

## 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 <u>any</u> 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 <u>via an online web portal</u> 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 <a href="mailto:contactus@nwcpo.ie">contactus@nwcpo.ie</a> 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 <u>fails to submit a completed Annual</u>
   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.

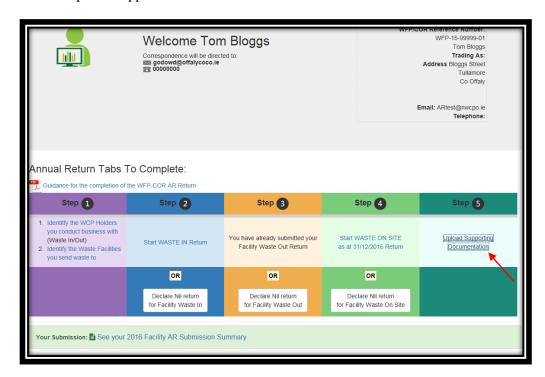
Local authority waste enforcement staff and/or regional waste office(s) continue to be responsible for the validation and auditing of the annual return data after it is entered.

Permit holders who have their <u>facility located within a local authority jurisdiction</u> 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.



- 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 NWCPO 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.
- 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.

