



## Section 3 – Group Registration

**Please give details of all subsidiaries in the group you want to include in this registration:**

You must supply details of all subsidiaries (producers) to be included in this registration. This is a requirement of the Regulations and failure to do so may result in enforcement action and subsidiaries will have to make a separate registration as it is not possible to add subsidiaries to an existing group registration following 15th April.

**Number of subsidiaries registering?**

### Subsidiary (1)

Name	
Company Reg No.	
SIC Code	Turnover
Main packaging activity*	

#### Full registered address

Address	
	Postcode
Contact Name	
Phone	

**Please give us details of someone we can phone or write to with questions about this subsidiary**

Contact Name	
Address	
	Postcode
Phone	
Email	

### Subsidiary (2)

Name	
Company Reg No.	
SIC Code	Turnover
Main packaging activity*	

#### Full registered address

Address	
	Postcode
Contact Name	
Phone	

**Please give us details of someone we can phone or write to with questions about this subsidiary**

Contact Name	
Address	
	Postcode
Phone	
Email	

If you are not supplying separate data for each subsidiary at the time of registration, you must bear in mind that the Northern Ireland Environment Agency will ask you to provide it when compliance monitoring.

You can copy this page or continue on a separate sheet(s) if you need to

\* Please select the main activity from the following:

Manufacturing, Conversion, Pack/Filling, Selling, Importing

### Subsidiary (3)

Name	
Company Reg No.	
SIC Code	Turnover
Main packaging activity*	

#### Full registered address

Address	
	Postcode
Contact Name	
Phone	

**Please give us details of someone we can phone or write to with questions about this subsidiary**

Contact Name	
Address	
	Postcode
Phone	
Email	

### Subsidiary (4)

Name	
Company Reg No.	
SIC Code	Turnover
Main packaging activity*	

#### Full registered address

Address	
	Postcode
Contact Name	
Phone	

**Please give us details of someone we can phone or write to with questions about this subsidiary**

Contact Name	
Address	
	Postcode
Phone	
Email	

## Section 4 – Allocation for Small Producers

Changes to the Packaging Waste Regulations have seen the introduction of a simplification of data gathering for Businesses with a turnover between £2 and £5 Million (Small Producers). Businesses falling into this category have the option to either carry on reporting their data in the Tables (see Section 5), or to use the Allocated tonnage set out in the Regulations. If a business chooses this option, then they must stay with this option for a minimum of 3 years unless they go above the turnover threshold.

If a subsidiary of a group (where the holding company is above £5 million turnover) is a Small Producer and wishes to use the allocated tonnage then it will have to calculate the obligation for the rest of the group in the usual way and the allocation on this page (providing proof of turnover). Then, add the Allocation Obligation to the 'calculated obligation' and enter the aggregated obligation in Table 4 in Section 5. A separate page will need to be completed for each subsidiary following the allocation method (you may photocopy this sheet).

A holding company and its subsidiaries who are making a group registration as a small producer should provide an allocation based on aggregated turnover and predominant packaging material type. Details of subsidiaries will still need to be reported in Section 3.

**For 2012, the allocated tonnage per £1 million turnover is 29 tonnes.**

For example a company with a turnover of £3.4 million would have an obligation of 98.6 tonnes ( $£3.4 \times 29t = 98.6$ ). This figure would be rounded up to 99 tonnes. This is the Total Obligation and must be met with PRNs from the predominant material handled; therefore the Total Obligation will be in one material only.

Is your turnover between £2 and £5 Million? Yes  No

Are you 'opting' for the Allocation method? Yes  No

If you are answering NO, go to Section 5 Reporting Data

If you answered yes, do you acknowledge that you must use the Allocation Method for at least 3 years? Yes  No

If you are answering NO, go to Section 5 Reporting Data

### **Calculating your Obligation using the Allocation Method**

Please state your turnover in £millions  Turnover in the last full financial year

Please state your Obligation  Turnover x 29 tonnes

Please state your predominant Material\*

\*This must be either paper, glass, aluminium, steel, plastic, wood or other.

If your predominant material is 'Other' Please state what type of material it is and what the next most predominant material is.

**How have you determined your predominant Material?**

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Have you enclosed **evidence of your turnover** ? Yes  Proof must accompany your application  
If you do not have audited accounts please provide other evidence.

*Now go to Section 7 Basis Of Assessment*

## Section 5 – Reporting Packaging Data

**Table 1 - Master table of packaging and packaging materials supplied – in tonnes**

### What to include

Please ensure that you give details of packaging and packaging materials

- which you sourced in the UK then supplied to the next stage in the packaging chain or to end users
- which you imported and supplied on, including that which you performed further packaging activities on yourself (this should also have been included in Table 3a to pick up the importing obligation)
- exported outside the UK (including third party exports).

### Do not include

You do not need to give details of any packaging and packaging materials you imported

- if you were the end user
  - which you subsequently exported
- list these in Tables 3b and 3c over the page

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Manufacturing							
Conversion							
Pack / Filling							
Selling							

## Exported packaging and packaging materials

Do not include packaging materials you import and subsequently export – list them in *Table 3c* over the page

**Table 2a – packaging and packaging materials exported by the producer – in tonnes**

### What to include

Details of packaging and packaging materials you exported

- yourself; or
- through an agent acting on your behalf (where you have retained ownership of the goods and packaging).

Write the tonnage against the activity which you performed *before export*.

Do not forget to add these tonnages to the corresponding box in Table 1 above.

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Manufacturing							
Conversion							
Pack / Filling							
Selling							

**Table 2b – packaging and packaging materials exported by a third party – in tonnes**

This is where you have supplied the goods on and no longer own them, but they have been subsequently exported by a third party.

*No assumptions must be made on third party exports. You will be required to maintain documentary evidence that supports these figures and produce it on request.*

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Manufacturing							
Conversion							
Pack / Filling							
Selling							

## Imported Packaging

### What to include

In table 3a, write the tonnage figure in the activity row to **reflect the purpose** for which the packaging was imported. (For example, if you import plastic granules to make plastic bags, place the figure in the 'conversion/plastic' answer cell).

*If you go on to perform the activity (in this example conversion) add the tonnage in the 'conversion' row of Table 1 as well).*

In Table 3b, write the amount of imported packaging (primary, secondary or transit) of which you are the end user.

**Table 3a – packaging and packaging materials imported for the purpose of the following activities – in tonnes**

Activity	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Conversion							
Pack / Filling							
Selling							

**Table 3b – Packaging around UK imports of which you are the end user – in tonnes**

Enter the amounts of packaging you imported into the UK as final user or consumer i.e. you discard the packaging.

**Do not** enter these figures in any other tables.

Paper	Glass	Aluminium	Steel	Plastic	Wood	Other

**Table 3c – Imported Packaging which is subsequently exported – in tonnes**

*Include only the **specific** packaging items that have been imported then exported whether or not further activities have been performed on them. These figures will not be entered into the obligation calculation, therefore do not enter them in any other tables.*

Paper	Glass	Aluminium	Steel	Plastic	Wood	Other

**Table 4 - Statement of Obligations – in tonnes**

You are required to calculate your obligation to recover and recycle and record it in this table. The obligation is for the current (relevant) year and is based on the data entered in Tables 1, 2a, 2b, 3a and 3b. Your recovery and recycling obligations are based on the amount of packaging and packaging materials handled and the activity performed on them. If you require further guidance please request a copy of our guidance notes or refer to our website [www.biffpack.co.uk](http://www.biffpack.co.uk) and use the on-line calculator.

	Paper	Glass	Aluminium	Steel	Plastic	Wood
<b>Material Specific Recycling Obligations</b>						

<b>Net Recycling Obligation</b>	
<b>Net Recovery Obligation</b>	
<b>Total Recycling Obligation</b>	
<b>Total Recovery Obligation</b>	

**Section 6 – Basis of Assessment - *this must be completed in all cases***

**How has the packaging weight data been obtained? (Please tick)**

Supplier data	<input type="checkbox"/>	
Sample weighing	<input type="checkbox"/>	
Sales Records	<input type="checkbox"/>	
Trade Organisations (please specify)	<input type="checkbox"/>	_____
Other (please specify)	<input type="checkbox"/>	_____
Consultant/Data System (please specify)	<input type="checkbox"/>	_____

**Please give a statement as to the methodology used for gathering and reporting the packaging weights:**

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*If necessary please continue on a separate sheet.*

**If you have entered data under 'other' in Tables 1 to 3, please specify what materials you have included:**

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**Section 7 - Declaration by Authorised Person**

**It is an offence if you deliberately give false or misleading information. You may be liable to prosecution. This registration form must be signed by an 'approved person' (see below).**

**I declare that the information in this registration and data form is true to the best of my knowledge and belief.**

**I understand that registration with Biffpack may be refused or cancelled if I give false or incomplete information and that the Northern Ireland Environment Agency may take enforcement action, which could result in prosecution.**

**I agree to inform you of any changes to the information given on this application within 28 days of the change.**

**For the purpose of signing the registration document, the 'approved person' is:**

- a director of the company
- a partner or sole trader

***Details of Approved Person***

Signature
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Title	First name
Surname	
Position	
Date	

**Please return this completed form to:  
Biffpack, Biffa Waste Services, Coronation Road, Cressex, High Wycombe, HP12 3TZ**