



## 2009 Registration – Guidance Notes

The Producer Responsibility Obligations (Packaging Waste) Regulations 2008

### Section 1 – Company Information

- 1.1 Your company name and full address. This will be the name and address published by the Environment Agency in the Public Register.
- 1.2 Your company registration number and the address of your registered office if different from 1.1
- 1.3 The SIC code for your business is used to classify business establishments and activities. You can download a full list from the National Statistics Office on [www.statistics.gov.uk/sic2003](http://www.statistics.gov.uk/sic2003).
- 1.4 Your turnover from the last set of submitted accounts. Please state the combined turnover of the group, if you are a holding company of a group of companies.
- 1.5 State what registrant you are by ticking the box (es) and following the relevant instruction.  
You might find it useful to read notes on Section 3 and Section 5 (below) before completing this section.
- 1.6 Tick the box if you are a licensor or pub operating business and go to the relevant section.

### Section 2 – Contacts

Please give us details of the main contact and a substitute contact, with whom TaGPack and the Environment Agency can discuss your registration.

Small producers can now go to Section 5.

### Section 3 – Group subsidiaries, Licensees and tenants

Please label these pages in the boxes provided, for example 1 of 4

#### **Group registrations**

A group registration can include subsidiaries who have a turnover of less than £5 million and who want to register as a small producer. When registering as a group you must give us details, including company registration number, address and contact details for all your subsidiaries. We also need to know the SIC code, turnover and main packaging activity for each subsidiary. Please make sure you tell us if any are opting to register as small producers, by ticking the box provided.

#### **Licensors and pub operating companies**

If you are a licensor or pub operating company you must provide us with address and contact details for all your licensees or tenants. If you would prefer to provide this information to us electronically on a CD – ROM or via e-mail please contact TaGPack.



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**Section 4 – Data Information Forms**

You must complete these forms with care as the regulations state the data is required to be “as accurate as reasonably possible”. This means the Agencies are looking for your data to be obtained by sampling and recording rather than by estimating or assumptions.

**4.1** – Identify your main and secondary packaging activities. For example your main activity might be selling but you may also import packaging.

Manufacturing	Packaging raw material manufacturer
Conversion	Turning the raw material into packaging eg. Glass into bottles
Pack/Fill	Placing goods into the packaging or packaging around goods eg. Wine into the bottles, bottles into boxes
Selling	Selling the packaging onto the end user eg. Boxes of wine bottles to the supermarket

Service providers – if you hire out packaging for others to use, you are liable for both the pack/fill and selling obligation. Although classed as a separate activity, it is recorded in the same way as pack/fill and selling.

**4.2 – 4.5** Your obligation is calculated on the data you provide.

**Obligated packaging**

To be recorded in the tables below, the packaging you handle has to

- be owned by you; **and**
- be passed onto someone who carries out a further activity or is the end user; **and/or**
- have been imported by you

The data you report in the tables 1 to 3c must be rounded to the nearest metric tonne and relate to packaging handled in the previous calendar year i.e. 1<sup>st</sup> January 2006 – 31<sup>st</sup> December 2006. Please use the information given above each table for a detailed description of what to record. Here is a brief summary of tables:

Table 1	All activities carried out in the UK
Table 2a	All UK sourced packaging exported by your company
Table 2b	All UK sourced packaging exported by a third party on your behalf
Table 3a	Imported packaging to undergo an activity in the UK – if your company performs this activity record it in Table 1 as well
Table 3b	Imported packaging that you are the end user of.
Table 3c	Imported packaging subsequently exported



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### Section 5 – Small Producers

If your turnover is between £2 and £5 million, you can opt to register as a small producer. Evidence of your turnover must be supplied to TaGPack in the form of your latest abbreviated accounts. Registering in this way is less complicated for you in that you don't need to gather detailed packaging data because your obligation is calculated according to your turnover, not the weight of packaging you handle. This simplified method will only apply to your predominant packaging material.

If you choose to opt for this method you must commit to this for a minimum of three years, providing your turnover stays under £5 million. If turnover fluctuates around this mark please ensure that you gather packaging data in case you need to switch to the detailed weight based method.

If you are registering as a group and you have more than one subsidiary who has a turnover between £2 and £5 million and who has opted to register as a small producer please ask us for an extended form by contacting us on 01926 498855 or via our website [www.tagpack.co.uk](http://www.tagpack.co.uk)

### Section 6 - Basis of Assessment

Please identify, by ticking all the relevant boxes, how you arrived at this assessment of the packaging you handled during the previous year.

If you have had an Environment Agency monitoring visit please state when. In order that we meet with the Environment Agency requirements please supply a copy of their report.

### Section 7 – Data Protection Notice

This section informs you how TaGPack may use the information given on the Registration Form.

### Section 8 - Declaration

As stated in the regulations the Registration Form should be signed by an “approved person”. An approved person being:

- A director of the company
- A partner or
- A sole trader



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### Checklist - Tick the boxes to ensure that all the required actions are completed

- Company's UK Standard Industrial Classification identified in Section 1 (1.3)
- Company turnover stated in Section 1 (1.4)
- Type of company you wish to register stated in Section 1 (1.5)
- If registering as a small producer, evidence of turnover is enclosed
- Continuation sheets are clearly labelled by completing the box (es) for example 2 of 5.
- Main and secondary activities performed on packaging identified in Section 4
- Data Information Forms completed with packaging handled in 2007 rounded to the nearest tonne and as "accurate as reasonably possible".
- If registering as a small producer, your predominant material has been stated in Section 5
- An "approved person" has signed the declaration in Section 7
- Methodology of data gathering process identified in Section 6
- You have taken photocopies of the form to retain on file for a minimum of four years.
- The appropriate fee for registration has been paid
- Sections 1 – 8 of the Registration Form returned to TaGPack by the due date.
- Membership option identified on the Fee Structure form.

**Where to send your application:**

TaGPack Ltd  
Environmental Suite  
Walworth Farm  
Bishops Itchington, Southam, Warwickshire CV47 2SR

**To reach us by:**

28<sup>th</sup> February 2009



We will notify you, in writing if your application has been successful.