsidiary 4

Full Legal Subsidiary Name											
Registered Office											
						Postcode					
Company Registration No.						S.I.C Code (2007)					
Telephone No.						Turnover (Millions)	£				
Title / First Name						Surname					
Email											

Subsidiary 5

Full Legal Subsidiary Name											
Registered Office											
						Postcode					
Company Registration No.						S.I.C Code (2007)					
Telephone No.						Turnover (Millions)	£				
Title / First Name						Surname					
Email											

Additional subsidiaries should be included on a separate / copied sheet.

Section 3 - Allocation Method For Small Producers

The Regulations allow businesses with an annual turnover lower than £5 million to apply to register as a Small Producer. This provision is currently optional, but once selected must be adhered to for a further 2 years, providing the turnover does not exceed the threshold level. This option removes the requirement to declare any handled packaging in the main data tables in Section 4, but does require that a copy / statement from the latest audited accounts be provided.

The obligations are calculated by multiplying the declared turnover by an agency set packaging target. For example, in year x the target was 29 tonnes of obligation per £1 million in turnover. For a business with an annual turnover of £4.5 million, the resultant obligation would have been 130.5 tonnes, subsequently rounded up to 131 tonnes.

The provision is available to both independent companies registering as a single applicant, or those that operate as a subsidiary within a group. Where the aggregated turnover of a group is still lower than £5 million the entire obligation can be calculated using the allocation method, although subsidiaries would still need to be declared in Section 2.

Please complete the following should you be registering solely as a Small Producer, or where you wish a subsidiary company to receive an allocated obligation.

3.1 - Company Details

Who is opting to use the Allocation Method? Please indicate as appropriate.

Main Applicant	<input type="text"/>
Subsidiary Company*	<input type="text"/>

* If this is a subsidiary part of a group application please state which one below:

Full Legal Subsidiary Name	<input type="text"/>
----------------------------	----------------------

3.2 - Turnover Information

Using the latest audited accounts, what was the exact turnover of the business wishing to use the Allocation Method?

Turnover (Millions)	£ <input type="text"/>
---------------------	------------------------

3.3 - Predominant Material

The allocated obligation shall be comprised of one material only, please declare which packaging material by weight this business predominantly handles. Please select only one.

Paper	<input type="text"/>	Glass	<input type="text"/>
Aluminium	<input type="text"/>	Steel	<input type="text"/>
Plastic	<input type="text"/>	Wood	<input type="text"/>
Other (Please Specific)	<input type="text"/>		

Please inform us how you determined the predominant material?

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

3.4 - Declaration

To be accepted as a Small Producer you must acknowledge that you will use the Allocation method for a minimum of 3 years, and you must attach evidence of your stated turnover.

Acknowledge 3 Years	<input type="text"/>	Turnover Evidence Attached	<input type="text"/>
---------------------	----------------------	----------------------------	----------------------

Please continue to Section 6

Section 4 - Packaging Data Tables

This information will be used by Veolia to calculate your annual obligation. This information must be **'As Accurate As Reasonably Possible'** to satisfy the Regulatory requirements. This information should include **ALL** applicable sites of the main applicant and include ALL subsidiaries declared in Section 2 (except Small Producers).

Please contact the Packaging Compliance Scheme for assistance if required. All figures reported must be **whole tonnes**.

Table 1 - Master Table Of Packaging Supplied

Include - All materials you performed an activity on and supplied to the next stage or end users.

Include - All materials that are exported by you or a third party (2a & 2b).

Include - Imported materials you performed an activity on and supplied to the next stage or end users in the UK.

Exclude - Imported materials you are an end user of (3b).

Exclude - Imported materials which were subsequently exported (3c).

	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other*
Raw Material Manufacturing							
Conversion							
Pack Filling							
Selling							
*Other (Please Specify)							

Table 2a - Packaging And Packaging Materials Exported Outside The UK (By Main Applicant / Group)

Include - All materials declared in master table which were exported by you or an agent acting on your behalf (1).

Exclude - Imported materials which were subsequently exported (3c).

	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other*
Raw Material Manufacturing							
Conversion							
Pack Filling							
Selling							
*Other (Please Specify)							

Table 2b - Packaging And Packaging Materials Exported Outside The UK (By Third Parties)

Include - All materials declared in master table which you supplied to another UK business who subsequently exported them (1).

Tip - Supplementary evidence that the other UK businesses have exported the material you supplied must be available.

	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other*
Raw Material Manufacturing							
Conversion							
Pack Filling							
Selling							
*Other (Please Specify)							

Table 3a - Packaging And Packaging Materials Imported Into The UK For The Purpose Of...

Include - All materials sourced from a non-UK supply which your business will supply on further into the UK.
Exclude - Imported materials you are an end user of (3b).
Exclude - Imported materials which were subsequently exported (3c).
Tip - Declare the packaging to reflect the reason you've imported it, what is the next step in the chain now you have imported it?
Tip - Example, if you import empty packaging this should be declared under pack filling, the material is imported for the purpose of filling.
Tip - If you then perform the actual activity, this should also be declared in the master table under the same activity (1).
Tip - If you import goods for distant selling, you are still responsible for declaring any packaging associate with its entry into the UK.

	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other*
Conversion							
Pack Filling							
Selling							

*Other (Please Specify)

Table 3b - Packaging And Packaging Materials Imported Into The UK For Which You Are The End-User

Include - All materials you import for which you are the end user, typically you shall remove the packaging from goods.
Include - Any imported materials which are re-used as packaging.
Exclude - Imported materials which were subsequently exported (3c).
Tip - Do not deduct any volumes of imported materials which are recycled, these must still be recorded.

	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other*
Transit / End User							

*Other (Please Specify)

Table 3c - Packaging And Packaging Materials Imported Into The UK Which Is Subsequently Exported

Include - All materials you import but re-exported back outside the UK.
Tip - These figures must be declared in this table only.
Tip - Records must kept to demonstrate the re-exporting activity.
Tip - Please complete where applicable for auditing purposes.

	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other*
Imports Re-exported							

*Other (Please Specify)

Table 4 - Recovery Obligations

Veolia will complete this information based on the data you have provided in Tables 1 - 3c. From this data your annual obligations are calculated, a summary of the results will be returned to you for your records.

Fees

In addition to the standard Agency registration fee, further charges shall be applicable when:
 - Data is resubmitted after the original is presented to the Agency.
 - Data is submitted late and cannot be included in the first annual submission the Scheme makes to the Agency.
 - Additional subsidiary companies are added to the submission.

Green Dot



Do you require registration under the UK Green Dot® system?

Yes, Please Register Not Required

Veolia can complete registration on behalf of Scheme members.

Section 5 - Submission Details

5.1 - Packaging Data Sources

We require details on which systems / sources you used to gather your annual packaging data. Please indicate as appropriate.

Sample Weighing		Trade Organisations	
Supplier Data		Consultant / Data System	
Sales Records		Other	

5.2 - Methodology

Please summarise the methodology you use for gathering the annual packaging data / weights. If you have detailed report please attach this along with your annual submission instead. As a registered producer, you should have a methodology in place relating to this submission.

5.3 - Fluctuations

Please provide any information which will explain fluctuations in your annual packaging submission, including business activity changes and company structure, etc. A brief narrative on main business function would also help us assess your submission.

5.4 - Agency Monitoring Visits.

Under the Regulations the Agency may visit you to check your methodology and previous submissions. If you know when the last visit was made please inform us (DD/MM/YYYY):

	DD	MM	YYYY
Environment Agency (EA)			
Natural Resource Wales (NRW)			
Northern Ireland Environment Agency (NIEA)			
Scottish Environment Protection Agency (SEPA)			

Section 6 - Declaration

The Regulations require that the submission is signed by an Approved Person, this can be either a:

- **Company Director, registered with Companies House**
- **Company Secretary**
- **Partner / Sole Trader**

I declare that the information provided within this annual submission is correct to the best of my knowledge. The systems and procedures used have been reviewed and are capable of providing data to the accuracy required by the 'Producer Responsibility Obligations (Packaging Waste) Regulations'.

I understand that the registration with Veolia may be refused or cancelled should false or incomplete information be provided. Any changes relating to the information provided shall be given to Veolia within 28 days. I agree to submit this data in accordance with the Membership Terms & Conditions.

Title / First Name		Surname	
Position			
Signature			

DD MM YYYY

--	--	--

Please return the completed form to:
 Veolia, Packaging Compliance Scheme,
 Kingswood House, Kingswood Crescent
 Cannock, Staffordshire, WS11 8JP
 packaging@veolia.co.uk