



National Waste Collection Permit Office

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

How to make a nil return

(Only use this guidance to make a NIL return where no waste was accepted in to the site, no waste was processed on the site or no waste was sent off the site in 2016)

If any waste activity occurred at the facility you must make an annual return

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 **14th April 2017**.

If you are unable to make the return by the **14th 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.

1. Nil Return on the Login in Page Option

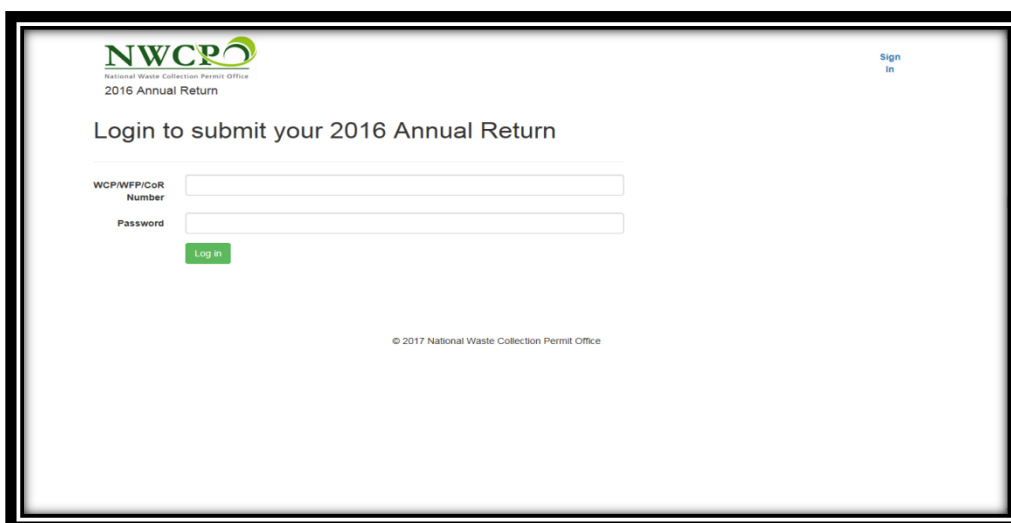
Step 1

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

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

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

The screenshot shows a web browser window displaying the NWCP (North West Cornwall Partnership) 2016 Annual Return form. The page is titled "Designate an Annual Return Administrator". The NWCP logo is in the top left, and navigation links for "Annual Return Home", "My Permit", "List of Waste Batches", "Manage Password", and "Sign Out" are in the top right. The form contains several sections:

- BEFORE WE BEGIN:** A sub-section titled "Designate an Annual Return Administrator" with a note: "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:". Below this are input fields for Name, Email, Telephone, Mobile, and Postcode.
- Annual Return Scope:** A series of questions with radio button options (Yes/No) and input fields for numerical values:
 - "Did you accept/process waste in your facility in 2015?"
 - "What is the maximum authorised capacity of the facility? (i.e. maximum authorised capacity limited by either waste or planning legislation)"
 - "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?)"
 - "Does your facility accept municipal waste?" (with a note: "Under 20 03 01 01 00")
 - "If yes, what is the maximum operating capacity per annum" for three categories: "For 20 03 01 Residual", "For 20 03 01 Dry Recyclables", and "For 20 01 01 Food and Bio Waste".
 - "Is your facility an infill/banking site for soil and stone recovery?" (with a note: "Under 17 06 01 00")
 - "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 100 characters)"
- WPP/CRN Reference Number:** A text area containing: "WPP/CRN Reference Number: WPPN-200000-01 Tom Briggs Trading As: Address: Biggs Street Tulsestone Co. Okeay Email: A1705@btopenworld.com Telephone:"
- Buttons:** "Accept and Save Changes" and "Cancel" at the bottom.

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

NWCP
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 “No” to the question “**Did you accept/process waste in your facility in 2016?**” See **red arrow** on screenshot below.

Note: This is the question in which you need to click “No” to enter a Nil Return.

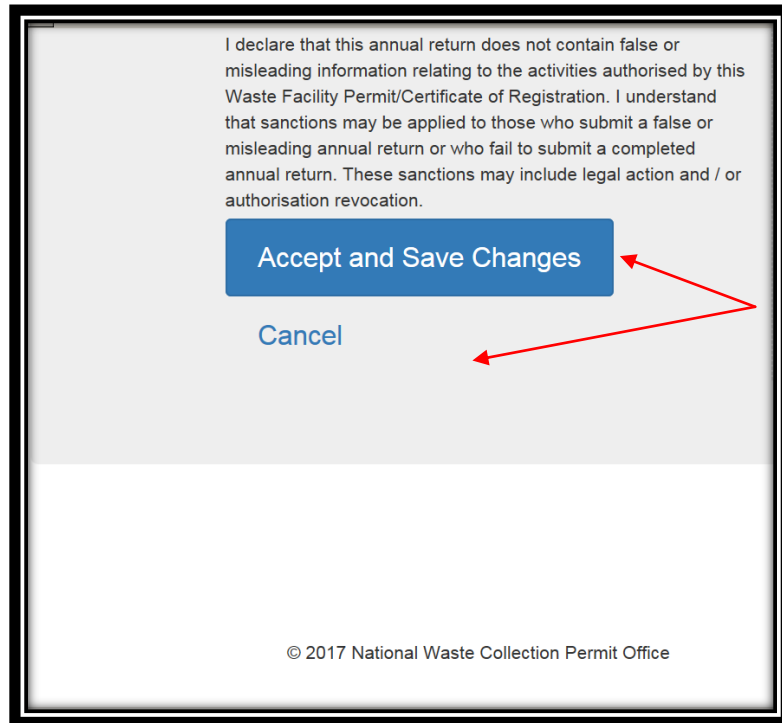
3. Enter the tonnage/annum or units/annum to the question “**What is the maximum authorised capacity of the facility?**”. See **red arrow** on screenshot below.
4. Enter the tonnage/annum or units/annum to the question “**What is the maximum operating/available capacity per annum?**”. See **red arrow**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

- Annual Return Scope**
 - Question: "Did you accept/process waste in your facility in 2016?" with radio buttons for "Yes" and "No". A red arrow points to the "No" button.
 - Question: "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". A red arrow points to the "tonnes/annum" field.
 - Question: "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". A red arrow points to the "tonnes/annum" field.
 - Question: "Does your facility accept municipal waste?" (LoW 20 03 01/20 01 08) with radio buttons for "Yes" and "No". A red arrow points to the "No" button.
 - If "Yes", input fields for maximum operating capacity per annum:
 - For 20 03 01 Residual: "tonnes/annum" field with a red arrow.
 - For 20 03 01 Dry Recyclables: "tonnes/annum" field with a red arrow.
 - For 20 01 08 Food and Bio Waste: "tonnes/annum" field with a red arrow.
 - Question: "Is your facility an infill/backfilling site for soil and stone recovery? (LoW 17 05 04)" with radio buttons for "Yes" and "No". A red arrow points to the "No" button.
 - If "Yes", input field for "estimated remaining authorised capacity for the facility?" with "tonnes/annum" field and a red arrow.
 - Question: "Do you have any further clarification or comments in relation to the above (max 255 characters)". Input field for "Clarification" with a red arrow.
 - Declaration: "I declare that this annual return does not contain false or misleading information relating to the activities authorised by this Waste Facility".

Step 4

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



❖ You will then see your completed Nil return page . See screenshot below.

2. If you wish to view the summary of your submission click on **“Your Sumission: Your Submission receipt will appear here when you have submitted your data”**. See **red arrow** on the screenshot below.

The screenshot shows the NWCPO (National Waste Collection Permit Office) 2016 Annual Return user interface. At the top left is the NWCPO logo and the text "National Waste Collection Permit Office" and "2016 Annual Return". At the top right are navigation links: "Annual Return Home", "My Permit", "List of Waste Search", "Manage Password", and "Sign Out". The main content area features a user profile for "Tom Bloggs" with a green person icon and a bar chart icon. To the right of the profile is contact information: "WFP/COR Reference Number: WFP-15-99999-01 Tom Bloggs", "Trading As: Address Bloggs Street Tullamore Co Offaly", "Email: ARtest@nwcpo.ie", and "Telephone:". Below the profile, it says "Annual Return Tabs To Complete:" followed by "Thank you, You have made a Nil return for 2016." and "No further action is required." At the bottom, a green bar contains the text "Your Submission: 📄 Your submission receipt will appear here when you have submitted your data." with a red arrow pointing to the text.

2. Nil Return for the Steps Option

✚ **Note:** If you go past the login page by mistake or you don't need all the steps the **"Nil Return"** buttons are available on each step. See screenshot below.

1. Click on the **"Nil Return Button"** on step 2, 3, or 4 if desired. See **red arrows** on the screenshot below.

The screenshot displays a user interface for the Annual Return process. At the top, it greets the user 'Tom Bloggs' and provides contact information. Below this, a progress bar shows five steps. Step 1 is 'Identify the WCP Holders you conduct business with (Waste In/Out)'. Step 2 is 'You have already submitted your Facility Waste In Return'. Step 3 is 'You have already submitted your Facility Waste Out Return'. Step 4 is 'Start WASTE ON SITE as at 31/12/2016 Return'. Step 5 is 'Upload Supporting Documentation'. Below the progress bar, there are three 'OR' options with red arrows pointing to 'Declare Nil return' buttons for Facility Waste In, Facility Waste Out, and Facility Waste On Site. A 'Your Submission' section at the bottom links to the 2016 Facility AR Submission Summary. The footer indicates the copyright is © 2017 National Waste Collection Permit Office.

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	You have already submitted your Facility Waste In Return	You have already submitted your Facility Waste Out Return	Start WASTE ON SITE as at 31/12/2016 Return	Upload Supporting Documentation
	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

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2. Once you click on “**Nil Return**” click on “**Accept and Save Nil Return.....**” to confirm your Nil Return. The it will go back to home page again. See **red arrow** on the screenshot below.
3. If desired click on “**Cancel**” if you wish to cancel the Nil Return and it will go back to the home page again. See **red arrow** on the screenshot below.

