

Advice to Businesses

1. If you give your business waste to anyone other than your [local Council trade waste collection service](#) or [one of the HWRCs](#), you must check that they are registered waste carriers. It is you that could face a fine of up to £5,000 if your waste ends up fly-tipped and you cannot show that you took reasonable steps to prevent it. Check the [public register of waste carriers](#) or call **03708 506 506**.
2. However you dispose of your commercial waste, you must ensure that you complete Waste Transfer Notes relating to all waste that comes from your business. You must keep all Waste Transfer Notes for a period of **two years**, and you must make them available for inspection by authorised officers of the Council or the Environment Agency when required to do so.
3. Failure to produce Waste Transfer Notes when asked by the Council or the Environment Agency is an offence, for which Fixed Penalty Fines of £300 can be issued.
4. If you dispose of your commercial waste through your local Council trade waste collection service, or through the trade waste scheme at the HWRCs, they will ensure that the necessary Waste Transfer Notes are completed.
5. Ensuring that only licensed waste carriers carry waste, and ensuring that all waste is accounted for by Waste Transfer Notes, helps to ensure that all waste ends up disposed of correctly, and does not end up fly-tipped.



For information and advice to help you ensure that your business complies with all current waste regulations, visit the [Environment Agency website](#).

More information can also be found in this [guidance document](#) about the Duty of Care produced by Defra.

[Download a Waste Transfer Note template.](#)