NWCPO

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 <u>any</u> waste activity occurred at the facility you must make an annual return

March 2017

Version 2.2

ESTO FIDELIS

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.

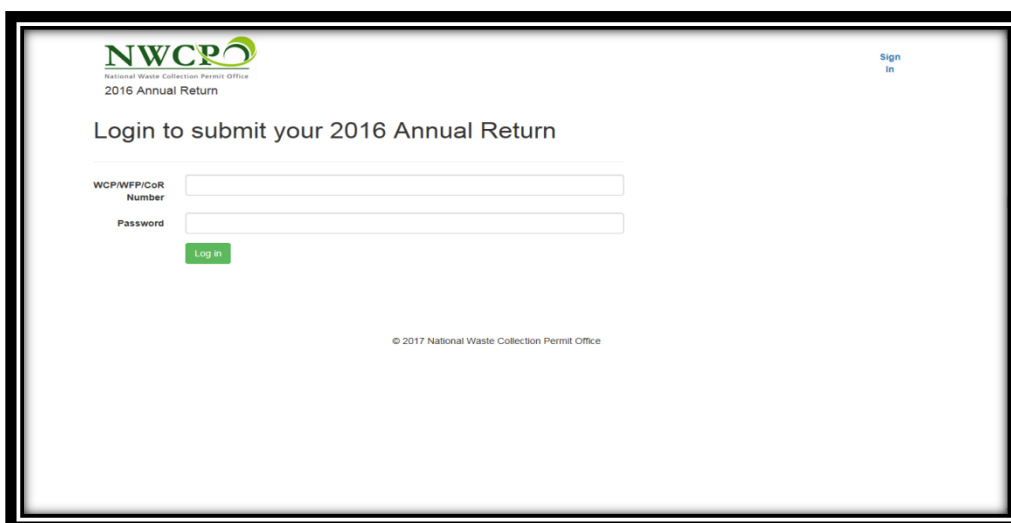# 1. Nil Return on the Login in Page Option

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:

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

2. Click **"No"** to the question <u>**"Did you accept/process waste in your facility in 2016?"**</u> See red arrow on screenshot below.

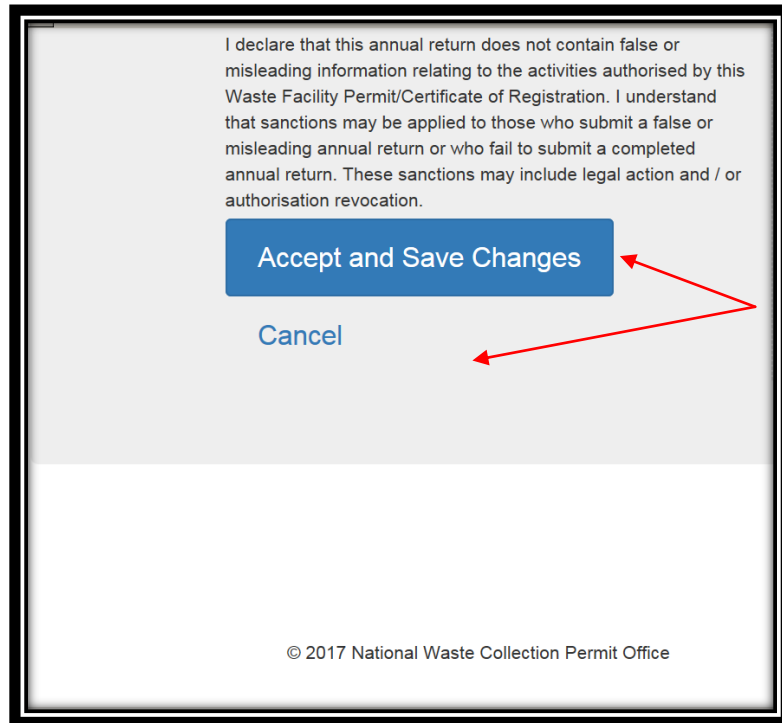**Note: This is the question in which you need to click "No" to enter a Nil Return.**

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

4. Enter the <u>tonnage/annum</u> **or** <u>units/annum</u> 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 <u>Residual, Dry Recyclables and Food/Bio Waste.</u> 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.

Step 4

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

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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❖ 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.

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.

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.