

Works Checklist

	Works	
1	When removing waste from a property yourself ensure that you hold the appropriate waste carriers' licence to authorise you to transport the waste. This can be obtained from the Environment Agency.	
2	Waste will need to be transferred to an authorised waste transfer station. Check the Environment Agency Public Register or contact the Environment Agency to check that the site is authorised.	
3	Ensure a waste transfer note is obtained covering details of the transfer.	
4	Where waste of the same type and same frequency is being collected from the same location, a season ticket can be provided covering a maximum period of 12 months.	
5	Ensure waste transfer notes / season tickets are kept for a minimum period of two years. This is longer for hazardous waste.	