

# ​Appendix 1 – Registration Data Returns

# ​Version 1.0 – June 2025

**​**Purpose

​Where a relevant condition exists in a registration, for each calendar year, the information detailed here must be submitted to SEPA on or before 28 January in the following year, via email, in the excel spreadsheet supplied by SEPA, to waste.data@sepa.org.uk.

### Basic details

1. Reporting Year
2. Authorisation Number
3. Authorised Person
4. Authorised Place
5. Address of Authorised Place
6. Relevant Contact for Data Submission
7. Name
8. Job Title
9. Telephone Number
10. Email Address
11. Weighbridge Installed (Y/N)
12. Percentage of Waste Weighed
13. Explanation of how tonnages were calculated for waste not weighed (including conversion factors used)

### Waste accepted

1. Six-digit European Waste Catalogue (EWC) Code
2. Brief description of waste type
3. Physical form (Gas, Liquid, Sludge or Solid)
4. Quantity of waste (Kilograms, Tonnes or Litres)
5. Geographical origin of waste (Local Authority Code)
6. Management method (Biological, Chemical, Composted, Crushed or Screened, Incinerated, Landfilled, Physical Treatment, Recycled, Transferred or Other)

### Waste sent offsite

1. Six-digit European Waste Catalogue (EWC) Code
2. Brief description of waste type
3. Physical form (Gas, Liquid, Sludge or Solid).
4. Quantity of waste (Kilograms, Tonnes or Litres)
5. Geographical origin of waste (Local Authority Code)
6. Management method (Biological, Chemical, Composted, Crushed or Screened, Incinerated, Landfilled, Physical Treatment, Recycled, Transferred or Other)
7. Site where waste went (name and authorisation number)

If you would like this document in an accessible format, such as large print, audio recording or braille, please contact SEPA by emailing equalities@sepa.org.uk

<Report date here (month, year)>