



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

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 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.

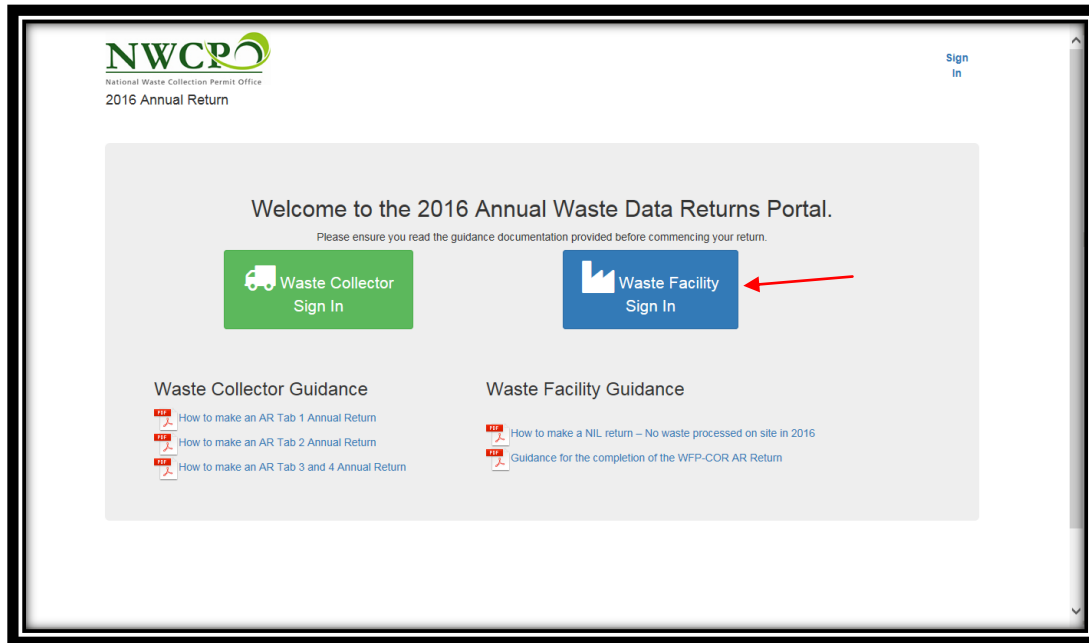
Local authority waste enforcement staff and/or regional waste office(s) continue to be responsible for the validation and auditing of the annual return data after it is entered.

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:

The screenshot shows the login page for the 2016 Annual Return portal. The page title is 'Login to submit your 2016 Annual Return'. It features a form with two input fields: 'WCP/WFP/CoR Number' and 'Password'. A green 'Log in' button is positioned below the password field. The NWCPo logo and '2016 Annual Return' text are visible at the top left, and a 'Sign In' link is at the top right. The footer contains the copyright notice '© 2017 National Waste Collection Permit Office'.

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:
Email:
Telephone:
Mobile Number:
Etrcode:

WFF/QR Reference Number:
WFF-19-9999-01
Tom Biggs
Trading As:
Address Biggs Street
Tulmore
Co Offy
Email:
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
 or

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?
 or

Does your facility accept municipal waste? Yes No
(LW 20 00 01 20 01 00)

If yes, what is the maximum operating capacity per annum

For 20 03 01 Residual:
For 20 03 01 Dry Recyclables:
For 20 01 08 Food and Bio Waste:

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

If yes, what is the estimated remaining authorised capacity for the facility?

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

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.

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.

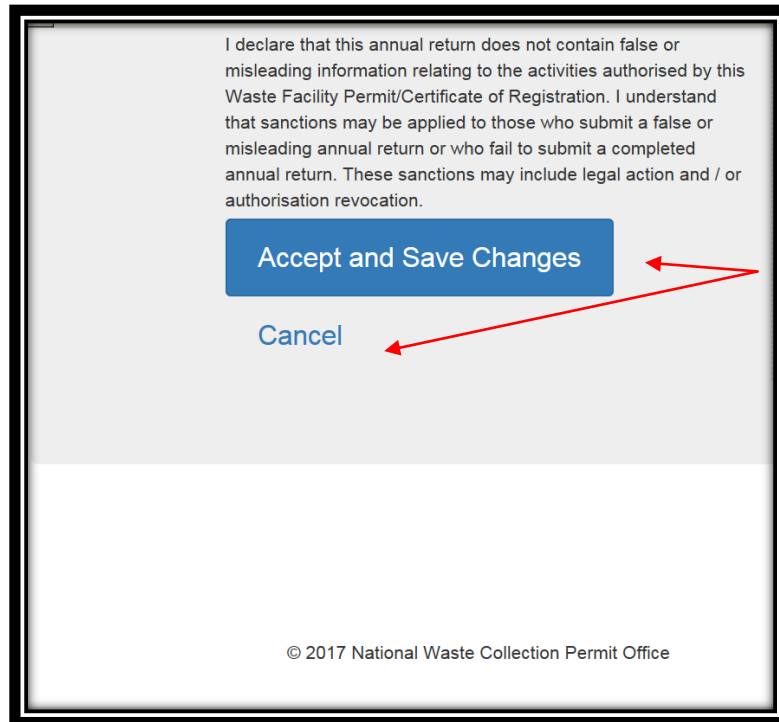
The screenshot shows a form titled "Annual Return Scope" with the following sections and fields:

- 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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The screenshot shows a declaration form with a light gray background. At the top, there is a paragraph of text. Below the text are two buttons: a blue button labeled "Accept and Save Changes" and a blue button labeled "Cancel". Two red arrows point from the right side of the "Accept and Save Changes" button to the "Cancel" button. At the bottom of the form, there is a copyright notice: "© 2017 National Waste Collection Permit Office".

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
☎ 00000000

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

Email: 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.