



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 April 2017**.

If you are unable to make the return by the **13th 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 5- Uploading Documentation

1. Click on Upload Supported Documentation. See red arrow on screen shot below.

Welcome Tom Bloggs

Correspondence will be directed to:  
✉ godowd@offalycco.ie  
☎ 00000000

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

Email: ARtest@nwcpo.ie  
Telephone:


Annual Return Tabs To Complete:

Guidance for the completion of the WFP-COR AR Return

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	You have already submitted your Facility Waste Out Return	Start WASTE ON SITE as at 31/12/2016 Return	<a href="#">Upload Supporting Documentation</a>
	OR Declare Nil return for Facility Waste In	OR Declare Nil return for Facility Waste Out	OR Declare Nil return for Facility Waste On Site	

Your Submission: See your 2016 Facility AR Submission Summary

2. Select the report file type on **“File Type”**. See **red arrow** on the screenshot below.
3. Enter File name in the **“File Name”** box. See **red arrow** on the screenshot below.
4. Enter File Description in the **“Name in File Description”**. See **red arrow** on the screenshot below.
5. Upload file by clicking on **“Select”** and then Select File on your computer. See **red arrow** on the screenshot below.
6. If desired you can remove this file you selected by clicking on **“Remove”**. See **red arrow** on the screenshot below.
7. Click **“Save to my NWCP0 saved files list”**. See **red arrow** on the screenshot below.
8. You can view the documents you uploaded by clicking on the **“Name of Document”**. See **red arrow** on the screenshot below.
9. You can remove the saved document by clicking on **“Remove”**. See **red arrow** on the screenshot below.

 **Note:** There is also tips you can click on for help. See **red arrow** on the screenshot below.

### Upload Accompanying Documentation

File Type:

File Name:

File Description:

Upload File

- Please note that files for uploading CANNOT be greater than 5MB in size.\*
- Only zip, txt, pdf,.xlsx, xls, doc and docx currently permitted.

Save to my NWCP0 saved files list

\*- For helpful advice on reducing file sizes you could try

- [How to Reduce the size of common office documents](#)
- [How to reduce PDF sizes with adobe 9 pdf](#)
- [How to zip \(compressing\) files in windows.](#)

Dust monitoring report

Dust Report 2016

Dust PDF

DUST REPORT 2016.docx

### Uploaded File List

ID	Document	Description	Document Type	Remove
27	groundwater	groundwater	Groundwater monitoring report	—
24	test 2	test 2	Dust monitoring report	—
13	noise report	noise report	Noise monitoring report	—
4	Dust Monitoring Report	Dust Monitoring Report test upload	Dust monitoring report	—
3	Summary of Compliance	Compliance summary test upload	AER - Summary of compliance with conditions	—