



National Waste Collection Permit Office

**Guidance for the completion of the  
Waste Facility Permit / Certificate of Registration 2016  
Annual Return**

**How to make an annual return**

**Use this guidance document if any waste activity occurred at the facility i.e. Waste was accepted into the site, waste was processed on the site or waste was sent off the site**

**March 2017**

**Version 2.2**



## Overview of the Annual Return System and General Comments

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### The Requirement to make an Annual Return

All facility returns for 2016 should be submitted via an online web portal no later than the **13th of April 2017**.

If you are unable to make the return by the **13th of April 2017**, please advise the NWCPO by email on [contactus@nwcpo.ie](mailto:contactus@nwcpo.ie) and include an expected completion date.

#### PLEASE NOTE:

- The Annual Return will only be accepted in electronic format via the online web portal.
- Sanctions may be applied to any permit holder who fails to submit a completed Annual Return or submits a false or misleading Annual Return, up to and including legal action and permit / certificate revocation.

### The role of the NWCPO and Local Authority

The NWCPO is responsible for the co-ordination of the AR process, managing the AR portal and providing guidance to permit / certificate holders on the submission of their return.

Local authorities will continue to be responsible for the regulation and administration of your WFP/COR including processing applications, reviews, technical amendments etc. The only functions that the NWCPO have, relates to the management of the WFP/COR online register and the annual return process.

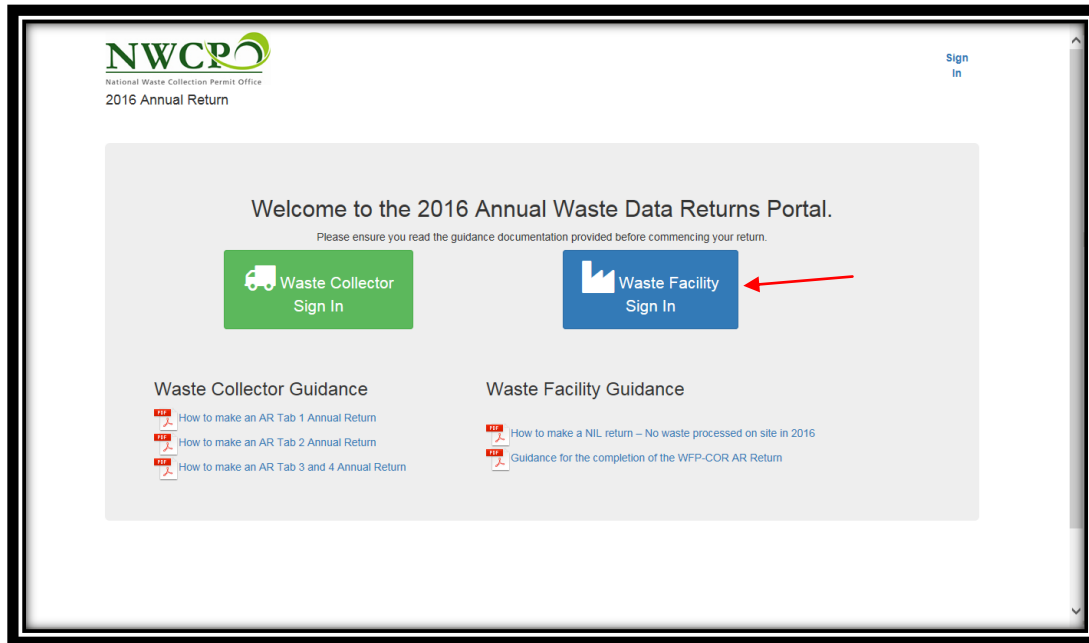
Local authority waste enforcement staff and/or regional waste office(s) continue to be responsible for the validation and auditing of the annual return data after it is entered.

Permit holders who have their facility located within a local authority jurisdiction will have their annual return data validated by this local authority.

**Please Note: Any data shown in the screenshots in this guidance document is for demonstration purposes only and does not represent any actual waste movements.**

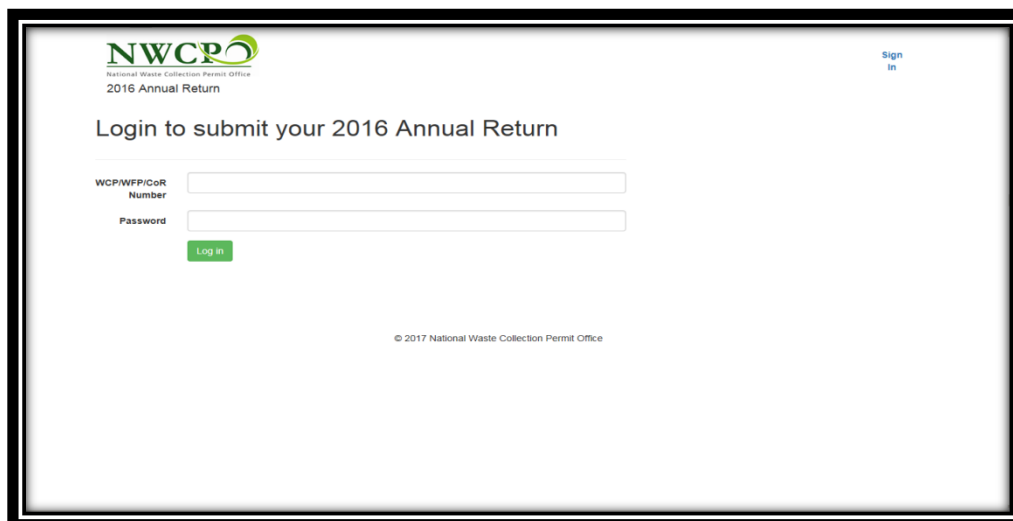
## Step 1 Signing in to Waste Facilities

1. Click on this link <https://ar.nwcpo.ie/> to log on.
2. Click on the waste facility sign in portal. See **red arrow** on screenshot below:



## Step 2 Enter Login Details

1. Once you click on the waste facility sign in portal you will be required to add your login details. See screenshot below:



# Step 3 Login Page

❖ You will then see the login details page. See screenshot below:

**NWCRP**  
National Waste Collection Permit Office  
2019 Annual Return

Annual Return Home | My Permit | List of Waste Search | Manage Password | Sign Out

**BEFORE WE BEGIN:**  
**Designate an Annual Return Administrator**

The following user will be the designated contact person for the 2019 Annual Return, and as such all correspondence will be routed through this user:

Name: [Enter name]  
Email: [Enter Email]  
Telephone: [Enter Telephone]  
Mobile Number: [Mobile]  
Etrcode: [Etrcode]

**WFFOOR Reference Number:**  
WFF-19-9999-01  
Tom Biggs  
Trading As:  
Address Biggs Street  
Tulmore  
Co Offy  
Email: Altan@nwcrp.ie  
Telephone:

**Annual Return Scope**

Did you accept/process waste in your facility in 2018?  Yes  No

What is the maximum authorised capacity of the facility?  
I.e. maximum authorised capacity limited by either waste or planning legislation  
[tonnes/annum] or [units/annum]

What is the maximum operating/available capacity per annum?  
I.e. What is the total maximum quantity of waste your facility can process in a calendar year?  
[tonnes/annum] or [units/annum]

Does your facility accept municipal waste?  Yes  No  
(L.O.W 20 00 01/20 01 00)

If yes, what is the maximum operating capacity per annum

For 20 03 01 Residual: [tonnes/annum]  
For 20 03 01 Dry Recyclables: [tonnes/annum]  
For 20 01 08 Food and Bio Waste: [tonnes/annum]

Is your facility an infill/blanketing site for soil and stone recovery? (L.O.W 17 05 04)  Yes  No

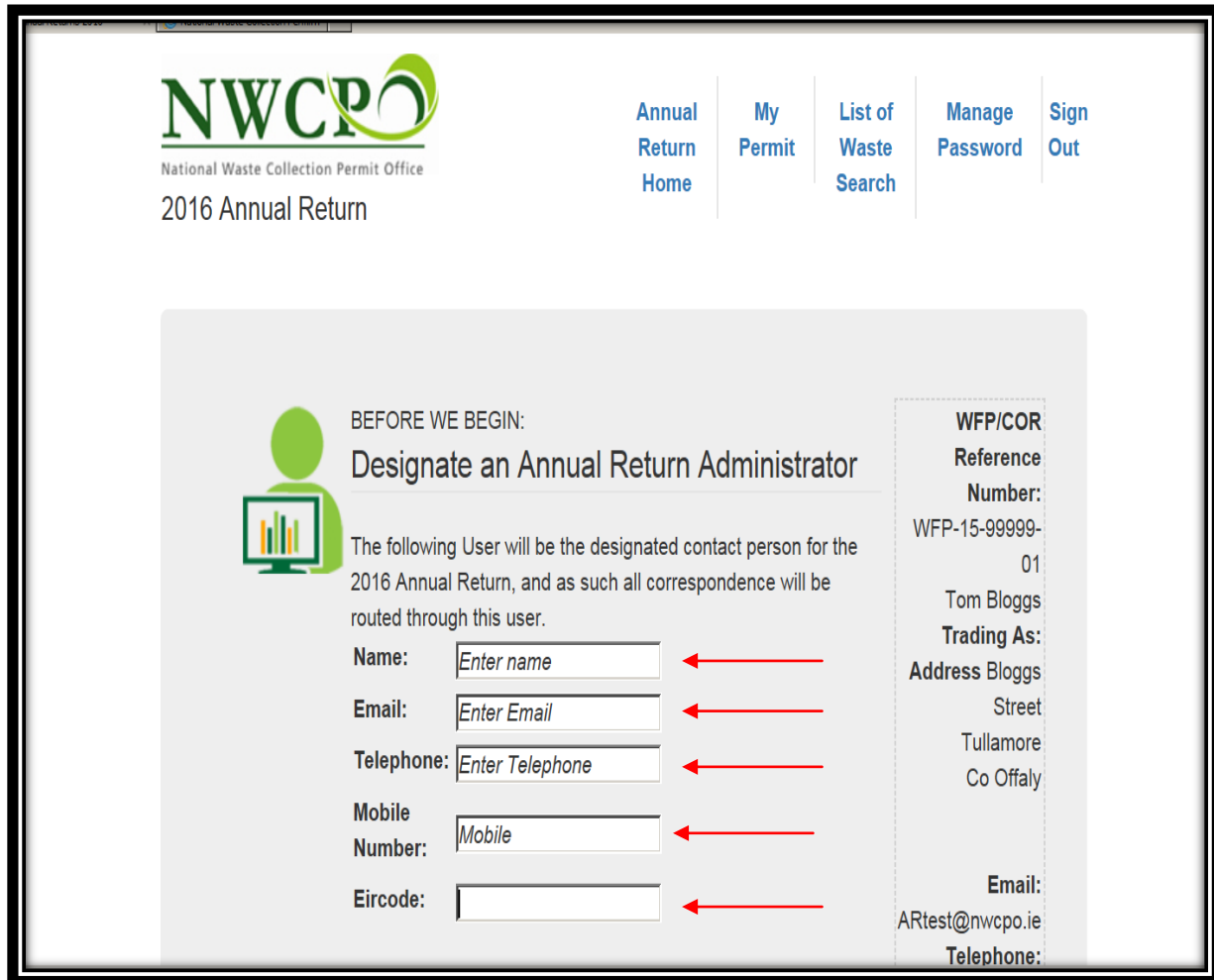
If yes, what is the estimated remaining authorised capacity for the facility? [tonnes/annum]

Do you have any further identification or comments in relation to the above (max 255 characters) [Clarification]

I declare that this annual return does not contain false or misleading information relating to the activities authorised by this Waste Facility Permit/Certificate of Registration. I understand that sanctions may be applied to those who submit a false or misleading annual return or who fail to submit a completed annual return. These sanctions may include legal action and / or authorisation revocation.

**Accept and Save Changes** Cancel

1. Enter your contact details first in the following boxes for contacts. See red arrows on screenshot below:



**NWCP O**  
National Waste Collection Permit Office  
2016 Annual Return

[Annual Return Home](#) | [My Permit](#) | [List of Waste Search](#) | [Manage Password](#) | [Sign Out](#)

**BEFORE WE BEGIN:**  
**Designate an Annual Return Administrator**

The following User will be the designated contact person for the 2016 Annual Return, and as such all correspondence will be routed through this user.

**Name:**  ←

**Email:**  ←

**Telephone:**  ←

**Mobile Number:**  ←

**Eircode:**  ←

**WFP/COR Reference Number:**  
WFP-15-99999-01  
Tom Bloggs  
**Trading As:**  
Address Bloggs Street  
Tullamore Co Offaly  
**Email:**  
ARtest@nwcpo.ie  
**Telephone:**

2. Click “Yes” to the question “**Did you accept/process waste in your facility in 2016?**” See **red arrow** on screenshot below.

3. Enter the tonnage/annum or units/annum to the question “**What is the maximum authorised capacity of the facility?**”. See **red arrow** on screenshot below.

4. Enter the tonnage/annum or units/annum to the question “**What is the maximum operating/available capacity per annum?**”. See **red arrow** on screenshot below.

5. Click “Yes” or “No” to the question “**Does your facility accept municipal waste?**”

- If you click on “Yes” then you will need to put in the tonnage for Residual, Dry Recyclables and Food/Bio Waste. See **red arrows** on screenshot below.

6. Click “Yes” or “No” to the question “**Is your facility an infill/backfilling site for soil and stone recovery? (LoW 17 05 04)**”

- If you click “Yes” you will need to answer, “**What is the estimated remaining authorised capacity for the facility?**” See **red arrows** on screenshot below.

7. If required you can put in comments in the box for the question “**Do you have any further clarification or comments in relation to the above (max 255 characters)**”? See **red arrow** on screenshot below.

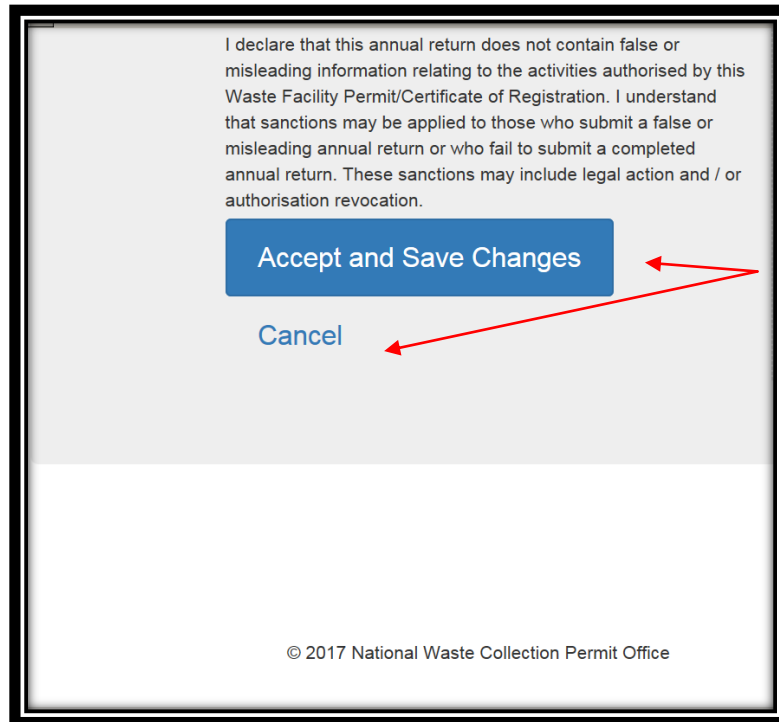
The screenshot shows a form titled "Annual Return Scope" with the following sections and fields:

- Did you accept/process waste in your facility in 2016?** (Radio buttons: Yes, No) - Red arrow points to the "No" button.
- What is the maximum authorised capacity of the facility?** (i.e. maximum authorised capacity limited by either waste or planning legislation) - Input fields for "tonnes/annum" and "Units/Annum" - Red arrow points to the "tonnes/annum" field.
- What is the maximum operating/available capacity per annum?** (i.e. What is the total maximum quantity of waste your facility can process in a calendar year?) - Input fields for "tonnes/annum" and "Units/Annum" - Red arrow points to the "tonnes/annum" field.
- Does your facility accept municipal waste?** (LoW 20 03 01/20 01 08) (Radio buttons: Yes, No) - Red arrow points to the "No" button.
- If yes, what is the maximum operating capacity per annum**
  - For 20 03 01 Residual - Input field for "tonnes/annum" - Red arrow points to the field.
  - For 20 03 01 Dry Recyclables - Input field for "tonnes/annum" - Red arrow points to the field.
  - For 20 01 08 Food and Bio Waste - Input field for "tonnes/annum" - Red arrow points to the field.
- Is your facility an infill/backfilling site for soil and stone recovery? (LoW 17 05 04)** (Radio buttons: Yes, No) - Red arrow points to the "No" button.
- If yes, what is the estimated remaining authorised capacity for the facility?** - Input field for "tonnes/annum" - Red arrow points to the field.
- Do you have any further clarification or comments in relation to the above (max 255 characters)** - Input field for "Clarification" - Red arrow points to the field.
- A declaration statement: "I declare that this annual return does not contain false or misleading information relating to the activities authorised by this Waste Facility".

## **Step 4 Declaration**

1. Read the declaration texted and then click on **“Accept and Save Changes”** or **“Cancel”**. See **red arrow** on screenshot below:

**Note:** To proceed to doing return you will need to click on **“Accept and Save Changes”**.



I declare that this annual return does not contain false or misleading information relating to the activities authorised by this Waste Facility Permit/Certificate of Registration. I understand that sanctions may be applied to those who submit a false or misleading annual return or who fail to submit a completed annual return. These sanctions may include legal action and / or authorisation revocation.


**Accept and Save Changes**

Cancel

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# Step 5 Annual Return Page

❖ You will then be on the annual return steps page.





## Welcome Tom Bloggs

Correspondence will be directed to:  
✉ [godowd@offalycoco.ie](mailto:godowd@offalycoco.ie)  
☎ 00000000

**WFP/COR Reference Number:**  
WFP-15-99999-01  
Tom Bloggs  
**Trading As:**  
Address Bloggs Street  
Tullamore  
Co Offaly

**Email:** [ARtest@nwcpc.ie](mailto:ARtest@nwcpc.ie)  
**Telephone:**

Annual Return Tabs To Complete:

Step 1	Step 2	Step 3	Step 4	Step 5
1. Identify the WCP Holders you conduct business with (Waste In/Out) 2. Identify the Waste Facilities you send waste to	Start WASTE IN Return	Start WASTE OUT Return	Start WASTE ON SITE as at 31/12/2016 Return	Upload Supporting Documentation
 How to make a NIL return – No waste processed on site in 2016	 Guidance for the completion of the WFP-COR AR Return			

**Your Submission:** 📄 Your submission receipt will appear here when you have submitted your data. 📄 Your submission receipt will appear here when you have submitted your data.