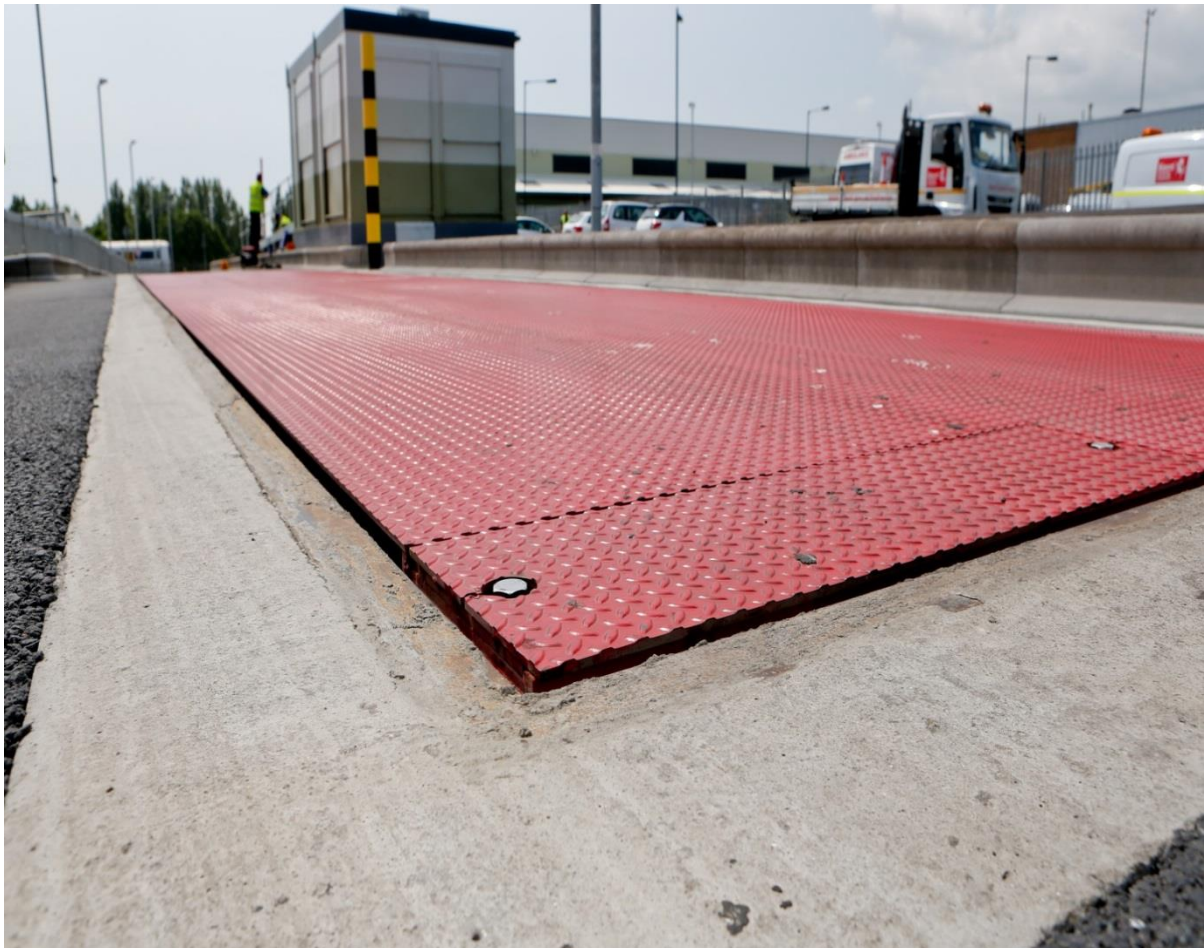


Kent County Council

Waste Management

Business Waste Guide

Advice and guidance on how to deal with business waste in Kent for waste carriers, businesses and householders.



March 2025





This document can be made available in other formats or languages.

To request this, please email

alternativeformats@kent.gov.uk or telephone 03000 421553 (text relay service 18001 03000 421553). This number goes to an answer machine, which is monitored during office hours.

Contents

Business Waste Guide

Introduction	4
Staying within the law	5
<ul style="list-style-type: none">• The Duty of Care• Waste Regulations 2011• Environmental Crime and Investigation	
Household Waste Recycling Centres and Waste Transfer Stations	7
Waste Transfer Notes	8
Advice for Waste Carriers	9
Advice for Businesses	10
<ul style="list-style-type: none">• The Waste Hierarchy• Disposal of your Business Waste	
Advice for householders	12
<ul style="list-style-type: none">• Household Waste Recycling Centre (HWRC) material limits• Bulky Waste• Paying someone to take your waste away	
Hazardous Waste	15
<ul style="list-style-type: none">• The Landfill Directive 2007	
Contacts	16

Introduction

What is Business Waste?

Business Waste is a type of 'controlled waste'. How controlled wastes are managed is governed by legislation and if you store, handle, transport or dispose of this waste, you must meet specific legal requirements.

It is essential that businesses do the right thing with their waste. Whilst most businesses do manage their waste correctly, this guide will help businesses understand their legal responsibilities.

This guide has been put together to help anyone handling business waste within Kent understand how to do the right thing with their waste and manage it within the law. It also provides advice and guidance to residents who have larger quantities of waste to dispose of and may consider employing businesses and individuals to dispose of waste on their behalf.

There is a useful 'Contacts' page at the back of this guide with details of where you can go for further advice or help with your waste disposal.

Please note that whilst every effort has been made to ensure that all the information within this guide is correct at the time of publishing, some details may change over time. Kent County Council will continue to update this guide as appropriate. This Guide replaces the previous 'Kent Waste Business Guide (January 2019)'.

Staying within the law

All businesses have a duty to ensure that any waste they produce is handled safely and within the law.

The Duty of Care

The Duty of Care legislation makes provision for the safe management of waste to protect human health and the environment and is issued under section 34 of the Environmental Protection Act, 1990.

This Act applies to businesses that import, produce, carry, keep, treat, dispose of or, as a dealer or broker have control of, certain waste in England or Wales.

The duty of care requirements applies to controlled waste which includes household, industrial and commercial waste.

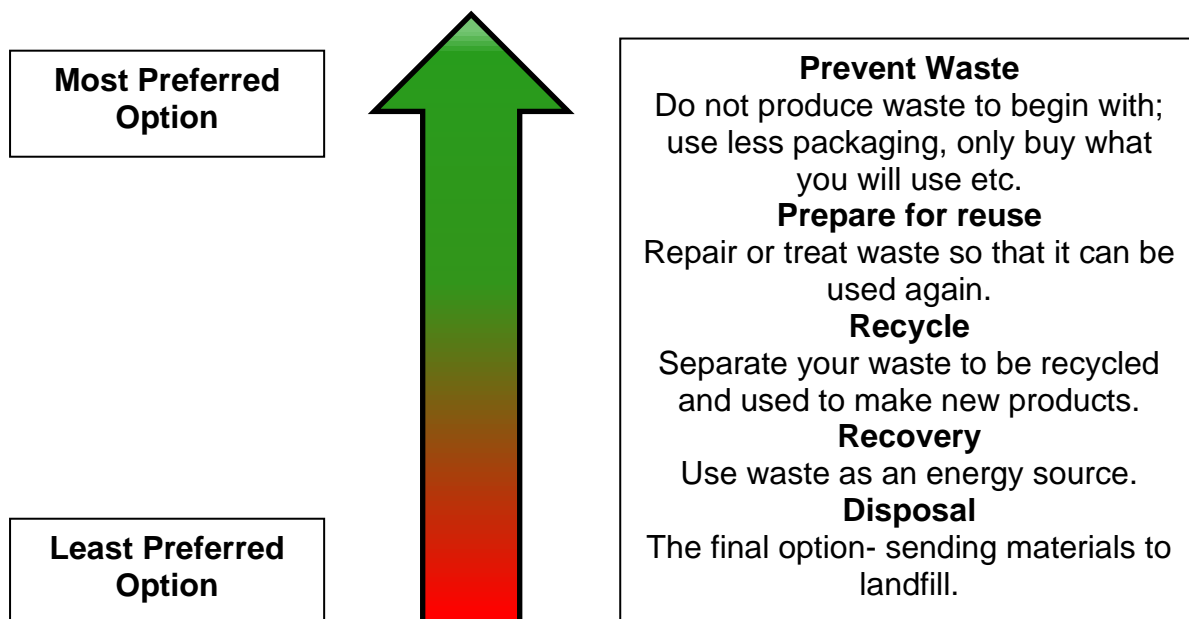
- All **businesses** have a duty to ensure that any waste they produce is handled safely and within the law.
- If you are a **waste disposal company or a waste carrier**, you have a duty to ensure that you are registered and have the correct environmental permits.
- As a **customer**, you should check whether a person or business is authorised to take waste before you allow them to manage/dispose of your waste.

Waste Regulations 2011

The revised waste regulations 2011, require all businesses to apply the waste hierarchy to the way they manage their waste.

This model ranks waste management options in line with what is best for the environment. This means that priority should be given to preventing waste in the first place. Once waste has been created the first option to explore is any opportunity for reuse, then recycling followed by recovery.

Disposal should always be the final option.



Environmental Crime

It is an offence to dispose of business or commercially generated waste at a KCC Household Waste Recycling Centre. KCC investigates any such incidents of misuse.

KCC, Kent district and borough councils along with a number of other agencies, take environmental crime very seriously and will seek prosecution in instances where businesses are found to be disposing of waste illegally. This includes where controlled waste is fly tipped.

Fly tipping is a criminal offence punishable by an unlimited fine or up to 12 months imprisonment if convicted in a Magistrates' Court or up to 5 years imprisonment if convicted in a Crown Court.

Similarly, if you have been operating in breach of the 'Duty of Care' Act you could face an unlimited fine.

Household Waste Recycling Centres and Waste Transfer Stations

It is illegal to dispose of business waste at the Household Waste Recycling Centres (HWRCs).

These facilities are provided for residents for the disposal of their domestic waste only.

Kent County Council has four Waste Transfer Stations, co-located with a HWRC, where businesses can take business waste for disposal. These are;

- Dover Waste Transfer Station, Dover
- Dunbrik Waste Transfer Station, Sevenoaks
- Sittingbourne Waste Transfer Station, Sittingbourne
- North Farm Waste Transfer Station, Tunbridge Wells

There is a charge for this service. Each of the Waste Transfer Stations is operated by a third party contractor who are responsible for setting the costs which is based on the amount (weight) of waste you are disposing of.

Customers are encouraged to check which materials are accepted, charges and payment methods before they visit. Details of how to contact the WTSs and their opening hours can be found in the 'Contacts' section on page 18.

Waste Transfer Notes

A Waste Transfer Note (WTN) tells people who handle waste what they are dealing with. This allows them to manage it safely and dispose of it properly.

A WTN is required for every piece of waste that leaves a site. There are four sections on a WTN and they should contain the following information;

Section A

- A description of the waste including type, quantity, waste codes¹ and how it has been contained.

Section B

- The details of the source of the waste/business producing it or the waste carrier, including the SIC code², if they are passing the waste on. (The 'transferor'),
- Confirmation that the waste hierarchy has been applied for said waste.

Section C

- The details of the person/organisation collecting the waste (the 'transferee')
- Includes the registration details of the waste carrier.

Section D

- The location of the transfer of the waste including where a broker or a dealer was used.

A WTN is available on the [Gov.uk website](#) alongside the Duty of Care information.

As a business, you must create a WTN for each load of waste which leaves your site.

If you are passing your waste onto a licensed waste carrier you will not need to complete section D. The waste carrier will complete this when the waste is passed on.

If you are a waste disposal company or a waste carrier you have a duty to ensure that you are [registered](#) and have the correct environmental permits. These can be obtained from the Environment Agency.

¹ For full guidance please see;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/427077/LIT_10121.pdf

² For full guidance please see; <https://www.gov.uk/government/publications/standard-industrial-classification-of-economic-activities-sic>

Advice for Waste Carriers

Any business transporting waste, whether their own or someone else's, either free of charge or to make a profit, must now register as a [waste carrier](#) with the Environment Agency in England.

There are two types of registration available, depending on your business.

If you carry waste on a professional basis or carry building or demolition waste that you have generated yourself, you are classed as an upper tier carrier and will appear on the Agency Public Register.

Examples of Upper Tier include:

- Waste Management companies.
- Builders carrying rubble or wood offcuts

If you carry your own waste (other than building and demolition) waste on a 'normal and regular basis', you are classed as a lower tier carrier.

Examples of Lower Tier registrations might be:

- Businesses that collect confidential waste from their different locations to centralise at Head Office.
- Solicitors that take their waste paper to a paper merchant once a month.
- Charities collecting printer cartridges.

This means that regardless of the type of business you operate, if you carry waste on more than just the occasional trip to a disposal site, you must be registered.

You can find out more about registering to become a waste carrier and apply online at GOV.UK.

REMEMBER

If you are found to be operating without a waste carriers licence, you could face a fine of up to £5000.

Advice for Businesses

The Waste Hierarchy

Businesses are now legally required to show they are taking measures to apply the waste hierarchy to manage their waste. The waste hierarchy shows the order in which options for managing this waste should be managed, with preference given to those that have the least impacts on the environment. See Page 6.

Disposal of your Business waste

Under The Duty of Care (Page 5), a business that produces waste (anything from general rubbish to something specific to a business's operations) must make sure it is dealt with lawfully. If something goes wrong, the business could be held responsible, if the correct checks have not been made.

[Right waste, Right place](#) is a website which has been created to advise businesses on how they can meet their obligations under the Duty of Care. Please see 'Contacts' page for details.

In addition to the business rates you pay, businesses must make their own arrangements for the collection of any waste they produce.

Waste Transfer Stations

Businesses are able to take some types of waste for disposal to one of four Waste Transfer Stations around the County. Please see page 7.

Business Waste Collections

In some instances, your local [District or Borough Council](#) may provide this service for a charge. Alternatively, these services are provided through private contractors. Where this is the case, advice can still be sought via your local district or borough council.

You should always ask to see permits, licences and exemptions from your waste carrier and ensure a waste transfer note (WTN) is completed when the waste is passed on. (See Page 8). If you are passing your waste onto a licensed waste carrier you will not need to complete section D of the Waste Transfer Note.

You can use a season ticket WTN if the waste types and transfer details are the same. These are valid for up to 12 months.

Your waste carrier should be able to help you with this.

There are a number of solutions to manage business waste more efficiently and effectively, which may save you money and help to reduce your carbon footprint. You can find guidance on how you can apply the waste hierarchy to waste management in your business by visiting the GOV.UK website.

REMEMBER

As a business, you have a legal responsibility to make sure:

- That your waste is kept secure until it's collected.
- You choose a licensed waste carrier to collect your waste
- You keep records to prove you have been operating legally.

If you fail to meet these responsibilities, you could face a fine or court appearance.

Advice for Householders

As a Kent resident, it is important that you dispose of your waste responsibly. You can take waste from your home to one of Kent's 19 [Household Waste Recycling Centres](#) (HWRCs) which accept a range of materials for reuse, recycling or safe disposal. There may be restrictions and/or charges for certain material types. See KCCs HWRC [Operating Policy](#) for details.

Bulky Waste

If you have large items such as furniture that you want to get rid of which do not fit into your car, there are a number of options available to you;

- Consider whether the item can be donated to a furniture or reuse project.
- Consider whether or not the item could be sold via an online site such as eBay or Gumtree.
- Investigate the possibility of giving any reusable items away on a website such as Freecycle or other local reuse sites.
- Break the items down, where possible, to fit it into your vehicle and book a visit to your local HWRC.
- Arrange a bulky waste collection with your local district or borough council. Please note there may be a charge for this service.
- If you have several items - hire a skip or removal company to take the items away. Please see below for further details on how to do this responsibly.

Please note:

- [Booking](#) is required to visit Household Waste Recycling Centres.
- Some [vehicle restrictions](#) apply. Please check before booking.

Paying someone to take your waste away

If you are undertaking a large project at home that will mean you are producing a lot of waste e.g. rubble, large tree cuttings or general construction waste you may want to hire a skip or pay a company or contractor to come and take your waste away. The same would apply if you are moving to a new house or having a clear out.

Householders can be given a fixed penalty notice of up to £400, if they fail to ensure they give their waste to a licensed waste carrier.

Finding a registered waste carrier

There are a number of places you can look to find a suitable company to take your waste away;

- Visit the [Kent Trading Standards Checked](#) website for registered local trades people (See Contacts).
- Using Internet search engines such as Google to find local companies.
- Looking at Business Directories such as Yell.com
- Looking at your local/ Parish Council newsletter or local free magazines, such as the Net, which lists trades people in your area.

Never hand your waste over to a company for disposal without making the proper checks. You never know where your waste may end up.

There are several things that you should consider making sure you are not using a rogue trader and your waste is being managed within the law.

1. Ask for their waste carrier registration number.
2. Check the number with the Environment Agency.
3. Keep a note of all the information you receive from the waste collector or trades people.

If they're not registered don't use them and inform Trading Standards of the rogue trader immediately. See 'Contacts', page 18.

REMEMBER

If you have any of your rubbish removed and it ends up being flytipped, you could be held responsible and fined. By following the simple steps above, you can protect yourself from this.

It is an offence to dispose of business or commercially generated waste at a Kent County Council (KCC) Household Waste Recycling Centre. KCC investigates any such incidents of misuse.

Hazardous Waste

Some types of waste which are considered harmful to people or the Environment, are classified as hazardous waste.

It is not always easy to identify which items are classed as hazardous. Some items will be marked with a star in the European Waste Catalogue (EWC), for others you may need to check with the Environment Agency. Examples of hazardous waste include;

- Asbestos
- Chemicals
- Some clinical wastes

There is very strict regulation in place for how to deal with hazardous waste and if you are handling or managing these materials you will have to comply with these regulations.

Disposal of these waste types will need to be arranged through specialist collections or taken to a hazardous landfill site. For a list of contractors in your area, please contact the Environment Agency.

Please note: If your business produces more than 500kg of hazardous waste a year you must register with the Environment Agency.

The Landfill Directive 2007

The Landfill Directive has provided regulations that mean some waste types cannot be sent to landfill; tyres, infectious clinical wastes, corrosives or explosives or liquid waste.

If these types of waste are produced by your business, it must be pre-treated before it can go to landfill. This pre-treatment regulation was introduced in 2007 and means that it is the responsibility of your business to ensure the waste produced is treated before it is sent to landfill.

The Environment Agency can offer further guidance on this.

Contacts

Kent County Council- Waste Management

<https://www.kent.gov.uk/environment-waste-and-planning/rubbish-and-recycling>

Telephone: 03000 41 73 73

The Environment Agency

The Environment Agency (EA) is the regulatory body responsible for the protection and the improvement of the environment. The EA website provides a searchable database of licensed waste carriers and in addition offers information about waste legislation. The Environment Agency can deal with enquiries about licensing and the duty of care regulations.

www.environment-agency.gov.uk

Telephone: 03708 506506

The Duty of Care

www.gov.uk/government/publications/waste-duty-of-care-code-of-practice

Right Waste, Right place

Offering practical advice with meeting your Duty of Care obligations under Section 34 of the Environment Protection Act 1990[1]

www.rightwasterightplace.com

Department of Environment, Food and Rural Affairs (DEFRA)

DEFRA is the UK government department responsible for policy and regulations on the environment, food and rural affairs. They are responsible for setting waste and recycling policy and regulations within the UK.

They are able to offer advice to households, businesses and other organisations and households on becoming more resource efficient. www.defra.gov.uk

Check a Trade- Kent

Kent County Council 'Trading Standards Checked' are working in partnership to provide a recommended trader scheme to help Kent consumers choose a trader they can trust and rely upon.

<https://tschecked.kent.gov.uk/>

Trading Standards

Telephone: 03454 04 05 06

Waste Transfer Stations

Dover Waste Transfer Station

Honeywood Road, Whitfield. CT16 3EH

Opening times:

Monday to Friday, 7.30am – 4.30pm

Saturday, 7.30am – 1pm

Sundays and Bank Holidays - closed

Telephone: 01304 799980 or visit the [FCC Environment](#) website.

Sevenoaks (Dunbrik) Waste Transfer Station

Main Road, Sundridge TN14 6EP

Opening times:

Monday to Friday, 7am - 4:30pm

Saturday, 7am – 3pm

Sunday - closed

Telephone: 01622 236887 or visit the [Commercial Services Group](#) website.

Sittingbourne Waste Transfer Station

Church Marshes, Gas Road, Milton. ME10 2QD.

Opening times:

Monday to Friday, 7.30am to 4.30pm

Saturday, 7.30am to 1pm

Sundays and Bank Holidays - closed

Telephone: 01304 799980 or visit the [FCC Environment](#) website.

Tunbridge Wells (North Farm) Waste Transfer Station

North Farm, Longfield Road, North Farm Industrial Estate. TN2 3EE.

Opening times:

Monday to Saturday, 7am to 4.30pm

Sunday, 9am to 4pm

Telephone: 01622 236928 or visit the [Commercial Services Group](#) website.

Asbestos removal Contractors Association

www.arca.org.uk

Telephone: 01283 566467

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