

Waste Transfer Record

A non-hazardous waste transfer record with waste description and classification, quantity, parties, carrier and destination checks, transfer details and signatures.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This template is scoped to a single non-hazardous transfer in England or Wales. It does not submit government records or replace a hazardous-waste consignment note. Check the applicable national rules and the parties duties before use.

No. GOV.UK explains the information and signatures needed for non-hazardous waste transfers and the duty to retain transfer notes for two years. Covered waste receivers in England and Wales must also use the digital reporting service from 1 October 2026. The current guidance says transfer and consignment notes continue alongside that service.

2. Waste description

Transfer location * (choose one)

☐ England ☐ Wales ☐ Scotland ☐ Northern Ireland

If applicable: For Scotland or Northern Ireland, use the applicable national documentation and guidance.

Accurate description of the waste and its origin *

Six-digit List of Waste code *

Waste classification confirmed as non-hazardous? * (choose one)

☐ Yes ☐ No ☐ Not established

If applicable: Do not use this template as a non-hazardous transfer record until classification is established.

Quantity and unit *

How the waste is contained *

SIC code of the person transferring the waste *

Waste hierarchy duty: steps taken and declaration basis *

3. Parties and authorisation

Transferor name, address and role *

Transferee name, address and role *

Carrier name and registration reference *

Destination address and operator *

Relevant permits, exemptions or other authorisation and verification references *

Record which authorisation was checked, the holder and the evidence reference. Do not substitute a company name for the actual check.

Authorisations checked on

Capacity in which each party acts and relevant registration details

4. Transfer and acceptance

Place of transfer *

Date and time of transfer *

Vehicle registration

Transferor signature *

Transferee signature *

Separate digital reporting reference, where applicable

Where signed copies are retained and who received them

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.