



National Waste Collection Permit Office

**Guidance for the completion of the
Waste Facility Permit / Certificate of Registration 2016
Annual Return**

How to make an annual return

Use this guidance document if any waste activity occurred at the facility i.e. Waste was accepted into the site, waste was processed on the site or waste was sent off the site

March 2017

Version 2.2



Overview of the Annual Return System and General Comments

The Requirement to make an Annual Return

All facility returns for 2016 should be submitted **via an online web portal** no later than the **13th of April 2017**.

If you are unable to make the return by the **13th of April 2017**, please advise the NWCPO by email on contactus@nwcpo.ie and include an expected completion date.

PLEASE NOTE:

- The Annual Return will only be accepted in electronic format via the online web portal.
- Sanctions may be applied to any permit holder who fails to submit a completed Annual Return or submits a false or misleading Annual Return, up to and including legal action and permit / certificate revocation.

The role of the NWCPO and Local Authority

The NWCPO is responsible for the co-ordination of the AR process, managing the AR portal and providing guidance to permit / certificate holders on the submission of their return.

Local authorities will continue to be responsible for the regulation and administration of your WFP/COR including processing applications, reviews, technical amendments etc. The only functions that the NWCPO have, relates to the management of the WFP/COR online register and the annual return process.

Local authority waste enforcement staff and/or regional waste office(s) continue to be responsible for the validation and auditing of the annual return data after it is entered.


Permit holders who have their facility located within a local authority jurisdiction will have their annual return data validated by this local authority.

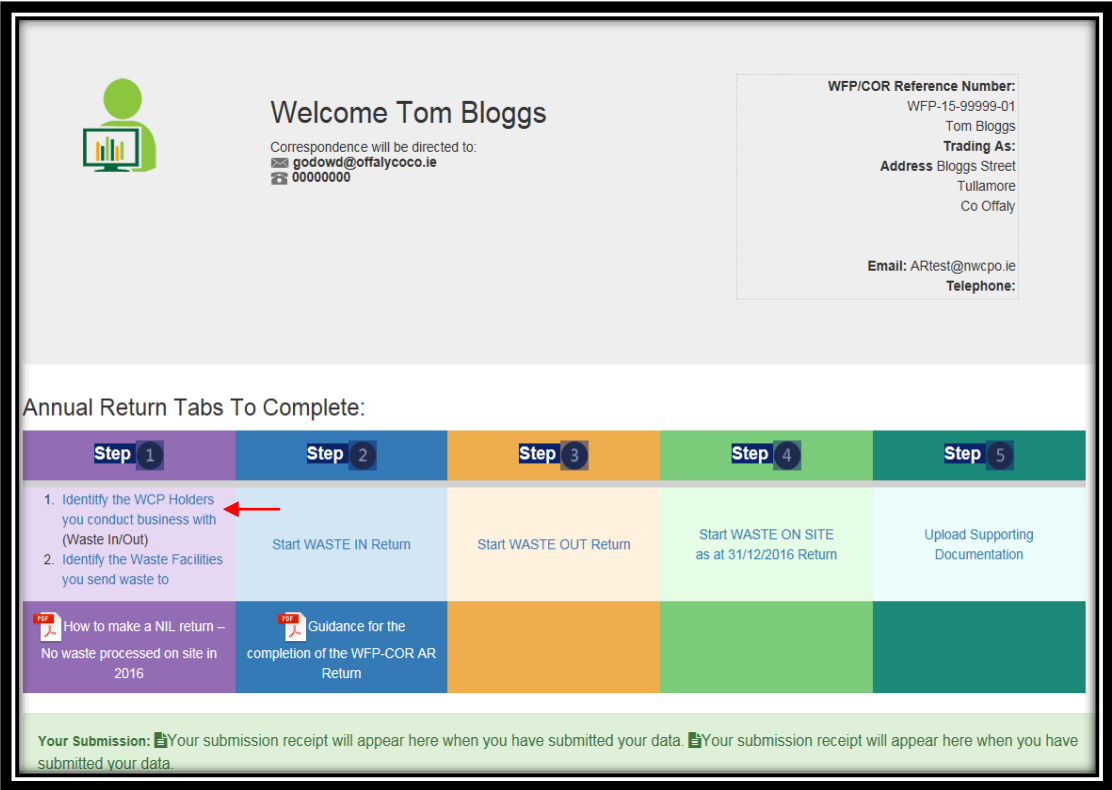
Please Note: Any data shown in the screenshots in this guidance document is for demonstration purposes only and does not represent any actual waste movements.

Step 1 Identifying and Declaring Collectors and Facilities



1. Identifying the WCP Holders you conduct bussiness with



- 1. To add waste collectors for your annual return click on “Identify the WCP Holders you conduct bussiness with (Waste In/Out)” . See red arrow on screenshot below.

 **Note:** If waste collectors are not already on your list you will have to declare them.



The screenshot shows a user interface for Tom Bloggs. At the top, it says "Welcome Tom Bloggs" and provides contact information: "Correspondence will be directed to: godowd@offalycoco.ie 00000000". On the right, it lists "WFP/COR Reference Number: WFP-15-99999-01", "Trading As: Bloggs Street Tullamore Co Offaly", and "Email: ARtest@nwcpo.ie Telephone:". Below this is a section titled "Annual Return Tabs To Complete:" with five steps:

Step 1	Step 2	Step 3	Step 4	Step 5
1. Identify the WCP Holders you conduct business with (Waste In/Out) 2. Identify the Waste Facilities you send waste to	Start WASTE IN Return	Start WASTE OUT Return	Start WASTE ON SITE as at 31/12/2016 Return	Upload Supporting Documentation
 How to make a NIL return – No waste processed on site in 2016	 Guidance for the completion of the WFP-COR AR Return			

At the bottom, it says "Your Submission:  Your submission receipt will appear here when you have submitted your data.  Your submission receipt will appear here when you have submitted your data."


2. Once you enter the “**Identify the WCP Holders you conduct business with (Waste In/Out)**” you will see this page. See screenshot below.


3. To declare a collector or collectors click on the box either beside the collector name. See **red arrows** on screenshot below.

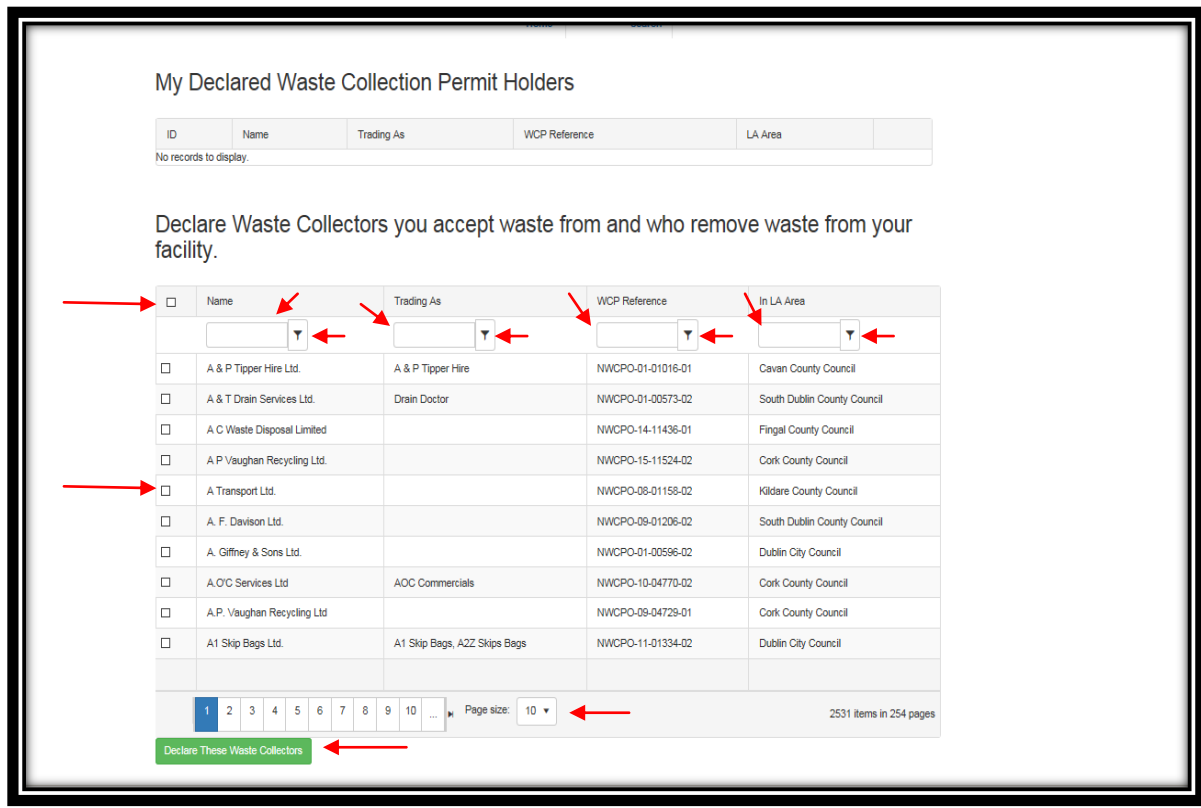
OR

4. To declare all collectors on page list click on the box beside the title “Name”. See **red arrow** on screenshot below.

5. To fully save the collector or collectors you selected click on “**Declare These Waste Collectors**”. See **red arrow** on screenshot below.

 **Note 1:** You can search for a collector by entering the waste collectors details in the titles Name, Trading As, WCP Reference LA Area and then click on “**Contain**” on the filter buttons. See **red arrows** on screenshot below.

 **Note 2:** You can also change page size and click on page numbers. See **red arrows** on screenshot below.



My Declared Waste Collection Permit Holders

ID	Name	Trading As	WCP Reference	LA Area
No records to display.				

Declare Waste Collectors you accept waste from and who remove waste from your facility.

<input type="checkbox"/>	Name	Trading As	WCP Reference	In LA Area
<input type="checkbox"/>	A & P Tipper Hire Ltd.	A & P Tipper Hire	NWCPO-01-01016-01	Cavan County Council
<input type="checkbox"/>	A & T Drain Services Ltd.	Drain Doctor	NWCPO-01-00573-02	South Dublin County Council
<input type="checkbox"/>	A C Waste Disposal Limited		NWCPO-14-11436-01	Fingal County Council
<input type="checkbox"/>	A P.Vaughan Recycling Ltd.		NWCPO-15-11524-02	Cork County Council
<input type="checkbox"/>	A Transport Ltd.		NWCPO-08-01158-02	Kildare County Council
<input type="checkbox"/>	A. F. Davison Ltd.		NWCPO-09-01206-02	South Dublin County Council
<input type="checkbox"/>	A. Giffney & Sons Ltd.		NWCPO-01-00596-02	Dublin City Council
<input type="checkbox"/>	A.O.C Services Ltd	AOC Commercials	NWCPO-10-04770-02	Cork County Council
<input type="checkbox"/>	A.P. Vaughan Recycling Ltd		NWCPO-09-04729-01	Cork County Council
<input type="checkbox"/>	A1 Skip Bags Ltd.	A1 Skip Bags, AZZ Skips Bags	NWCPO-11-01334-02	Dublin City Council

Page size: 10 2531 items in 254 pages

Declare These Waste Collectors

- Once the waste collectors are declared you can deselect them if desired. See **red arrow** on screenshot below.
- If you are happy with your selected waste collectors click on the **“Annual Return Home”**. See **red arrow** on screenshot below.

The screenshot shows the NWCPD National Waste Collection Permit Office website. At the top, there is a navigation menu with links: Annual Return Home (pointed to by a red arrow), My Permit, List of Waste Search, and Manage Password. Below the navigation is the heading "My Declared Waste Collection Permit Holders".

ID	Name	Trading As	WCP Reference	LA Area	
11	A1 Skip Bags Ltd.	A1 Skip Bags, A2Z Skips Bags	NWCPO-11-01334-02	Dublin City Council	Deselect ←
10	A.O'C Services Ltd	AOC Commercials	NWCPO-10-04770-02	Cork County Council	Deselect ←


Below this table is the heading "Declare Waste Collectors you accept waste from and who remove waste from your facility." followed by a form table.

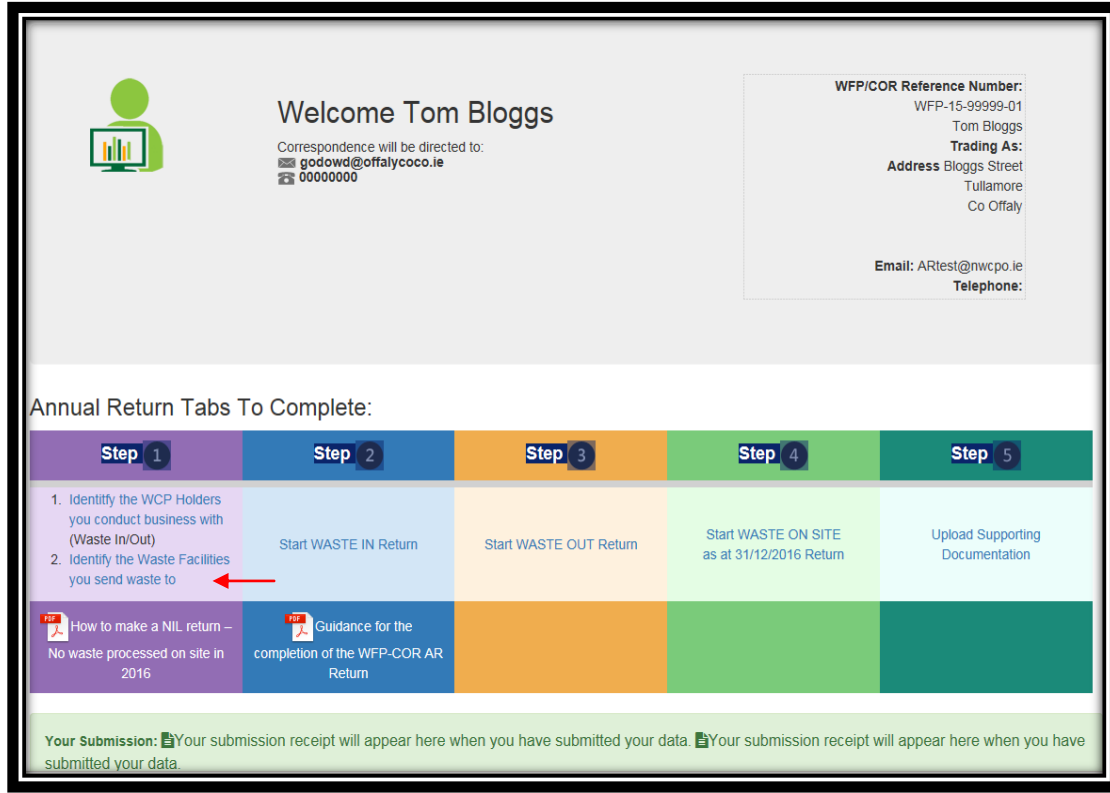
<input type="checkbox"/>	Name	Trading As	WCP Reference	In LA Area
<input type="checkbox"/>	A & P Tipper Hire Ltd.	A & P Tipper Hire	NWCPO-01-01016-01	Cavan County Council
<input type="checkbox"/>	A & T Drain Services Ltd.	Drain Doctor	NWCPO-01-00573-02	South Dublin County Council
<input type="checkbox"/>	A C Waste Disposal Limited		NWCPO-14-11436-01	Fingal County Council
<input type="checkbox"/>	A P Vaughan Recycling Ltd.		NWCPO-15-11524-02	Cork County Council
<input type="checkbox"/>	A Transport Ltd.		NWCPO-08-01156-02	Kildare County Council
<input type="checkbox"/>	A. F. Davison Ltd.		NWCPO-09-01206-02	South Dublin County Council
<input type="checkbox"/>	A. Giffney & Sons Ltd.		NWCPO-01-00596-02	Dublin City Council
<input type="checkbox"/>	A.O'C Services Ltd	AOC Commercials	NWCPO-10-04770-02	Cork County Council
<input type="checkbox"/>	A.P. Vaughan Recycling Ltd		NWCPO-09-04729-01	Cork County Council
<input type="checkbox"/>	A1 Skip Bags Ltd.	A1 Skip Bags, A2Z Skips Bags	NWCPO-11-01334-02	Dublin City Council

At the bottom of the form, there is a pagination control showing "Page size: 10" and "2533 items in 254 pages". A green button labeled "Declare These Waste Collectors" is located at the bottom left of the form area.

2. Identify the Waste Facilities you send waste to

1. To add waste facilities for your annual return click on “**Identify the Waste Facilities you send waste to**”. See red arrows.

 **Note:** If waste facilities are not already on your list you will have to declare them.








Welcome Tom Bloggs

Correspondence will be directed to:
✉ godowd@offalycoco.ie
☎ 00000000

WFP/COR Reference Number:
WFP-15-99999-01
Tom Bloggs
Trading As:
Address Bloggs Street
Tullamore
Co Offaly
Email: ARtest@nwcpc.ie
Telephone:

Annual Return Tabs To Complete:


Step 1	Step 2	Step 3	Step 4	Step 5
1. Identify the WCP Holders you conduct business with (Waste In/Out) 2. Identify the Waste Facilities you send waste to 	Start WASTE IN Return	Start WASTE OUT Return	Start WASTE ON SITE as at 31/12/2016 Return	Upload Supporting Documentation
 How to make a NIL return – No waste processed on site in 2016	 Guidance for the completion of the WFP-COR AR Return			


Your Submission:  Your submission receipt will appear here when you have submitted your data.  Your submission receipt will appear here when you have submitted your data.

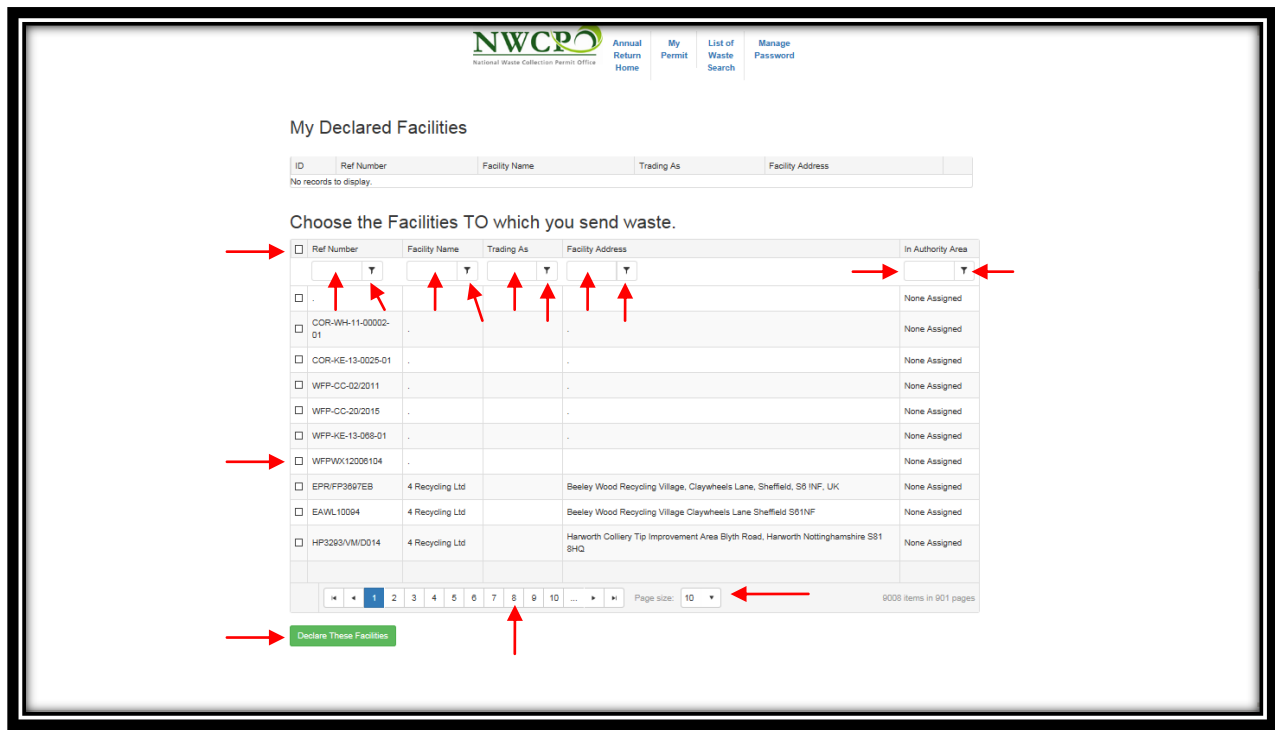
- Once you click on **“Identify Waste Facilities you send waste to”** you will see this page. See screenshot below.
- To declare a facility or facilities click on the box either beside the collector name. See **red arrows** on screenshot below.

OR

- To declare all facilities on page list click on the box beside the title **“Name”**. See **red arrow** on screenshot below.
- To fully save the facility or the facilities you selected click on **“Declare These Facilities”**. See **red arrow** on screenshot below.

 **Note:** You can search for a facility by entering the waste collectors details in the titles Reference Number, Facility Name, Trading As, Facility Address and then click on **“Contain”** on the filter buttons. See **red arrows** on screenshot below.

 **Note:** You can also change page size and click on page numbers. See **red arrows** on screenshot below.



The screenshot shows the 'My Declared Facilities' page on the NWCPO website. At the top, there are navigation links: 'Annual Return Home', 'My Permit', 'List of Waste Search', and 'Manage Password'. Below this is a table titled 'My Declared Facilities' with columns for ID, Ref Number, Facility Name, Trading As, and Facility Address. A message states 'No records to display.' Below this is a section titled 'Choose the Facilities TO which you send waste.' with a table containing several rows of facility information. Red arrows point to various UI elements: a box next to the 'Name' header, filter dropdowns for 'Ref Number', 'Facility Name', 'Trading As', 'Facility Address', and 'In Authority Area', checkboxes in the first column of the table, the 'Page size: 10' dropdown, and the 'Declare These Facilities' button at the bottom left.

ID	Ref Number	Facility Name	Trading As	Facility Address	In Authority Area
					None Assigned
	COR-WH-11-00002-01				None Assigned
	COR-KE-13-0025-01				None Assigned
	WFP-CC-02/2011				None Assigned
	WFP-CC-20/2015				None Assigned
	WFP-KE-13-068-01				None Assigned
	WFPWX12006104				None Assigned
	EPR/FP3867EB	4 Recycling Ltd		Beeley Wood Recycling Village, Claywheels Lane, Sheffield, S8 1NF, UK	None Assigned
	EAWL10084	4 Recycling Ltd		Beeley Wood Recycling Village Claywheels Lane Sheffield S81NF	None Assigned
	HP2293VM/D014	4 Recycling Ltd		Hanworth Colliery Tip Improvement Area Blyth Road, Hanworth Nottinghamshire S81 8HQ	None Assigned

Page size: 10 | 9008 items in 901 pages

Declare These Facilities

6. Once the facilities are declared you can deselect them if desired. See **red arrow** on screenshot below.

7. If you are happy with your selected facilities click on the “**Annual Return Home**”. See **red arrow** on screenshot below.

NWCPD
National Waste Collection Permit Office

[Annual Return Home](#) [My Permit](#) [List of Waste Search](#) [Manage Password](#)

My Declared Facilities

ID	Ref Number	Facility Name	Trading As	Facility Address	
13501	HP3293/VM/D014	4 Recycling Ltd		Harworth Colliery Tip Improvement Area Blyth Road, Harworth Nottinghamshire S81 8HQ	Deselect
13500	EPR/FP3697EB	4 Recycling Ltd		Beeley Wood Recycling Village, Claywheels Lane, Sheffield, S6 1NF, UK	Deselect

Choose the Facilities TO which you send waste.

<input type="checkbox"/>	Ref Number	Facility Name	Trading As	Facility Address	In Authority Area
<input type="checkbox"/>	None Assigned
<input type="checkbox"/>	COR-WH-11-0002-01	.	.	.	None Assigned
<input type="checkbox"/>	COR-KE-13-0025-01	.	.	.	None Assigned
<input type="checkbox"/>	WFP-CC-02/2011	.	.	.	None Assigned
<input type="checkbox"/>	WFP-CC-20/2015	.	.	.	None Assigned
<input type="checkbox"/>	WFP-KE-13-068-01	.	.	.	None Assigned
<input type="checkbox"/>	WFPWX12006104	.	.	.	None Assigned
<input type="checkbox"/>	EPR/FP3697EB	4 Recycling Ltd		Beeley Wood Recycling Village, Claywheels Lane, Sheffield, S6 1NF, UK	None Assigned
<input type="checkbox"/>	EAWL10094	4 Recycling Ltd		Beeley Wood Recycling Village Claywheels Lane Sheffield S61NF	None Assigned
<input type="checkbox"/>	HP3293/VM/D014	4 Recycling Ltd		Harworth Colliery Tip Improvement Area Blyth Road, Harworth Nottinghamshire S81 8HQ	None Assigned

Page size: 10 9008 Items in 901 pages

[Declare These Facilities](#)