



2009 Registration Form

The Producer Responsibility Obligations (Packaging Waste) Regulations 2008

Please use the Guidance Notes when completing this form. In order to register you, the following information is mandatory. **Form to be returned by 28th February.**

Section 1 – Company Information

1.1 Company Name

Company Address

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

Telephone

Fax

Email

Postcode

1.2 Companies House registration number

Registered office address

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

Postcode:

1.3 Company's UK Standard Industrial Classification (SIC) code 2003 for example 21.12

1.4 What is your turnover?

1.5 What are you registering as?

- Sole Trader
- Partnership
- Individual Company
- Subsidiary of a Holding Company
- Group registration
- Small producer

1.6 Licensors and pub operating businesses

Please tick if you are a licensor or pub operating business.

Section 2 – Contact Details

Contact 1 – Main contact

Name	<input type="text"/>
Position	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Contact 2 – Second contact

Name	<input type="text"/>
Position	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>



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Section 3 – Group subsidiaries, licensees and tenants

Please supply details of all the subsidiaries, licensees and tenants you want to register. Copy these pages if you need to, and please remember to fill in the total number of pages used in the *Checklist* section of the Guidance Notes.

Subsidiary, licensee or tenants details

Name	Company registration number	
Full registered address	Turnover	
	SIC code	
Postcode	Main packaging activity*	

Please give us details of someone we can contact regarding the above company

Contact name	Telephone	
Address:	Email	
Postcode	Small producer	please tick

Subsidiary, licensee or tenants details

Name	Company registration number	
Full registered address	Turnover	
	SIC code	
Postcode	Main packaging activity*	

Please give us details of someone we can contact regarding the above company

Contact name	Telephone	
Address:	Email	
Postcode	Small producer	please tick

*State the main packaging activity: Manufacturing, Conversion, Pack/fill, Selling, Importing or Service Provider.



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Section 3 – Group subsidiaries, licensees and tenants (continued)

Subsidiary, licensee or tenants details

Name	Company registration number	
Full registered address	Turnover	
	SIC code	
Postcode	Main packaging activity*	

Please give us details of someone we can contact regarding the above company

Contact name	Telephone	
Address	Email	
Postcode	Small producer	please tick

Subsidiary, licensee or tenants details

Name	Company registration number	
Full registered address	Turnover	
	SIC code	
Postcode	Main packaging activity*	

Please give us details of someone we can contact regarding the above company

Contact name	Telephone	
Address	Email	
Postcode	Small producer	please tick

*State the main packaging activity: Manufacturing, Conversion, Pack/fill, Selling, Importing or Service Provider.



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Section 4 - Data Information Forms

Please photocopy these forms and use the copies to draft your information before completing the tables. Take your packaging figures from the packaging you handled in 2007. Please give all figures in metric tonnes.

4.1 Your obligation is calculated on the activity and figures detailed in this section.

Packaging activity

Main

Tick one only

Secondary

Tick all that apply

Manufacturing

Conversion

Pack/Fill

Selling

Importing

Service Provider*

*Supply packaging by hiring out or leasing

Small Producers go to Section 5

4.2 Master table of packaging and packaging materials

Include:

Details of packaging and packaging materials which you:

- Performed an activity on
- Sourced in the UK then supplied to the next stage in the packaging chain or to the end users.
- Imported and **you** subsequently performed a further activity on or supplied to the end user
- Exported outside the UK (including third-party exports).

Do not include:

Details of any packaging and packaging materials you imported which you:

- Were the end user of, or
- Subsequently exported.

List these in Tables 3b and 3c

Table 1 Packaging and packaging materials supplied

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Manufacturing							
Conversion							
Pack/Fill							
Selling							



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Section 4 - Data Information Forms (continued)

4.3 - Exported materials

Include:

Details of packaging and packaging materials you exported:

- Yourself
- Through an agent acting on your behalf (where you have retained ownership of the goods and packaging)

Write the tonnage against the activity which you performed before export. For example: If you export 50 tonnes of jars after filling them with jam, then the 50 tonnes should be entered in the glass pack/fill box in Table 2a
Do not forget to add these tonnages to the corresponding box in Table 1.

Table 2a Packaging and packaging materials exported by the producer

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Manufacturing							
Conversion							
Pack/Fill							
Selling							

4.4 - Exported by a third party

Do not include

Packaging materials you imported and subsequently exported – list these in Table 3c

Please do not make assumptions on third-party exports. You are required to maintain documentary evidence that supports these figures and to produce it on request.

Table 2b Packaging and packaging materials exported by a third party

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Manufacturing							
Conversion							
Pack/Fill							
Selling							



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Section 4 - Data Information Forms (continued)

4.5 - Imported materials

In Table 3a write the tonnage figure in the activity row to reflect the purpose for which the packaging was imported. (For example If you import 100 tonnes of plastic granules to make into plastic bags, then enter the 100 tonnes into the plastic conversion cell.) If you as a producer perform the conversion activity in the UK then add the tonnage to the plastic conversion cell on Table 1.

Table 3a Packaging and packaging materials imported for the purpose of the following activities

Do not include transit packaging that you are the end user of – List this in Table 3b

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Conversion							
Pack/Fill							
Selling							

Table 3b Packaging around UK imports of which you are the end user

Paper	Glass	Aluminium	Steel	Plastic	Wood	Other

Table 3c Imported packaging which is subsequently exported

Include only the specific packaging items that have been imported then exported whether or not you have performed further activities on them.

Paper	Glass	Aluminium	Steel	Plastic	Wood	Other

Section 5 – Small producers

If your turnover is between £2 and £5 million you may opt to register as a small producer – please refer to the Guidance Notes for more information.

Turnover of small producer

Please state your predominant packaging material

If you are a group of companies who have more than one subsidiary who has a turnover between £2 and £5 million and wishes to opt for small producer registration please contact TaGPack for an additional form.



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Section 6 – Basis of Assessment

Tick all that apply

- Supplier data
 - Sample weighing
 - Have you had an Agency Monitoring Visit?
If so, date of last visit:.....
(Please send copy of report to TaGPack)
 - Sales record
 - Trade association methodology – Please specify below
 - Other method – Please specify below
-

Section 7 – Data Protection Notice

The information provided will be used by TaGPack to register your company with the relevant Agency. We may also process and/or disclose information in connection with:

- Offering/providing you with our literature/services relating to environmental matters
- Consulting with the Environment Agency and DEFRA
- Assessing customer service satisfaction and improving our service
- Responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows

You should ensure that any persons named on this form are informed of the contents of this data protection notice. If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let us know. You should be aware that under the provisions of the Freedom of Information Act and regulations made under it, TaGPack may be obliged to disclose information to the Environment Agency even when you request that it is kept confidential, we will as a matter of course inform you in this circumstance.

Section 8 - Declaration

It is an offence if you deliberately give false or misleading information. You may be liable to prosecution by the Environment Agency. This application must be signed by an “approved person”.

I declare that the information in this application and data form is true to the best of my knowledge and belief. I understand that registration may be refused if I give false or incomplete information. I agree to inform you of any changes to the information given on this application within 28 days of the change.

	Signature of “approved person”
	Date (DD MM YYYY)
Title	<input style="width: 100%;" type="text"/>
First Name	<input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/>
Last Name	Position