

Detailed guide: Packaging waste: producer responsibilities

Updated: Added a link to the Environment Agency 2018 monitoring plan.

If your business or organisation produces or uses packaging, or sells packaged goods, you may be classed as an obligated packaging producer. Obligated packaging producers must follow rules which help to:

- reduce the amount of packaging produced in the first place
- reduce how much packaging waste goes to landfill
- increase the amount of packaging waste that's recycled and recovered

These are in addition to [waste duty of care](#) rules all businesses must follow.

Every year an obligated packaging producer must:

- register as a packaging producer by 7 April
- meet their recovery and recycling obligation
- obtain evidence of compliance
- submit a certificate of compliance (CoC) by 31 January the following year

Check if you're an obligated packaging producer

Packaging definition

'Packaging' is any material used to hold, protect, handle, deliver and present goods. This includes packaging for raw materials right through to finished goods to be sold or being sold. For example, pallets, boxes, bags, tape for wrapping, rolls, tubes and clothes hangers sold as part of the clothing item.

What an obligated packaging producer is

You're an 'obligated' packaging producer if you, or a [group](#) of companies you're part of handled 50 tonnes of packaging materials or packaging in the previous calendar year. And you have a turnover of more than £2 million a year (based on the last financial year's accounts).

If your business provides [licences](#) to other businesses such as franchises or pub leases, any packaging they handle may contribute towards the 50 tonne threshold for your business.

What 'handling' means

Handling means you do all of the following:

- carry out one or more of the activities in the [activity list](#) or have these activities carried out on your behalf
- own the packaging on which the activities are carried out
- supply packaging or packaging materials at any stage in the chain or to the final user of the packaging

You're not handling packaging or packaging materials you use internally within your business.

Activity list: description

The activities are:

- raw material manufacture – produce raw materials for packaging manufacture
- packaging conversion – convert raw materials into packaging
- packing/filling – put goods into packaging or put packaging around goods
- selling – supply packaged goods to the end user
- importing – import packaged goods or packaging materials from outside the UK; this includes raw materials that will become packaging, for example, plastic pellets used to make bottles
- service provider – a business that supplies packaging by hiring it out or lending it

Check the tonnage you handle

When you work out if you handle 50 tonnes of packaging or more, do not include packaging or packing material you export or give to someone else to export. Export includes supplies sent to the Isle of Man, Channel Islands and Republic of Ireland. You must be able to demonstrate what packaging you've exported.

When your business is part of a group

If you're a group you must add up the total amount of packaging handled and annual turnovers to see if you're an obligated packaging producer.

If you're a holding company and you have 2 or more subsidiaries that handle packaging, or both you the holding company and at least one subsidiary handle packaging, you're a group.

A holding company that does not handle packaging itself with only one subsidiary that does, is not a group.

Licensors or pub chains

You can find an explanation of what a licensor and pub operating business is in the [Regulations](#).

The type of packaging relevant to your business includes:

- packaging or packaging materials with your trademark
- packaging or packaging materials around goods that carry your trademark

- packaging or packaging materials members must buy from the head organisation or a business specified by the head organisation

Register as a packaging producer

By 7 April every year you must register or be registered with your environmental regulator.

You can either join a compliance scheme or register yourself in the [National Packaging Waste Database](#) (NPWD).

A compliance scheme will register you with the correct environmental regulator, obtain evidence of your compliance and submit the CoC each year.

If you register yourself you will be responsible for registering, getting evidence of compliance and submitting the CoC.

Small packaging producer status

You're classed as a small producer if you have a turnover:

- between £2 million and £5 million
- of less than £2 million but you're part of a company group that has an obligation

See [step 1](#) to find out how to register as a small producer.

Join a compliance scheme

Select an approved compliance scheme from the [public register](#). You'll need to pay a fee and follow the scheme's instructions.

Check the compliance scheme timescales and make sure you provide the correct information about your company and packaging handled.

Register yourself

You need to register with the [environmental regulator](#) where your registered head office or main place of business is based.

To submit a registration you must be an 'approved person'. This is a:

- director or company secretary
- company partner
- sole trader

To get access to NPWD you need to complete and return an authorised signatory form. Contact your [environmental regulator](#) to get a form. Once returned and accepted NPWD will issue a login.

Use the [delegation of approved/appropriate person form](#) if you want to

delegate your function to another person. Sign the form and send it to your environmental regulator.

Log in and fill in the registration form in [NPWD](#).

If you've registered before, your information is copied into your new registration. You'll need to check it and make any necessary amendments.

Information you need to enter into NPWD

Step 1: contact details and business information

Provide your:

- registered office information and any main site address where your packaging activities happen or where you collate your packaging data
- Standard Industrial Classification ([SIC](#)) code
- turnover (last set of audited accounts)
- status – small producer, subsidiary, holding company or licensor

Small producers can register as a small producer in one of two ways. They can:

- use the allocation method – obligation based on turnover, the obligation is calculated by multiplying turnover in £ million to the nearest £10,000 by 30 tonnes
- register as a packaging producer – obligation based on weight of packaging handled in the previous year

Groups can register:

- as one group; the holding company can do this even if it's not a packaging producer
- individually by subsidiary
- as a combination of individual subsidiaries and the holding company

Subsidiary details you need to include are:

- company registration numbers
- contact details, including addresses
- [SIC](#) code
- turnovers
- main packaging activities of each subsidiary
- whether any subsidiary is a small producer

Step 2: packaging data

You must describe:

- your main packaging activity, for example, sell packaged goods
- any secondary packaging activities, for example, import packaging
- how you worked out how much packaging you handled in the previous year

You must enter:

- the amount (in whole tonnes) of packaging you supply to the next stage in the packaging chain or sell to the end user
- any packaging you import and any packaging around goods you import
- materials you or another company exports for which you have auditable records

Do not include:

- packaging that's been used before unless its imported
- processed waste

Step 3: review your recovery and recycling obligation

NPWD auto-generates your obligation from the data you entered into the tables. If you do not fill out the tables correctly you will have the wrong recovery and recycling target so you need to follow the instructions in NPWD carefully.

Small producers must review their obligation calculated on the turnover and main material handled entered.

Amend any data inconsistencies and then submit.

To find out how the producer obligation is calculated see [Schedule 2 of the Packaging Waste Regulations 2007](#).

The table shows the current UK government recycling targets in percentages:

Material	2014 (%)	2015 (%)	2016 (%)	2017 (%)
Aluminium	46	49	52	55
Glass*	75	76	77	77
Glass by remelt*	65	66	67	67
Steel	73	74	75	76
Paper/ board	69.5	69.5	69.5	69.5
Plastic**	42	47	49	51
Wood	22	22	22	22

*new glass targets announced by Defra for 2014 to 2016

**new plastic target announced by Defra for 2016 and 2017

Step 4: upload supporting information

Consumer information obligations

If your main activity is selling packaged goods, you must give your customers information about:

- return, collection and recovery systems they can use
- their role in reusing, recovering and recycling packaging and packaging

waste

- what recovery and recycling symbols on packaging mean
- how to get copies of waste strategy guidance

You must upload an explanation on how you will achieve this.

Small producer

You must upload proof of turnover or audited accounts if you chose the allocation method.

Packaging producer charges

You cannot pay online. You must pay by cheque, BACS or credit or debit card.

The charges if you register yourself are:

- producer: £776
- small producer: £562

You can register a group as a small producer if the group of companies has a combined turnover under £5 million. Where the holding company itself is a small producer, but the whole group turnover is greater than £5 million, the holding company must register as a producer.

Group: £776 plus these subsidiary charges:

- £180 each for the first 4 subsidiaries
- £90 each for the next 5 to 20 subsidiaries
- £45 for any further subsidiaries
- no charge for a small producer subsidiary using the allocation method

Compliance scheme fee

When you join a compliance scheme, it must pass on your registration fee to the appropriate regulator. The scheme's charges are:

- single company: £564
- small producer: £345

The scheme can register a group as a small producer if the group of companies has a combined turnover under £5 million. Where the holding company itself is a small producer, but the whole group turnover is greater than £5 million, the holding company must be registered as a producer.

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Late fees

If you register with a compliance scheme after the registration deadline you'll have to pay an additional late fee of £110.

Resubmission fee

If you need to update your information during the registration year there is no charge for making a minor change. If you need to correct your obligation or packaging handling data, for example following an inspection by your environmental regulator, the charge is £220 for each resubmission where there is a change to the obligation.

Northern Ireland

There are different charges, contact the [Northern Ireland Environment Agency](#).

Business changes

Tell your environmental regulator within 28 days if a change to your business means the information you supplied in your registration needs updating.

Cancel registration

You need to immediately cancel your direct registration if you become a member of a producer compliance scheme or stop being a producer.

Financial difficulties

Tell your environmental regulator immediately if your business has:

- a winding up order, or a resolution for voluntary wind-up
- entered insolvency, receivership or administration

Comply with your registration

Once registered you must meet your obligations. If you joined a compliance scheme it takes on your legal responsibility to meet the recovery and recycling obligation and submit the certificate of compliance (CoC). You must give the scheme correct information and accurate data.

Obtain evidence

You must get evidence of waste packaging recycling and recovery equivalent to the weight of your obligation from [accredited reprocessors and exporters](#). They (or yourself if you are accredited) can issue electronic packaging recovery notes (ePRNs) and electronic packaging export recovery notes (ePERNs) for the waste packaging they recycle or recover.

Small producers must obtain ePRNs for the main packaging material handled.

If you recover and recycle packaging waste your own business handled or

supplied, you must still obtain an ePRN or ePERN from accredited reprocessors and exporters.

You cannot use NPWD to carry out financial transactions for evidence notes. It does record and track ePRN/ePERNs credited to your account, and shows the balance of your obligation for which you still need evidence.

Submit a certificate of compliance (CoC)

NPWD generates CoC for directly registered producers. It will say whether your obligation has been met. Your authorised person must check it's correct, then log in to NPWD to sign it off and submit it.

The deadline for submission is 31 January immediately following the end of the calendar compliance year.

See the [Environment Agency monitoring plan](#) which sets out how they'll check businesses are complying each year.

Penalties

If you fail to meet your legal obligations, or provide false or misleading information, you may face prosecution under criminal law. In England and Wales there are also civil penalties. These include:

- fixed penalty fines for minor offences
- higher fines for more serious offences
- an [enforcement undertaking](#): an offer, formally accepted by your environmental regulator that redresses the impact of your non-compliance – these apply to offences after 6 April 2010 in England and after 15 July 2010 in Wales

Public register and disclosure

By law, your environmental regulator must put your details on a public register. This will include the name and address of your registered office or your main place of business for each site.

If you think any information you provide about your business is confidential, contact your environmental regulator and explain why. Be aware that under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 your environmental regulator may have a legal duty to disclose information about you if asked.

Contact your environmental regulator

England

Environment Agency

Producer Responsibility Regulatory Services

Quadrant 2

99 Parkway Avenue

Sheffield

S9 4WF

Telephone: 03708 506 506

Email: packaging@environment-agency.gov.uk

Scotland

Scottish Environment Protection Agency (SEPA)

Producer Compliance and Waste Shipment Unit

Strathallan House

Castle Business Park

Stirling

FK9 4TZ

Telephone: 01786 457 700

Email: producer.responsibility@sepa.org.uk

Northern Ireland

Northern Ireland Environment Agency (NIEA)

Producer Responsibility Unit

Klondyke Building

Cromac Avenue

Gasworks Business Park

Lower Ormeau Road

Belfast

BT7 2JA

Telephone: 028 9056 9338

Email: packaging@daera-ni.gov.uk

Wales

Natural Resources Wales

Producer Responsibility Unit

Rivers House

St Mellons Business Park

St Mellons

Cardiff

CF3 0EY

Telephone: 0300 065 3096

Email: packaging@naturalresourceswales.gov.uk

Legislation and regulations

The producer responsibility regime implements the [Packaging and Packaging Waste European Directive \(94/62/EC\)](#).

The [Producer Responsibility Obligations \(Packaging Waste\) Regulations 2007 \(as amended\)](#) and [2016 amendments](#) cover recycling and recovery, while the [Packaging \(Essential Requirements\) \(Amendment\) Regulations 2013](#) cover single market and design and manufacturing aspects.

[Collection: Environmental permit application form: standard permit, installations, mining waste or waste operation](#)

Updated: Added: You can apply online for most standard rules environmental permits.

Forms and guidance to help you apply for a standard permit.

You can apply online for most standard rules environmental permits.

[Apply for a standard rules environmental permit.](#)

Check if you need a [conservation risk assessment](#) before you submit your permit application.

Detailed guide: Cattle passports: what to do if problems arise

Updated: Updated CPP9 and Additional text under Problems with the post section

Cattle passports are important legal documents. You must ensure that the passport for each animal on your holding is in order.

If you make a mistake on a passport application

If the British Cattle Movement Service (BCMS) can't issue a passport because you have made a mistake on your application form or not completed it fully, they will send you a letter asking you for the correct information.

If you realise that you have given wrong information by mistake on the application form, you should [contact BCMS](#) as soon as possible. If the passport has already arrived, return it to BCMS immediately with a letter clearly explaining your error. BCMS will send you a new passport based on the correct information.

Problems with the post

When you apply for a passport, you should receive it within 14 days. If you don't, the passport will be treated as lost and you should [contact BCMS](#).

If BCMS have issued the passport and you haven't received it, they will carry out checks and may send you a replacement free of charge if you have informed them within 6 weeks.

If you do not inform BCMS within 6 weeks of the date the passport was produced, you will have to pay a fee of £20 per animal when you apply for the replacement passport.

You should also tell BCMS if you've sent in a passport for any reason and you've not received it back within 14 days.

Late applications and refused passports

If your application doesn't arrive with the British Cattle Movement Service (BCMS) within 27 days of the calf's birth, BCMS will not issue a passport. Instead, you will get a notice of registration (CPP35) that registers your calf on the Cattle Tracing System (CTS).

Without a passport, the animal:

- must remain on your holding for its lifetime
- must not move alive from your holding, unless you [get a movement licence from BCMS](#) and move the animal direct to a BSE sampling site, knacker's yard or hunt kennel
- must not go into the human food chain under any circumstances
- may be used for milking or breeding purposes only (you must [apply for passports](#) for any calves the animal may have in the usual way)

How to appeal against a passport refusal

If you've had a cattle passport refused because the application was late, you may appeal to BCMS.

You need to show there were exceptional circumstances that stopped you making the application in time (the rules on this are narrow and are strictly interpreted).

You must appeal in writing and send evidence to support your appeal. Each appeal is assessed on the basis of the individual facts.

Exceptional circumstances that stopped you making the application on time might include:

- events outside your control ('acts of God'); for example, major floods, regional or national power failures, or postal strikes
- personal circumstances including a death in the immediate family, your suffering from a sudden and serious illness, and possibly the theft of or damage to your farm records or computer
- unusual postal delay
- mistakes made by BCMS or a breakdown of CTS

These reasons aren't grounds for appeal:

- a mistake, oversight or misunderstanding by you or anyone acting for you
- being too busy with other farm work
- financial difficulties

You can send your appeal in writing to:

Appeals Section

BCMS

Curwen Road

Workington

CA14 2DD

Getting a passport after a late application

BCMS may be able to issue the passport based on a DNA test, which proves that the animal is the offspring of the dam shown in the application.

As each case is considered individually, [contact BCMS](#) for more information on appeals and DNA testing.

If your cattle passport is lost, stolen or destroyed

You must [tell BCMS](#) within 14 days of becoming aware that a passport has been lost, stolen or destroyed.

You must get a replacement before you can move the animal off your holding.

This includes passports lost in the post (you'll need proof of posting as evidence that this has happened).

How to get a replacement passport

[Contact BCMS](#) with the passport number you need to replace – or you can do this on CTS Online. BCMS will send you a form to fill in – complete the form as soon as possible. BCMS will then trace a full movement history for the animal.

The
[guidance notes to the form](#)
(PDF, 55.4KB, 2 pages)

which provide full details of the process

Your replacement passport will be in the latest single-page format.

BCMS can't issue a replacement passport if it can't trace a full movement history. If this happens, you'll be sent a notice of registration (CPP35) that places [restrictions on what you can do with the animal](#).

Fees for replacement passports

Replacement passports for animals with a Certificate of Registration (COR) are free.

In all other cases, you must pay a fee of £20 per animal when you apply for the replacement passport.

You can pay by two methods:

- direct through your bank by BACS transfer using these details:
 - account name: GBS RE RPA (RC)
 - sort code: 60-70-80
 - account number 10018255
 - your CPH number (given at part 1 of the application form) as the payment reference
- by sending a cheque with your completed form:
 - make cheques payable to 'Rural Payments Agency'
 - write your CPH number on the back of the cheque

Euro bank details are available on [request from BCMS](#).

If you find the original passport

[Tell BCMS](#) as soon as possible

Contact

British Cattle Movement Service

Curwen Road

Derwent Howe

Workington

Cumbria

CA14 2DD

Email

bcms-enquiries@bcms.rpa.gsi.gov.uk

BCMS helpline

0345 050 1234

Helpline for cattle keepers in Wales

0345 050 3456

Normal BCMS helpline opening hours: Monday to Friday 8:30am to 5pm, closed weekends and bank holidays. All calls charged at local rate.

Detailed guide: Get new or replacement official ear tags for cattle

Updated: The approved list of suppliers of cattle ear tags has been updated.

You'll need a stock of official ear tags to use when calves are born on your holding, and if a tag is lost or the number can no longer be read you'll need to get a replacement.

You can only buy official ear tags from suppliers registered with the British Cattle Movement Service (BCMS).

- List of [suppliers and the official tags they supply](#)
(PDF, 152KB, 8 pages)

Order a new batch of tags

When you request a batch of official tags, the supplier will need to know your [herd mark](#) and [County Parish Holding \(CPH\) number](#). They will use this to get the run of individual unique animal numbers for your tags from BCMS's Ear Tag Allocation System database. The supplier will send the printed tags direct to you.

You should not apply for more ear tags than you will use in one year. Unused ear tags must be kept securely.

Get replacements for lost tags

If you do need to [replace an illegible or lost tag](#), contact any supplier of approved tags to order a replacement.

Always use the correct applicator for the type of tag you are using and follow the manufacturer's instructions.

Give feedback about ear tags

BCMS monitors, and may act on, feedback from cattle keepers about official ear tags. You can [download a feedback form](#)
(PDF, 854KB, 2 pages)

or get one from your supplier.

[Welsh language version of this page](#)

Collection: Notice to Traders

Updated: Notice 23/18 – Garlic Import Quota added