



National Waste Collection Permit Office

**Guidance for Permit Holders for the completion of the  
2016 Waste Collection Permit Annual Return**

**How to make an Annual Return for AR Tab 2**

**Tab 2 data only relates to waste collected from a facility  
*e.g.* Waste transfer station, Waste Water Treatment Plant, Civic  
Amenity Site or a Pay to Use Compactor**

**This AR data must exclude household kerbside waste**

**February 2017**

**Version 1.1**



## Overview of the Annual Return System and General Comments

---

### The Requirement to make an Annual Return (AR)

Conditions are included in all Waste Collection Permits that require the permit holder to compile and maintain specified records in relation to their waste collection activity. These records are required to be furnished to the nominated authority; the National Waste Collection Permit Office (NWCP) no later than the 28<sup>th</sup> of February each year **via an online web portal**.

#### PLEASE NOTE:

- **The Annual Return will only be accepted in electronic format via the online web portal.**
- **Sanctions will 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 a €500 fixed payment notice, legal action and/or permit revocation.**

### The role of the NWCP and Local Authority

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

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

Permit holders who have their head office located within a local authority jurisdiction will have their annual return data validated by this local authority e.g. A permit holder that has an address on their waste collection permit of Tullamore, Co. Offaly, will have their annual return data validated by the waste enforcement team in Offaly County Council.

#### **Please take note if you had your Permit Renewed in 2016.**

**You are requested to do your AR on permit that was active on the 31<sup>st</sup> of December 2016. Where destination facilities or LoW (EWC) codes were on your previous permit and are not on your new permit, these should be available to you for the purposes of your return. If you identify any omissions please contact the NWCP.**

## How to Access the On-line Annual Return Portal & Complete Your 2016 Annual Return

---

**STEP 1:** You must log on to <https://ar.nwcpo.ie>

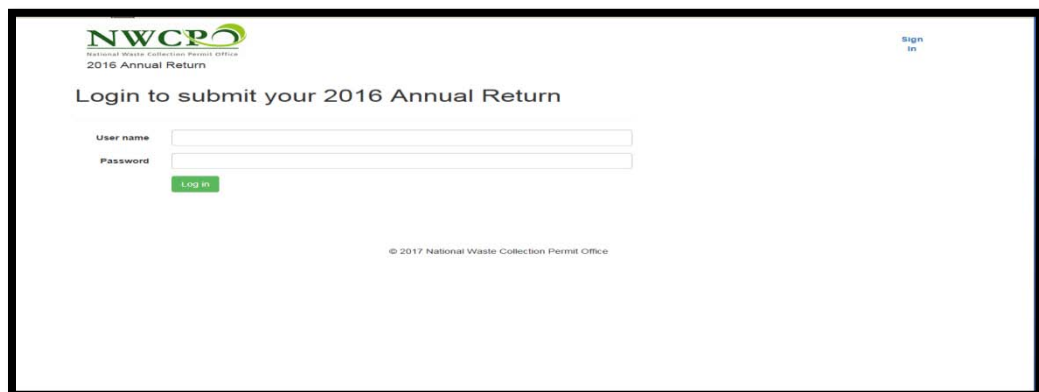
You will be directed to the “Sign In” page. See below.




Click on “Sign In”

**STEP 2:** You will now be invited to enter your log in details to access the annual return portal.

Please enter the user name and password that was provided in the annual return information email / letter sent to you.



**STEP 3:** You will now be required to enter details for the main contact person that is nominated in your company to complete the annual return and deal with queries relating to same (Annual Return Administrator).



**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:

**Annual Return Scope**

Have you read the guidance documentation provided prior to commencing this return?

Yes  No

**Did you collect ANY waste in 2016?**

- Yes - You must now proceed to enter details of the waste you collected in 2016
- No - By selecting no you are confirming that you did not collect ANY waste in 2016. No details of waste collected to be entered (NIL return).

Did you collect waste from a Facility to transport elsewhere in 2016? (e.g. Waste transfer station, Waste Water Treatment Plant, Civic Amenity site, Pay to Use Compactors.)

Yes - Tab 2 will be available for you to enter details of waste collected from waste facilities

No - Tab 2 will not be available as you are stating that you did not collect any waste from waste facilities

**Declaration**

I declare that this annual return does not contain false or misleading information relating to the activities authorised by this waste collection permit. I understand that sanctions may be applied to a permit holder who submits a false or misleading annual return or who fails to submit a completed annual return. These sanctions may include legal action and / or permit revocation.

Accept and Save Changes
Cancel

**Waste Collection Permit Details as they appear in the public register**

**NWCPO Reference Number:**  
NWCPO-11-99999-01

Test - Joe Bloggs Recycling Ltd  
Trading As: Joe Bloggs Recycling  
Address 10 Main Street  
Clara  
Co. Offaly

Email: test@nwcpo.ie  
Telephone: 05793217791

To the right of the page you will see details relating to your Waste Collection Permit details. Please review and if there are any changes you want to make please email the NWCPO at [contactus@nwcpo.ie](mailto:contactus@nwcpo.ie)

**Please enter the following details to designate an Annual Return Administrator:**

- Name -** Name of contact person
- Email -** Email address of contact person
- Telephone Number -** Telephone number of contact person (Enter numbers only)
- Mobile Number -** Mobile number of contact person (Enter numbers only)
- Eircode -** Enter Eircode where available

**Then please answer the following questions:**

- 1) Have you read the guidance documentation provided prior to commencing this return?
  - Click “YES” or “NO”.
  
- 2) **Did you collect any waste in 2016?**
  - Click “Yes” you must now proceed to enter details of the waste you collected in 2016.
  
  - Click “No” by selecting no you are confirming that you did not collect ANY waste in 2016. No details of waste to be entered (NIL Return).
  
- 3) **Did you collect any waste from a facility to transport anywhere else in 2016 for e.g. (Waste Transfer Station, Waste Water treatment Plant, Civic Amenity Site, Pay to use Compactors)?**
  - Click “YES” if any waste was collected and then Tab 2 will be available for you to enter details of waste collected from waste facilities. **You must select yes to do a Tab 2 return.**
  
  - Click “NO” if no waste was collected and then Tab 2 will not be available as you are stating that you did not collect any waste from waste facilities (NIL Return)

**Please read the declaration**

- Click on “Accept & Save Changes” Or “Cancel”

**You will now be directed to the home page as shown below**



**Welcome Joe Bloggs**  
Correspondence will be directed to:  
test@nwcpo.ie  
087-836354251

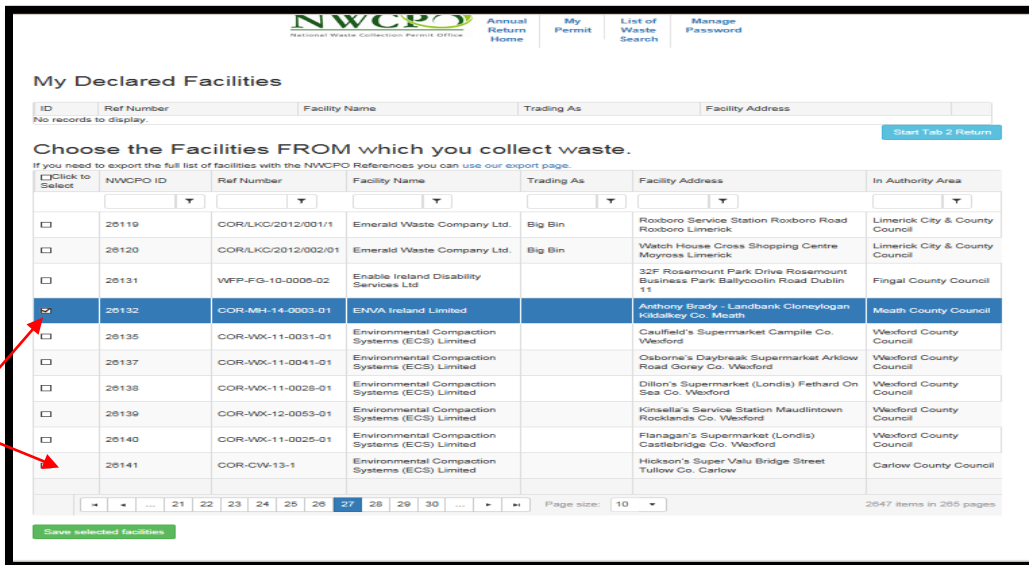
**Waste Collection Permit Details as they appear in the public register**  
NWCPD Reference Number: NWCPD-11-99999-D1  
Test - Joe Bloggs Recycling Ltd  
Trading As: Joe Bloggs Recycling  
Address 10 Main Street  
Clara  
Co. Offaly  
Email: test@nwcpo.ie  
Telephone: 05793217791

**Annual Return Tabs To Complete:**

AR Tab 1	AR Tab 2	AR Tab 3	AR Tab 4
How to make an AR Tab 1 Return	How to make an AR Tab 2 Return	How to make an AR Tab 3 Return	How to make an AR Tab 4 Return
WASTE COLLECTED * Not Household Kerbside * Not from a waste facility	WASTE COLLECTED FROM WASTE FACILITIES e.g. Waste transfer station, Waste Water Treatment Plant, Civic Amenity site, Pay to Use Compactors.	HOUSEHOLD KERBSIDE SERVICE DETAILS	HOUSEHOLD KERBSIDE TONNAGE COLLECTED
>> Start your Tab1 Return	1. First declare the facilities from which you collected waste	>> Complete Household Service Details (Tab 3)	>> Complete Household Tonnage Collected (Tab 4) Return
OR	AND		
Declare Nil return for Tab 1	2. Then make your Tab 2 Return		

**Step 4: Declare you source facilities**

- Click on the “Declare the facilities from which you collected” – This opens a new page and must be completed first to make a list of facilities from where you collected waste available at the next stage.



**My Declared Facilities**

ID Ref Number Facility Name Trading As Facility Address

No records to display. [Start Tab 2 Return](#)

**Choose the Facilities FROM which you collect waste.**  
If you need to export the full list of facilities with the NWCPD References you can use our export page.

Click to Select


NWCPD ID	Ref Number	Facility Name	Trading As	Facility Address	In Authority Area	
<input type="checkbox"/>	26119	COR/LKC/2012/001/1	Emerald Waste Company Ltd.	Big Bin	Roxboro Service Station Roxboro Road Roxboro Limerick	Limerick City & County Council
<input type="checkbox"/>	26120	COR/LKC/2012/002/01	Emerald Waste Company Ltd.	Big Bin	Watch House Cross Shopping Centre Moyross Limerick	Limerick City & County Council
<input type="checkbox"/>	26131	WFP-FG-10-0000-02	Enable Ireland Disability Services Ltd		32F Rosemount Park Drive Rosemount Business Park Ballycoolin Road Dublin 11	Fingal County Council
<input checked="" type="checkbox"/>	26132	COR-MH-14-0003-01	ENVA Ireland Limited		Anthony Brady - Landbank Cloneylogan Kildalkey Co. Meath	Meath County Council
<input type="checkbox"/>	26135	COR-WX-11-0031-01	Environmental Compaction Systems (ECS) Limited		Castfield's Supermarket Campile Co. Wexford	Wexford County Council
<input type="checkbox"/>	26137	COR-WX-11-0041-01	Environmental Compaction Systems (ECS) Limited		Osborne's Daybreak Supermarket Arklow Road Gorey Co. Wexford	Wexford County Council
<input type="checkbox"/>	26138	COR-WX-11-0028-01	Environmental Compaction Systems (ECS) Limited		Dillon's Supermarket (Londis) Fethard On Sea Co. Wexford	Wexford County Council
<input type="checkbox"/>	26139	COR-WX-12-0053-01	Environmental Compaction Systems (ECS) Limited		Kinsella's Service Station Maudlintown Rocklands Co. Wexford	Wexford County Council
<input type="checkbox"/>	26140	COR-WX-11-0025-01	Environmental Compaction Systems (ECS) Limited		Flanagan's Supermarket (Londis) Castlebridge Co. Wexford	Wexford County Council
<input type="checkbox"/>	26141	COR-CW-13-1	Environmental Compaction Systems (ECS) Limited		Hickson's Super Valu Bridge Street Tullow Co. Carlow	Carlow County Council

Page size: 10 2647 items in 265 pages

[Save selected facilities](#)

To declare your source facilities:

- Select the “Click to Select” box beside the facility.
- Click on “Save Selected Facilities”


Annual Return Home
My Permit
List of Waste Search
Manage Password

### My Declared Facilities

ID	Ref Number	Facility Name	Trading As	Facility Address	
11726	COR-MH-14-0003-01	ENVVA Ireland Limited		Anthony Brady - Landbank Cloneylogan Kildalkey Co. Meath	Deselect

[Start Tab 2 Return](#)

### Choose the Facilities FROM which you collect waste.

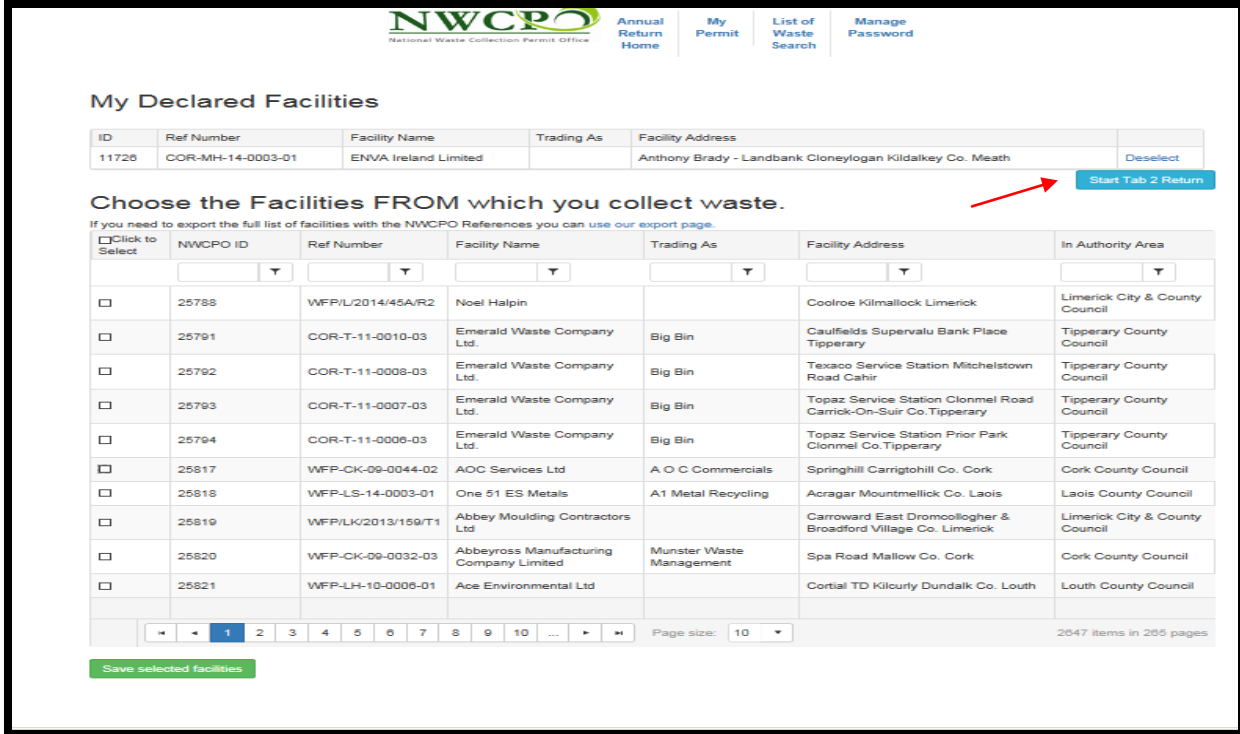
If you need to export the full list of facilities with the NWCPD References you can use [our export page](#).

<input type="checkbox"/> Click to Select	NWCPD ID	Ref Number	Facility Name	Trading As	Facility Address	In Authority Area
<input type="checkbox"/>	26119	COR/LKC/2012/001/1	Emerald Waste Company Ltd.	Big Bin	Roxboro Service Station Roxboro Road Roxboro Limerick	Limerick City & County Council
<input type="checkbox"/>	26120	COR/LKC/2012/002/01	Emerald Waste Company Ltd.	Big Bin	Watch House Cross Shopping Centre Moyross Limerick	Limerick City & County Council
<input type="checkbox"/>	26131	WFP-FG-10-0005-02	Enable Ireland Disability Services Ltd		32F Rosemount Park Drive Rosemount Business Park Ballycoolin Road Dublin 11	Fingal County Council
<input type="checkbox"/>	26132	COR-MH-14-0003-01	ENVVA Ireland Limited		Anthony Brady - Landbank Cloneylogan Kildalkey Co. Meath	Meath County Council
<input type="checkbox"/>	26135	COR-WX-11-0031-01	Environmental Compaction Systems (ECS) Limited		Caulfield's Supermarket Campile Co. Wexford	Wexford County Council
<input type="checkbox"/>	26137	COR-WX-11-0041-01	Environmental Compaction Systems (ECS) Limited		Osborne's Daybreak Supermarket Arklow Road Gorey Co. Wexford	Wexford County Council
<input type="checkbox"/>	26138	COR-WX-11-0028-01	Environmental Compaction Systems (ECS) Limited		Dillon's Supermarket (Londis) Fethard On Sea Co. Wexford	Wexford County Council
<input type="checkbox"/>	26139	COR-WX-12-0053-01	Environmental Compaction Systems (ECS) Limited		Kinsella's Service Station Maudlintown Rocklands Co. Wexford	Wexford County Council
<input type="checkbox"/>	26140	COR-WX-11-0025-01	Environmental Compaction Systems (ECS) Limited		Flanagan's Supermarket (Londis) Castlebridge Co. Wexford	Wexford County Council
<input type="checkbox"/>	26141	COR-CW-13-1	Environmental Compaction Systems (ECS) Limited		Hickson's Super Valu Bridge Street Tullow Co. Carlow	Carlow County Council

Page size: 10      2647 items in 265 pages

[Save selected facilities](#)

- Each facility will have collection permit number, reference number, facility name, trading name, facility address, and local authority area.
- The saved facility or facilities will come up on the top box of “My Declared Facilities”.
- Facility or facilities can be removed if desired by clicking on “Deselect”.
- Note Collectors who entered data in 2015 will be able to select facilities without having to declare them as they have done so already the previous year, however new facilities can be entered.



**My Declared Facilities**

ID	Ref Number	Facility Name	Trading As	Facility Address	
11726	COR-MH-14-0003-01	ENVA Ireland Limited		Anthony Brady - Landbank Cloneyfogan Kildalkey Co. Meath	Deselect

**Choose the Facilities FROM which you collect waste.**

If you need to export the full list of facilities with the NWCPD References you can use our [export page](#).

Click to Select

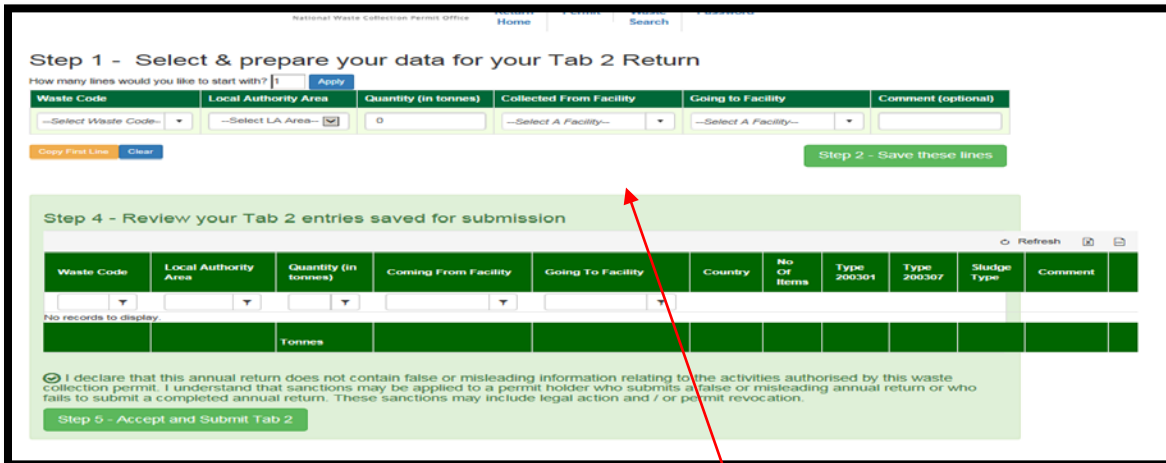
	NWCPD ID	Ref Number	Facility Name	Trading As	Facility Address	In Authority Area
<input type="checkbox"/>	25788	WFP/L/2014/45A/R2	Noel Halpin		Coolroe Kilmallock Limerick	Limerick City & County Council
<input type="checkbox"/>	25791	COR-T-11-0010-03	Emerald Waste Company Ltd.	Big Bin	Caulfields Supervalu Bank Place Tipperary	Tipperary County Council
<input type="checkbox"/>	25792	COR-T-11-0008-03	Emerald Waste Company Ltd.	Big Bin	Texaco Service Station Mitchelstown Road Cahir	Tipperary County Council
<input type="checkbox"/>	25793	COR-T-11-0007-03	Emerald Waste Company Ltd.	Big Bin	Topaz Service Station Clonmel Road Carrick-On-Suir Co. Tipperary	Tipperary County Council
<input type="checkbox"/>	25794	COR-T-11-0008-03	Emerald Waste Company Ltd.	Big Bin	Topaz Service Station Prior Park Clonmel Co. Tipperary	Tipperary County Council
<input checked="" type="checkbox"/>	25817	WFP-CK-09-0044-02	AOC Services Ltd	A O C Commercials	Springhill Carrigtohill Co. Cork	Cork County Council
<input type="checkbox"/>	25818	WFP-LS-14-0003-01	One 51 ES Metals	A1 Metal Recycling	Aragar Mountmellick Co. Laois	Laois County Council
<input type="checkbox"/>	25819	WFP/LK/2013/159/T1	Abbey Moulding Contractors Ltd		Carward East Dromoolagher & Broadford Village Co. Limerick	Limerick City & County Council
<input type="checkbox"/>	25820	WFP-CK-09-0032-03	Abbeyross Manufacturing Company Limited	Munster Waste Management	Spa Road Mallow Co. Cork	Cork County Council
<input type="checkbox"/>	25821	WFP-LH-10-0005-01	Ace Environmental Ltd		Cortial TD Kilcurly Dundalk Co. Louth	Louth County Council

Page size: 10 2647 items in 265 pages

[Save selected facilities](#)

### Step 5: Enter your Tab 2 Data

- Click on “Start Tab 2 Return”.



**Step 1 - Select & prepare your data for your Tab 2 Return**

How many lines would you like to start with?  [Apply](#)

Waste Code	Local Authority Area	Quantity (in tonnes)	Collected From Facility	Going to Facility	Comment (optional)
--Select Waste Code--	--Select LA Area--	0	--Select A Facility--	--Select A Facility--	

[Copy First Line](#) [Clear](#) [Step 2 - Save these lines](#)

**Step 4 - Review your Tab 2 entries saved for submission**

Waste Code	Local Authority Area	Quantity (in tonnes)	Coming From Facility	Going To Facility	Country	No Of Items	Type 200301	Type 200307	Sludge Type	Comment

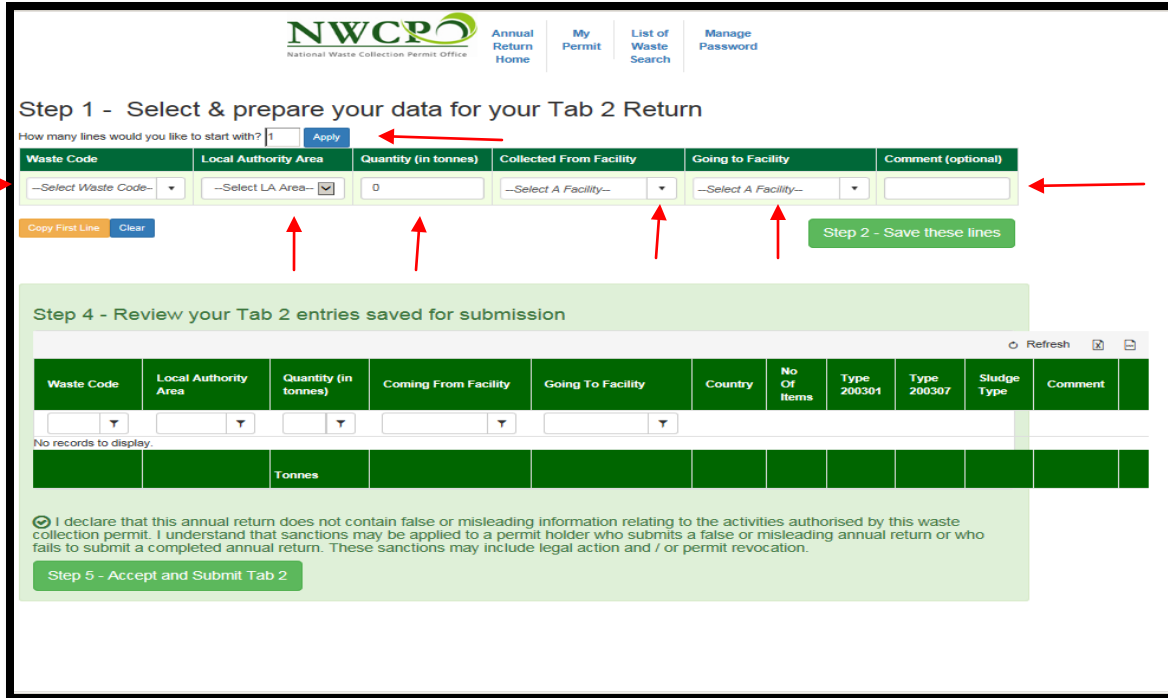
No records to display

I declare that this annual return does not contain false or misleading information relating to the activities authorised by this waste collection permit. I understand that sanctions may be applied to a permit holder who submits a false or misleading annual return or who fails to submit a completed annual return. These sanctions may include legal action and / or permit revocation.

[Step 5 - Accept and Submit Tab 2](#)

You will then be redirected to the Tab 2 Return Page.





**Step 1 - Select & prepare your data for your Tab 2 Return**

How many lines would you like to start with?

Waste Code	Local Authority Area	Quantity (in tonnes)	Collected From Facility	Going to Facility	Comment (optional)
--Select Waste Code--	--Select LA Area--	0	--Select A Facility--	--Select A Facility--	

**Step 4 - Review your Tab 2 entries saved for submission**

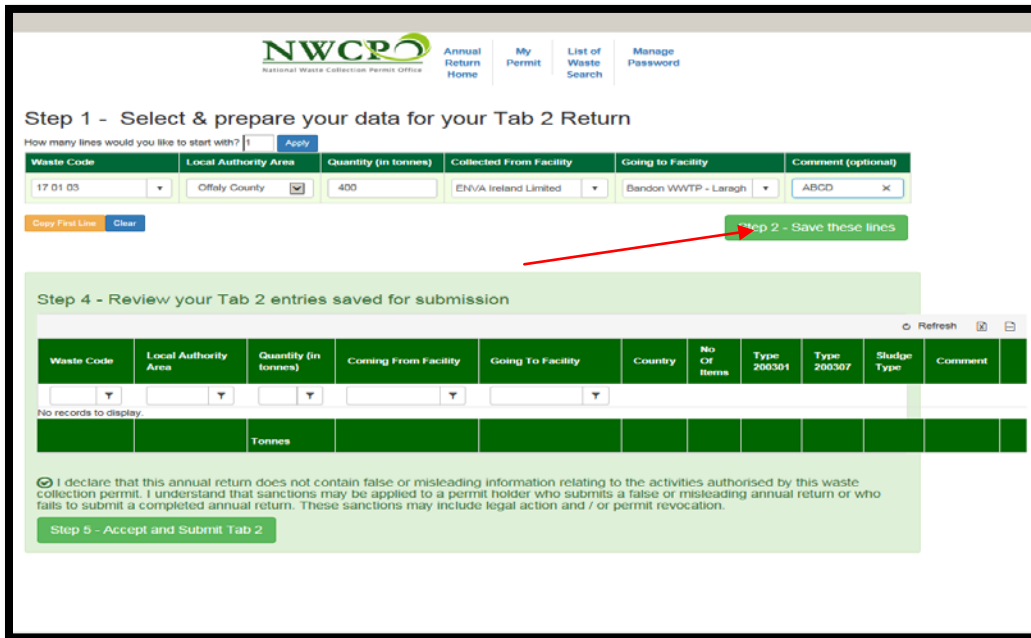
Waste Code	Local Authority Area	Quantity (in tonnes)	Coming From Facility	Going To Facility	Country	No Of Items	Type 200301	Type 200307	Sludge Type	Comment

No records to display.

I declare that this annual return does not contain false or misleading information relating to the activities authorised by this waste collection permit. I understand that sanctions may be applied to a permit holder who submits a false or misleading annual return or who fails to submit a completed annual return. These sanctions may include legal action and / or permit revocation.

- You can apply whatever amount of lines you need in the “How many lines would you like to start with” box and then Click on “Apply” or alternatively you can just add as you go along.
- “Select a Waste Code” drop down menu – This drop down menu will show the LoW code and the LoW Description together.
- The LoW code and the LoW Description are as listed in Appendix A of your permit to your permit.
- “Select a LA Area” drop down menu – This drop down will show all the Local Authority Areas in Appendix D of your permit.
- Quantity (in tonnes) Entry – This field is for the quantity of waste that was collected.
- “Select a Collected from Facility “drop down menu - This drop down menu will only show the list of facilities that you have declared in Step 4 above.
- “Select a Going to Facility “drop down menu - This drop down menu will only show the list of facilities that are listed in Appendix B of your permit.
- Comment box is optional if you wish to clarify any line of data.

## 6. Save the data entered



**Step 1 - Select & prepare your data for your Tab 2 Return**

How many lines would you like to start with?

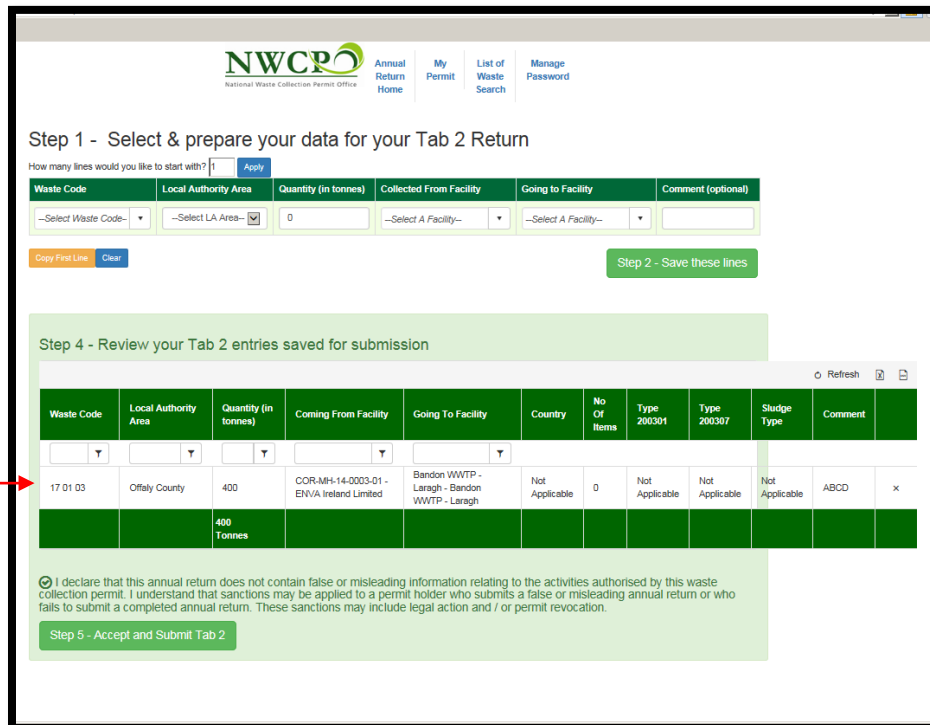
Waste Code	Local Authority Area	Quantity (in tonnes)	Collected From Facility	Going to Facility	Comment (optional)
17 01 03	Offaly County	400	ENVA Ireland Limited	Bandon WWTP - Laragh	ABCD

**Step 4 - Review your Tab 2 entries saved for submission**

Waste Code	Local Authority Area	Quantity (in tonnes)	Coming From Facility	Going To Facility	Country	No Of Items	Type 200301	Type 200307	Sludge Type	Comment
No records to display.										
		Tonnes								

I declare that this annual return does not contain false or misleading information relating to the activities authorised by this waste collection permit. I understand that sanctions may be applied to a permit holder who submits a false or misleading annual return or who fails to submit a completed annual return. These sanctions may include legal action and / or permit revocation.

Click- "Save these Line" to save the line entries. These will show up on "Review your Tab 2 Entries Saved for Submission". If you have entered information in error and want to delete the entry, use the scroll bar and scroll to the right and click on "X", this will delete the entry.



**Step 1 - Select & prepare your data for your Tab 2 Return**

How many lines would you like to start with?

Waste Code	Local Authority Area	Quantity (in tonnes)	Collected From Facility	Going to Facility	Comment (optional)
--Select Waste Code--	--Select LA Area--	0	--Select A Facility--	--Select A Facility--	

**Step 4 - Review your Tab 2 entries saved for submission**

Waste Code	Local Authority Area	Quantity (in tonnes)	Coming From Facility	Going To Facility	Country	No Of Items	Type 200301	Type 200307	Sludge Type	Comment	
17 01 03	Offaly County	400	COR-MH-14-0003-01 - ENVA Ireland Limited	Bandon WWTP - Laragh - Bandon WWTP - Laragh	Not Applicable	0	Not Applicable	Not Applicable	Not Applicable	ABCD	X
		400 Tonnes									

I declare that this annual return does not contain false or misleading information relating to the activities authorised by this waste collection permit. I understand that sanctions may be applied to a permit holder who submits a false or misleading annual return or who fails to submit a completed annual return. These sanctions may include legal action and / or permit revocation.

## Step 7: Clarifications

Some waste codes will need further clarification. Where this clarification is required, they appear in colour coded boxes as shown below.

**Step 3 - You must make all requested clarifications to your data before submission**

When you enter data for certain waste codes, further information / clarification is required. The system pops up additional grids that you need to update and you must complete all steps before submission. You can find out more about these clarification steps in your guidance manuals. If you are having difficulties with these updates and submission, please contact the NWCPO on 057 9357428.

Clarification required for waste leaving the country

ID	Waste Code	LA Area	Quantity (in tonnes)	Going To Facility	Port of Export	Destination Country	Update
112	20 01 36	Offaly County	556	Dublin Port - Dublin Port		Not Applicable	

Specify number of items/units

ID	Waste Code	LA Area	Quantity (in tonnes)	Going To Facility	No Of Items	Update
111	16 01 04*	Offaly County	200	WFP-OY-10-0150-02 - Condron Car Dismantlers Ltd.	0	

Clarification required for sludge LOW types

ID	Waste Code	LA Area	Quantity (in tonnes)	Going To Facility	Sludge Type	Update
110	02 02 01	Offaly County	300	Sandon WWTP - Laragh - Sandon WWTP - Laragh	Not Applicable	

**Step 4 - Review your Tab1 entries saved for submission**

ID	Waste Code	Local Authority Area	Quantity (in tonnes)	Country	No Of Items	Going To Facility	Type 200301	Type 200307	Comment
112	20 01 36	Offaly County	556	Not Applicable	0	Dublin Port - Dublin Port	Not Applicable	Not Applicable	Going to Port
111	16 01 04*	Offaly County	200	Not Applicable	0	WFP-OY-10-0150-02 - Condron Car Dismantlers Ltd.	Not Applicable	Not Applicable	ELVS
110	02 02 01	Offaly County	300	Not Applicable	0	Sandon WWTP - Laragh - Sandon WWTP - Laragh	Not Applicable	Not Applicable	Sludge Waste
3			1056 Tonnes		0				

declares that this annual return does not contain false or misleading information relating to the activities authorised by this waste collection permit. I understand that sanctions may be applied to a permit holder who submits a false or misleading annual return or who fails to submit a completed annual return. These sanctions may include legal action and / or permit revocation.

**Step 5 - Accept and Submit Tab 1**

- Select the pencil icon to open the clarification

Clarification boxes open as shown below:

- 1) Sludge- Whether wet or dry weight
- 2) End of Life Vehicles or Tyres - Numbers of vehicles or Tyres
- 3) Port of Export - Country of Destination
- 4) Bulky Waste – Residential of Commercial
- 5) Mixed Municipal Waste – Residual of Dry Recyclables

- Click “Update” to clarify this data

**Step 3 - You must make all requested clarifications to your data before submission**

When you enter data for certain waste codes, further information / clarification is required. The system pops up additional grids that you need to update and you must complete all steps before submission. You can find out more about these clarification steps in your guidance manuals. If you are having difficulties with these updates and submission, please contact the NWCPD on 057 9357428.

**Clarification required for waste leaving the country**

ID	Waste Code	LA Area	Quantity (in tonnes)	Going To Facility	Port of Export	Destination Country	Update
112	20 01 36	Offaly County	586	Dublin Port - Dublin Port	<input checked="" type="checkbox"/>	Not Applicable	

Where waste is exported outside the Island of Ireland you must provide the name of the country of destination  
Please refer to Transfrontier Shipment Documentation.

Belgium

**Specify number of items/units**

ID	Waste Code	LA Area	Quantity (in tonnes)	Going To Facility	No Of Items	Update
111	16 01 04*	Offaly County	200	WFP-OY-10-0180-02 - Condran Car Dismantlers Ltd.	0	

Where a permit holder has collected End of live vehicles (LoW code 16 01 04\* for unprocessed vehicles and 16 01 06 for de-polluted vehicles) or End of life tyres (LoW 16 01 03) the number of units collected must be provided. If the exact number of units is not known, a comment box is provided to explain how the figure was determined

Number of Units/items:

Comment:

**Clarification required for sludge LoW types**

ID	Waste Code	LA Area	Quantity (in tonnes)	Going To Facility	Sludge Type	Update
110	02 02 01	Offaly County	300	Bandon WWTP - Laragh - Bandon WWTP - Laragh	Not Applicable	

Please specify if quantity in tonnes provided is for wet sludge or dry sludge?

Sludge Weight Type:

**Clarification required for LoW type 20 03 01**

ID	Waste Code	LA Area	Quantity (in tonnes)	Going To Facility	Waste Code Type 20 03 01	Update
124	20 03 01	Laois County	58	Bandon WWTP - Laragh - Bandon WWTP - Laragh	Not Applicable	

Where a permit holder is reporting the collection of mixed municipal waste (LoW 20 03 01), it must be specified if the waste type is "Residual" or "Dry Recyclables"

**Clarification required for LoW type 20 03 07**

ID	Waste Code	LA Area	Quantity (in tonnes)	Going To Facility	Waste Code Type 20 03 07	Update
122	20 03 07	Carlow County	24	1424441 - Aalborg Portland A/S	Not Applicable	

Where a permit holder is reporting the collection of Bulky Waste (LoW 20 03 07), it must be specified if the source of this waste is "Residential" or "Commercial"

### Step 7: Tonnage data entry check:

If you enter data with a tonnage of greater than 10,000 tonnes it will appear highlighted in red.

Please review this entry. Data must be submitted in **TONNES ONLY and NOT KGS**

**Note: Decimal points may be entered (28.56 tonnes), but commas cannot (1,500 tonnes)**

#### Conversion Factors

**For solid waste: 1000 kg = 1 Tonne**

**For liquid waste: 1000 litres = 1 Tonne (1 Gallon = 4.55 litres)**

If the entry is incorrect delete this entry and re-enter correct data tonnage. If the data entered is correct it will be reviewed and may be subject to a validation check by your local authority enforcement team.

### STEP 8: Submit your return

When all your data is entered for AR TAB 2 and you are satisfied that it is correct, click on the "Accept and Submit Tab 2 button at the bottom of the page. You will now be directed back to the "Annual Return Home" page which will now show that you have submitted your AR Tab 2 data and you can download a summary of your submission.

**Note:** Both Tab 1 and Tab 2 are available for permit holders making a Tab 2 return. If you did not collect any other waste except from waste facilities then you must make a NIL return for Tab 1. This option is available on the Home Screen.