Guidance Note on completing an Application for Notifiable Waste Shipments

NIEA Guidance Note for the completion of an Application for Notifiable Waste Shipments (October 2026 Version 1)

Regulation (EC) No 2024/1157 of the European Parliament and of the Council of 11 April 2024 on Shipments of Waste Regulation 18 of the Transfrontier Shipment of Waste Regulations 2007 states;

"A person commits an offence if he transports waste other than in accordance with – (a) the notification document or movement document, in the case of notifiable waste"

The requirements for shipments of notifiable waste are detailed in Regulation 19 of the Transfrontier Shipment of Waste Regulations 2007

This guidance note is for those who are exporting waste from Northern Ireland and should be read before submitting an application to NIEA TFS

If you (the notifier/exporter/Operator) are exporting notifiable waste from Northern Ireland, from 21 May 2026, you must:

a) Complete a notification application using DIWASS – on first use of DIWASS you will need to register as an Operator, you will then be able to:
   - Complete your notification application
   - See the status of your application
   - Create pre-notifications
   - Record shipment data
   - See a summary of your shipment data

   Please note that it is your responsibility to remember your login details for your DIWASS account

b) Have a Financial Guarantee (FG) in place with the bank to ensure that there are sufficient funds available to deal with the waste if the shipment is not completed (Figure 1)

c) Have an Article 6 Contract in place – this is a legally enforceable contract and must be signed and dated by you and the importer business that is recovering or disposing of your notifiable waste (Figure 2)

d) Provide the route and map clearly displaying the complete journey, from start to finish, that the notifiable waste will take – this should also clearly detail any transit countries that the

waste shipment will pass through on route (this should include an image map and the route detailed in words)

e) Ensure that all carriers and companies listed on the application are registered as operators on DIWASS

Provide the public liability insurance for the notifier/operator company

Ensure all carriers involved in the waste shipment have both public liability insurance and motor insurance – do not take for granted that these are in date, check the expiry dates of the insurance policies before submission

f) Ensure that all carriers involved in the waste shipment in Northern Ireland have a valid Registration of Carrier (ROC) licence – you can apply for, renew or check the status of a ROC licence on the ROC database. Please note that the EA carriers' licence is not valid in Northern Ireland and a ROC licence is only applicable for carriers of waste in Northern Ireland

g) Ensure that the payment for the notifiable waste shipment has been made – the TFS Fees must be paid before the application can begin to be processed

All documentation must be submitted online via DIWASS. The Financial Guarantee must be submitted on DIWASS but also emailed directly to TFS@daera-ni.gov.uk by the bank.

Additional information:

- Please note that the notifiers company address must be in the jurisdiction that the application has come from – for notifiable waste shipment exports from Northern Ireland you (the notifier/exporter) must have a company address in the United Kingdom as stated in the Regulation (EC) 2024/1157 Article 3 (6):

"in the case of a shipment originating from a Member State, any of the following natural or legal persons under the national jurisdiction of that Member State, who carries out or plans to carry out a shipment of waste as referred to in Article 4(1), (2) or (3), or who has or plans to have such a shipment carried out, to whom the duty to notify is assigned:"

- Please note that NIEA will not begin to process your application until the required fees are paid in full and receipt confirmed by our finance department.

TFS Assessment Process:

- When your application is received it will be reviewed by the TFS Team and if any further information is required, it will be requested via DIWASS.
- Please Note: DIWASS DOES NOT currently send notifications. Therefore, it is your responsibility to monitor DIWASS regularly for information requests or status updates.

- DIWASS only allows regulatory authorities to request additional information 3 times. If NIEA do not have ALL the information required after 3 requests the system will automatically close your application and you will be forced to re-submit a new application.

- Therefore, upload as much information as possible when completing your application because this is the only time you can upload information with a request from NIEA. If NIEA request further information DO NOT upload it until you can upload everything that we requested.

- Once NIEA have enough information to process your application we will update DIWASS accordingly. That then locks the system for NIEA and opens it for any other authorities involved. They will then also have a maximum of 3 requests for further information. NIEA can then no longer access or amend your application, so ALL information including financial guarantees must be received before the other authorities are even permitted to access the application on DIWASS.

- When you have received Consent from NIEA, and all other competent authorities involved in the waste shipment, you will be able to pre-notify your intention to begin shipping the waste. You must pre-notify, using DIWASS, 2 working days before the waste is due to ship. As the waste travels along its journey towards the recovery facility EVERY carrier, by road or sea, MUST update DIWASS, as they receive the shipment. The shipment is then fully tracked online for its entire journey, until it arrives at the recovery facility. The recovery facility will then update DIWASS to state that it has received the shipment and subsequently fully recovered the shipment.

FG Application:

Application for approval of financial guarantee or equivalent insurance

Northern Ireland Environment Agency
www.daera-ni.gov.uk

Regulation (EC) 2024/1157 – The Waste Shipment Regulation (WSR) **Issue date 04/2024**

Please read through these guidance notes before you fill it in. Please write clearly in the spaces provided.

The notifier must put a financial guarantee or equivalent insurance ('financial provision') in place for all notified waste shipments to and from Northern Ireland. This is to provide the competent authorities with guaranteed money to take action if things go wrong with a notified shipment, including, for example, arranging and paying for the return of the waste to the country of origin.

For some types of notified waste shipments to and from Northern Ireland you must obtain our prior approval of the financial arrangements you have made and/or the amount of cover put in place before you ship any waste. You must complete this form to seek that approval. This is in addition to the consents you need from the concerned competent authorities to the notification you are submitting or have submitted to the competent authority of dispatch for the proposed notified waste shipments.

Do I need to make an application?

You must complete and submit this application if you are submitting a notification under the Waste Shipment Regulation (WSR) to the Northern Ireland Environment Agency (NIEA) for:

- an export of waste from Northern Ireland, including a shipment to another EU member state You must obtain our approval of the financial guarantee or equivalent insurance ('financial provision') arrangements you have made, including the amount of cover and the form and wording of the arrangement made, before you make any shipments on the notification.

- an import of waste into Northern Ireland from a non-EU member state. You must obtain our approval for the amount of cover provided under the financial provision arrangements made. If we are not satisfied with the amount of cover provided you must put additional financial provision in place and obtain our approval for those additional arrangements before you make any shipments on the notification.

Do not complete this application if you are submitting a notification for an import to Northern Ireland from another EU member state. Financial provision arrangements meeting the requirements of the WSR must be in place for this type of notification, but the competent authority in the EU member state of dispatch is responsible for assessing and approving the arrangements made.

Calculation of financial guarantee

The calculation of the financial guarantee must follow the requirements set out in Article 6 of Regulation (EC) 2024/1157. We will look for an amount of cover that has been worked out on a "worst case scenario" basis. For example, the cost of disposal or recovery should take account of the possibility that the waste might not be described properly and could contain contaminants which the consignee (person receiving the waste) cannot deal with in an environmentally sound manner. If you use any other approach to calculate the amount of cover required, this could delay your application being approved.

All financial guarantees must be valid for at least 730 days after the final shipment date.

For further information on international notified waste movements, please see "Moving Notified Waste Between Countries – A Guide", which includes information on the financial provision requirements set down in the WSR. This is available to view on the NIEA website at www.daera-ni.gov.uk/articles/transfrontier-shipment-waste.

This application and resulting financial guarantee must be sent to:

Northern Ireland Environment Agency (NIEA)
TFS Section
17 Antrim Road
Lisburn
BT28 3AL

If you require any assistance in the completion of this application please contact 028 9056 9742.

Figure 1 Financial Guarantee Application

FG Application continued:

1 Notification No:	**2 Type of Guarantee** Single/Multiple*
3 Applicant **Notifier/Consignee*** Name Address Contact person Tel Fax Email	**4 Provider of Financial Guarantee Details** Name Address Contact person Tel Fax Email

5 Financial Guarantee Calculation
Cost of disposal/recovery of waste in Country of Dispatch per tonne:
Quantity of waste per shipment:
A - Total cost per load:
B - Costs of storage for 90 days:
C - Transport costs:
N - Number of loads to be effected under Financial Guarantee:
Administrative cost (AC): currently £595
Total provision under financial guarantee (**A+B+C**) **x N + AC**:
6 Applicant declaration: I certify that I make this application in accordance with Regulation EC **2024/1157** and the Transfrontier Shipment of Waste Regulations 2007 and that the information given is complete and correct to the best of my knowledge. I understand that that this approval may be refused or withdrawn if I give false or incomplete information. I enclose the original financial guarantee supplied by my provider for your consideration **YES/NO***   Name Signature Date

For official use only		
Date Received:	Date FG Received:	Date decision needed: Date authorised:

*delete as appropriate.

NB application will be incomplete until financial guarantee is received.

You must ensure that your financial guarantee provider designates the Department of Agriculture, Environment and Rural Affairs (DAERA) Northern Ireland Environment Agency (NIEA) as the competent authority of dispatch.

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Figure 1 Financial Guarantee Application

Article 6 Contract:

ARTICLE 6 CONTRACT

Contract concluded between the Exporting Operator (Notifier), Importing Operator (Consignee) and Recovery Facility Operator for the purposes of Article 6 of Regulation (EC) No 2024/1157 of the European Parliament and of the Council of 11 April 2024 on Shipments of Waste.

This contract applies to waste shipments effected on TFS Notification number _____ (in addition to any other contract entered into between the parties concerned).

The parties to this Agreement, being the Exporting Operator (Notifier), Importing Operator (Consignee) and the Recovery Facility Operator, shall comply with the requirements of the Waste Shipment Regulations in respect of the recovery or disposal of notified waste shipments. Shipments shall be carried out in accordance with the information provided in the Notification, subject to the conditions of Consent and the approved Financial Guarantee and this contract.

Exporting Operator (Notifier): (Name, Address)

Importing Operator (Consignee: (Name, Address)

Recovery Facility: (Name, Address)

Competent Authority of Dispatch: Northern Ireland Environment Agency, TFS Notifications Team, 17 Antrim Road, Lisburn, BT28 3AL.

It is hereby agreed between the parties that the following legal duties and obligations will be observed in relation to TFS Notification no._____, as required by Council Regulation (EC) No 2024/1157.

- The Notifier shall take back the waste if the shipment or the recovery or disposal operation has not been completed in the intended way or was effected in an illegal way, in accordance with the provisions of Article 22 and Article 25(2) of council Regulation (EC) No. 2024/1157.

- The Consignee shall recover or dispose of illegally shipped waste under its responsibility, in accordance with the provisions of Article 25(8), of Council regulation (EC) No. 2024/1157.

- The facility shall submit a certificate to the competent authorities via the DIWASS Live Portal indicating that the recovery or disposal operation on each shipment has been completed, in accordance with the provisions of Article 16(6) of Council Regulation (EC) No 2024/1157.

- This contract is valid for the duration of all shipments effected on the notification until the final certificate from the facility has been received and the DIWASS Live Portal have been updated indicating that the recovery or disposal operation has been completed.

Signatures:

Exporting Operator (Notifier): _____ Date: _____

Importing Operator (Consignee): _____ Date: _____

Recovery Facility: _____ Date: _____

Figure 2 Article 6 Contract