

# Guidance Note on completing an Annex VII Form

*NIEA Guidance Note for the completion of Annex VII Forms (Issue Date: Jan 2021, Version 2)*

## **REGULATION (EC) NO. 1013/2006 ('WASTE SHIPMENT REGULATION') THE TRANSFRONTIER SHIPMENT OF WASTE REGULATIONS 2007**

Regulation 45 of the Transfrontier Shipment of Waste Regulations 2007 states,  
"A person who arranges the shipment of waste, Subject to the procedural requirements of Article 18(1) of Regulation (EC) No. 1013/2006 must ensure that a copy of the Annex VII that he has signed in accordance with Article 18(1)(b) is received by the competent authority before shipment takes place and failure to do so is an offence".

### **NOTE TO THE OPERATOR – PLEASE READ BEFORE USING THIS TEMPLATE**

- (a)** You must complete and sign an Annex VII Form and ensure it accompanies your waste.
- (b)** You must send the Annex VII Form to us prior to the waste leaving the generators site. You can do this via email: [TFS@daera-ni.gov.uk](mailto:TFS@daera-ni.gov.uk) (preferable method), Fax or Fax followed by post.
- (c)** Each Annex VII Form **must** have a Notifiers unique reference code for example A three letter abbreviation for the Notifier's name / the current year / number of Annex VII forms produced in that year i.e. ABC/19/01.
- (d)** Please send only **one** Annex VII Form per email.
- (e)** You must complete a contract for the recovery of the waste between the person who arranges the shipment (1) and the Importer/Consignee (2). The contract shall be effective when shipment starts and include an obligation, where the shipment of waste or its recovery cannot be completed or where effected as an illegal shipment, on the person who arranges the shipment or, where that person is not in a position to complete the shipment, on the consignee, to:
  1. Take the waste back or ensure its recovery in an alternative way; and
  2. Provide, if necessary, for its storage in the meantime.
- (f)** You must ensure the waste is dealt with in an environmentally sound manner throughout its movement and recovery.
- (g)** Annex VII Forms **must** accompany all green list movements of waste.
- (h)** The person receiving the waste **must** sign and the Annex VII form which accompanies the waste on receipt and retain for 3 years.



1. Full name, UK address & contact details of the person arranging shipment must be provided. Ensure the person or company who is arranging the shipment is a registered waste broker with the NIEA. This information can be confirmed by searching DAERA's Registration of Carriers (ROC) Public registers. [www.daera-ni.gov.uk/articles/registered-waste-carriers-transporters](http://www.daera-ni.gov.uk/articles/registered-waste-carriers-transporters)
2. Full name, address & contact details of the consignee/person receiving the waste (importer) must be provided. An Article 18 contract must be in place between the person sending the waste and the person receiving the waste.
3. The quantity of waste must be entered, either in kilograms (kg) or metric tonnes (Mg) and cubic meters (m<sup>3</sup>) if applicable. Imperial measurements will not be accepted.
4. The actual date the shipment leaves the site of the waste generator must be entered. The Annex VII form must be submitted prior to waste movement. The submission of the Annex VII at this time is to facilitate the inspection of the waste on route to the port/recovery facility or at the port prior to loading onto the ship.
5. The name and contact details of the first waste carrier must be entered in 5(a), including the type of transport, date of transfer and signature. Where applicable 5(b) and 5(c) should also be completed, including the date of transfer from the previous carrier and signature. The carrier must possess a valid Registration of Carriers (ROC) licence, which can be confirmed by searching DAERA's Registration of Carriers (ROC) Public registers. [www.daera-ni.gov.uk/articles/registered-waste-carriers-transporters](http://www.daera-ni.gov.uk/articles/registered-waste-carriers-transporters)
6. Waste generator's full name, address and contact details must be provided (this will be the original waste producer(s) or the person/facility generating the waste for export). This information cannot be provided on a separate sheet.
7. Full name, address and contact details must be provided for the disposal/recovery site including site registration details. This information cannot be provided on a separate sheet.
8. Ensure the appropriate Recovery (R) or Disposal (D) code is entered. Note: the use of R13 is prohibited. A list of codes can be found in the Waste Framework Directive 2008/98/EC Annex I and Annex II  
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32008L0098>
9. Waste must be allocated an appropriate description that relates to a Basel code or green list code.
10. Ensure the correct Basel code or Green list code has been given. The most frequently used Basel or Green list codes for certain waste types are:

**B1010** Metal

**B1020** Lead

**B1250** End of Life Vehicles (ELVs)

**B2020** Glass

**B2040** Gypsum / Plasterboard

**EU3011** Plastic - NI to EU Countries (single polymers including PVC and PFTE. Only mixtures comprising of either polyethylene (PE), polypropylene (PP) or polyethylene terephthalate (PET)).

**B3011** Plastic - NI to Non EU Countries (single polymers with only mixtures comprising of either polyethylene (PE), polypropylene (PP) or polyethylene terephthalate (PET)).

**B3020** Paper

**B3030** Textiles

**B3050** Wood

**B3060** Poultry Litter

**B3065** Used Cooking Oil (UCO)  
**B3100** Sludge  
**B3140** Tyres  
**BEU05** Garden Waste  
**GC010** Electrical Assemblies

11. Provide details of the Countries/states concerned during Export/Dispatch, Transit and Import/Destination.
12. The declaration must be signed and dated by the individual named in Box 1.
13. Consignee to sign and date upon receipt of the waste.
14. To be signed and dated by the Recovery Facility or Laboratory upon receipt of the waste.

## Offences

A person who transports waste specified in Article 3(2) or (4) commits an offence if;

1. Waste is not accompanied by a completed and signed Annex VII Form.
2. There is no Contract in place between the person who arranges the shipment and the consignee for the recovery of the waste.