Waste duty of care checklist

Checks to make, and a record to keep, every time waste leaves your hands

The code of practice says you must take all reasonable steps to stop your waste being dumped or mishandled, and that recording your checks can be used as evidence that you met your duty of care. Tick each step and keep this sheet with your waste paperwork.

Business details

Business name

Site address

Completed by

Your duty of care: the 5 reasonable steps

- [ ] 1. Prevent unauthorised or harmful deposit, treatment or disposal of the waste
- [ ] 2. Prevent a breach of an environmental permit or permit condition by anyone else
- [ ] 3. Prevent the escape of waste from your control (secure, labelled, suitable containers; covered vehicles)
- [ ] 4. Only transfer waste to an authorised person (registered carrier, broker or dealer, or a permitted or exempt site)
- [ ] 5. Give an accurate written description of the waste when you transfer it

Before a new carrier, broker or site takes your waste

- [ ] Waste assessed and classified (hazardous or not) using the waste classification guidance
- [ ] Asked for their registration, permit or exemption number
- [ ] Checked that number on the public register (England: Environment Agency, 03708 506 506. Wales: Natural Resources Wales, 0300 065 3000)
- [ ] The name and address on the register match the business you are dealing with
- [ ] Asked where the waste will be taken, and checked that site is authorised to accept it
- [ ] Written description agreed and signed: waste transfer note (non-hazardous) or consignment note (hazardous)
- [ ] Waste hierarchy statement included in the description
- [ ] Copies kept: 2 years for transfer notes and season tickets, 3 years for hazardous waste consignment notes

If something looks wrong

If you suspect a carrier or site is not authorised, or is handling waste illegally, the code of practice says do not give them your waste and report it to the Environment Agency or Natural Resources Wales.

Notes and concerns

Carrier and destination check log

One line per check. Record the registration exactly as shown on the register and the date you looked it up.

Date checked	Carrier / broker name	Registration no.	Tier and expiry	Register checked? How?	Destination site and permit / exemption	Checked by

Household waste collection record (for householders)

Householders do not need a waste transfer note, but the code of practice suggests these records can quickly show you met your duty of care if your waste is later fly-tipped.

Business name

Registration number (CBDU…)

Date collected

Vehicle registration, make, model, colour

Receipt or invoice kept?

Photo of registration taken?

Based on: Waste duty of care: code of practice (Defra), sections 2.4, 3 and 5.

Free template, not an official form. Keeping records is strongly recommended in the code of practice but this sheet does not replace a waste transfer note or consignment note. General guidance, not legal advice.