



National Waste Collection Permit Office

**Guidance for Permit Holders for the completion of the  
2015 Waste Collection Permit Annual Return**

**How to make an Annual Return for AR Tab 3 & 4**

**This AR data only relates to collectors who are authorised to collect  
Household Kerbside Waste**

**March 2016**

**Version 1.1**




## How to Access the On-line Annual Return Portal & Complete Your 2015 Annual Return

Please follow log in instructions to access the annual return system as provided for in the guidance documents for AR TAB 1 & AR TAB 2

### AR TAB 3

Click on the “Complete Household Service Details” link to begin you AR TAB 3 return.

You will then be directed to the following page


Annual Return Home
My Permit
List of Waste Search
Manage Password

### Start your AR Tab3 Return

In Local Authority Area	Number of households	No Apt Units Not Blocks	Number with Residual bins	Number with chipped Residual bins	Number with Residual bags	Number with Dry Recyclable bins	Number with chipped Dry Recyclable bins	Number with Dry Recyclable bags	Number with Food / Bio waste bins	Number with chipped Food / Bio waste bins	Number with glass bins	Comment
--St▼	0	0	0	0	0	0	0	0	0	0	0	

No. records to insert:  Apply Copy First Line Save these lines Clear

### Review your Tab3 entries for Submission

ID	In LA Area	No. of HHs	No. of Apts	Apt No. Calc Method	No. with Residual bins	No. with Residual black bins	No. with Residual bags	No. with dry recyc bins	No. with chipped dry recyc bins	No. with dry recyc bags	No. with food / bio bins	No. with chipped food / bio bins	No. with glass bins	Comment
No records to display.														

### Duplicate Data Entry Check

Tab3Id	Local Authority Area	No of households	No App Units Not Blocks
You have no duplicate records and can proceed to Submit			

## **To enter the annual return data:**

### **STEP 1 - “Local Authority Area” field –**

- Select from the drop down menu the LA area in which you collected household kerbside waste in 2015.

### **STEP 2 – “Number of households” field –**

- Enter the total number of household kerbside waste customers served on the 31<sup>st</sup> December 2015.

### **STEP 3 – “No Apt Units Not Blocks” field –**

- Enter the total number of apartment units that were served with a household kerbside service on the 31<sup>st</sup> December 2015. This will require a further validation input detailed later in the guidance document

### **STEP 4 – “Number with Residual bins” field –**

- Enter the total number of household kerbside customers that were served with a residual bin on the 31<sup>st</sup> December 2015.

### **STEP 5 – “Number with chipped Residual bins” field –**

- Enter the total number of household kerbside customers that were served with a chipped residual bin on the 31<sup>st</sup> December 2015.

### **STEP 6 – “Number with Residual bags” field –**

- Enter the total number of household kerbside customers that were served with a residual bag collection service on the 31<sup>st</sup> December 2015.

### **STEP 7 – “Number with Dry Recyclable bins” field –**

- Enter the total number of household kerbside customers that were served with a dry recyclable bin on the 31<sup>st</sup> December 2015.

### **STEP 8 – “Number with chipped Dry Recyclable bins” field –**

- Enter the total number of household kerbside customers that were served with a chipped dry recyclable bin on the 31<sup>st</sup> December 2015.

**STEP 9 – “Number with Dry Recyclable bags” field –**

- Enter the total number of household kerbside customers that were served with a dry recyclable bag collection service on the 31<sup>st</sup> December 2015.

**STEP 10 – “Number with Food / Bio Waste bins” field –**

- Enter the total number of household kerbside customers that were served with a Food / Bio Waste bin on the 31<sup>st</sup> December 2015.

**STEP 11 – “Number with chipped Food / Bio Waste bins” field –**

- Enter the total number of household kerbside customers that were served with a chipped Food / Bio Waste bin on the 31<sup>st</sup> December 2015.

**STEP 12 – “Number with Glass Bins” field –**

- Enter the total number of household kerbside customers that were served with a glass bin service on the 31<sup>st</sup> December 2015.


**(Glass Waste from commercial Bins, CA Sites, bottle bank collections **must not** be included in AR Tab 3, this waste data must be included in AR TAB 1 return)**

**Once you have all the data entered for a particular line of data click on the “Save these lines” green button.**

Authority Area	households	Units Not Blocks	with Residual bins	with chipped Residual bins	with Residual bags	with Dry Recyclable bins	with chipped Dry Recyclable bins	with Dry Recyclable bags	with Food / Bio waste bins	with chipped Food / Bio waste bins	with glass bins	
--Sel	0	0	0	0	0	0	0	0	0	0	0	
No. records to insert: <input type="text" value="1"/> <input type="button" value="Apply"/> <input type="button" value="Copy First Line"/>											<input type="button" value="Save these lines"/>	<input type="button" value="Clear"/>
ID	In Local Authority Area	Number of Apartment Units - Not Blocks			Method used to tally Apartment numbers			Update				
19	Offaly County	50			Not Applicable							

Review your Tab3 entries for Submission


Your data will then be displayed under the “Review you Tab3 entries for Submission” screen. See example below:


Annual Return Home
My Permit
List of Waste Search
Manage Password

**Start your AR Tab3 Return**

In Local Authority Area	Number of households	No Apt Units Not Blocks	Number with Residual bins	Number with chipped Residual bins	Number with Residual bags	Number with Dry Recyclable bins	Number with chipped Dry Recyclable bins	Number with Dry Recyclable bags	Number with Food / Bio waste bins	Number with chipped Food / Bio waste bins	Number with glass bins	Comment
--St	0	0	0	0	0	0	0	0	0	0	0	


No. records to insert:  Apply Copy First Line Save these lines Clear

ID	In Local Authority Area	Number of Apartment Units - Not Blocks	Method used to tally Apartment numbers	Update
19	Offaly County	50	Not Applicable	

**Review your Tab3 entries for Submission**

ID	In LA Area	No. of HHHs	No. of Apts	Apt No. Calc Method	No. with Residual bins	No. with Residual black bins	No. with Residual bags	No. with dry recyc bins	No. with chipped dry recyc bins	No. with dry recyc bags	No. with food / bio bins	No. with chipped food / bio bins	No. with glass bins	Comment	
19	Offaly County	500	50	Not Applicable	500	475	0	500	475	0	350	250	0		×

If you provide a service to apartment units a further red clarification pop up box will appear, see below. Click on the “pen” icon to the right.

ID	In Local Authority Area	Number of Apartment Units - Not Blocks	Method used to tally Apartment numbers	Update		
19	Offaly County	50	Not Applicable			
<div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Apartment Census Method:</td> <td style="border: 1px solid black;"> <div style="background-color: #cccccc; padding: 2px;">Select</div> <div style="background-color: #006633; color: white; padding: 2px;">Not Applicable</div> <div style="padding: 2px;">Actual</div> <div style="padding: 2px;">Calculated (0.7 ton per unit)</div> <div style="padding: 2px;">Estimated</div> </td></tr></table></div>					Apartment Census Method:	<div style="background-color: #cccccc; padding: 2px;">Select</div> <div style="background-color: #006633; color: white; padding: 2px;">Not Applicable</div> <div style="padding: 2px;">Actual</div> <div style="padding: 2px;">Calculated (0.7 ton per unit)</div> <div style="padding: 2px;">Estimated</div>
Apartment Census Method:	<div style="background-color: #cccccc; padding: 2px;">Select</div> <div style="background-color: #006633; color: white; padding: 2px;">Not Applicable</div> <div style="padding: 2px;">Actual</div> <div style="padding: 2px;">Calculated (0.7 ton per unit)</div> <div style="padding: 2px;">Estimated</div>					

You will now see a drop down menu with different three options. One of these must be selected to indicate how the number of apartment units has been calculated.

**OPTIONS:**

**Actual -**

Only select this option if you have entered the actual number of apartment units that was served in 2015.

**Calculated (0.7 ton per unit) -**

Only select this option if you do not know the actual number of apartment units that was served in 2015, and if you have calculated the number of apartments based on the following formula.

$$\frac{\text{Total Tonnage of waste collected for the block of apartments in 2015}}{0.7}$$

**Estimated -**

Only select this option if you do not have the actual number of apartments or if you cannot work out a calculated figure as shown above.

When you have selected your “Apartment Census Method” option click “Update”. This will update your entry and be displayed under the “Review you Tab3 entries for Submission” screen. See below.

Review your Tab3 entries for Submission

ID	In LA Area	No. of HHs	No. of Apts	Apt No. Calc Method	No. with Residual bins	No. with Residual black bins	No. with Residual bags	No. with dry recyc bins	No. with chipped dry recyc bins	No. with dry recyc bags	No. with food / bio bins	No. with chipped food / bio bins	No. with glass bins	Comment	
19	Offaly County	500	50	Actual	500	475	0	500	475	0	350	250	0		×

**Advanced Features:**

If you have a number of data entries of the same:

- Residual Bins or
  - Dry Recyclable Bins or
  - Food / Bio Waste Bins
- You can select the entry you want to copy down e.g. “Number with Residual Bins”.
  - Then enter number of lines you want to repeat in the “No of records to insert” field
  - Click on “Copy First Line”.
  - See below the “Number with Residual Bins” has been entered as 50 and then five copies of this row have been added.
  - You can now change and enter data in the different fields as required.

### Start your AR Tab3 Return

In Local Authority Area	Number of households	No Apt Units Not Blocks	Number with Residual bins	Number with chipped Residual bins	Number with Residual bags	Number with Dry Recyclable bins	Number with chipped Dry Recyclable bins	Number with Dry Recyclable bags	Number with Food / Bio waste bins	Number with chipped Food / Bio waste bins	Number with glass bins	Comment
--St	0	0	50	0	0	0	0	0	0	0	0	
--St	0	0	50	0	0	0	0	0	0	0	0	
--St	0	0	50	0	0	0	0	0	0	0	0	
--St	0	0	50	0	0	0	0	0	0	0	0	
--St	0	0	50	0	0	0	0	0	0	0	0	

No. records to insert:

### Duplicate Data Entry Check

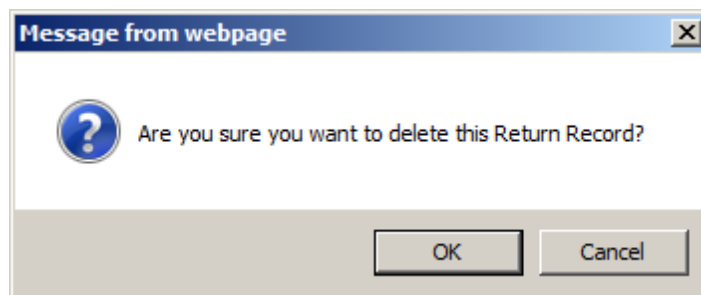
If you enter identical lines of data it will appear in the “Duplicate Data Entry Check” screen located under the “Review your Tab 3 entries for submission screen”. See below.

### Duplicate Data Entry Check

Tab3Id	Local Authority Area	No of households	No App Units Not Blocks	
24	Cavan County	25	0	X
21	Cavan County	25	0	X

I declare that this annual return does not contain false or misleading information relating to the activities authorised by this waste collection permit. I understand that sanctions may be applied to a permit holder who submits a false or misleading annual return or who fails to submit a completed annual return. These sanctions may include legal action and / or permit revocation.

Click on “X” to delete the line. A pop up message will appear as below, click ok to delete the entry. The duplicate entry will now be deleted.



**When all your data has been entered for AR TAB 3 and you are satisfied that it is correct, click on the “Accept and Submit Tab 3” button at the bottom of the page.**

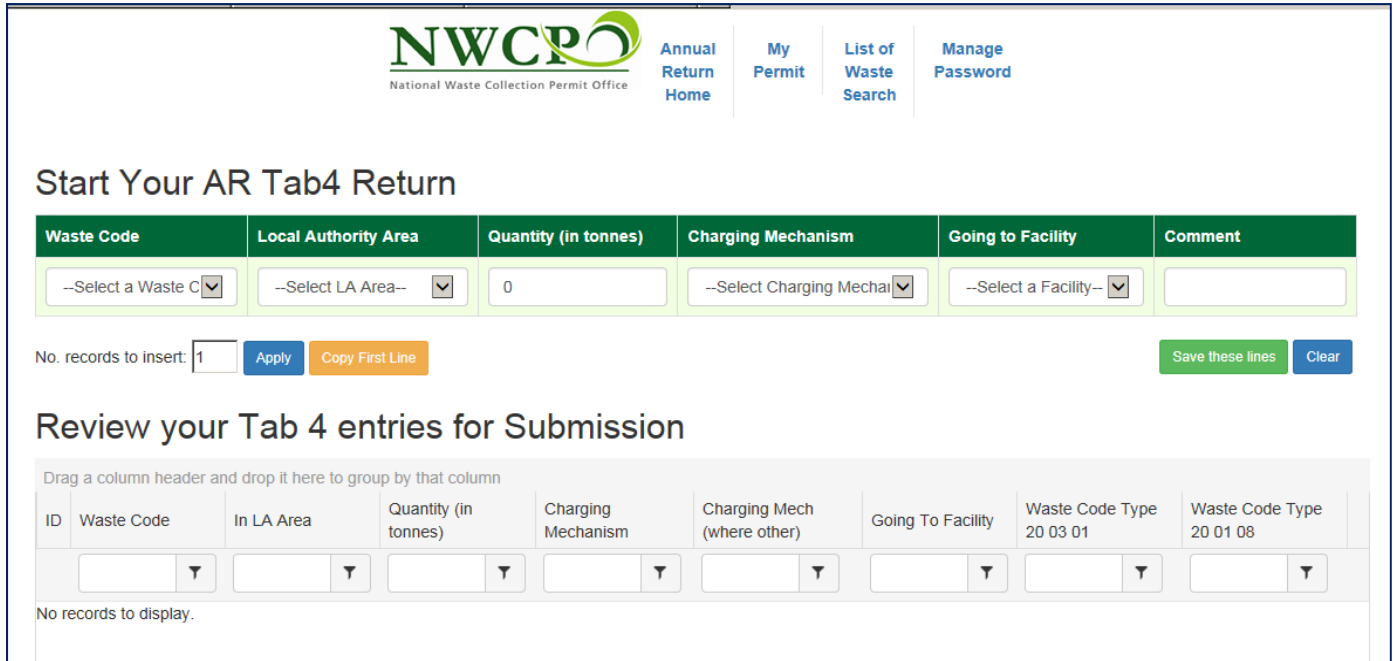
21	Cavan County	25
<p>I declare that this annual return does not contain false or misleading information applied to a permit holder who submits a false or misleading annual return or w revocation.</p> <p><b>Accept and Submit Tab 3</b></p>		



## AR TAB 4

Click on the “Complete Household Tonnage Collected” link to begin you AR TAB 4 return.

You will then be directed to the following page:



The screenshot shows the NWCPD web application interface. At the top, there is a navigation menu with links for 'Annual Return Home', 'My Permit', 'List of Waste Search', and 'Manage Password'. Below this is a section titled 'Start Your AR Tab4 Return' which contains a table with columns: 'Waste Code', 'Local Authority Area', 'Quantity (in tonnes)', 'Charging Mechanism', 'Going to Facility', and 'Comment'. Each column has a corresponding dropdown menu or input field. Below the table, there are buttons for 'Apply', 'Copy First Line', 'Save these lines', and 'Clear'. Below this is a section titled 'Review your Tab 4 entries for Submission' which shows a table with columns for 'ID', 'Waste Code', 'In LA Area', 'Quantity (in tonnes)', 'Charging Mechanism', 'Charging Mech (where other)', 'Going To Facility', 'Waste Code Type 20 03 01', and 'Waste Code Type 20 01 08'. Below this table, it says 'No records to display.'

### To enter the annual return data:

#### STEP 1 - “Waste Code” field –

- Select from the drop down menu the LoW code for the data entry you are submitting e.g. 20 03 01.

#### STEP 2 - “Local Authority Area” field –

- Select from the drop down menu the LA area in which you collected household kerbside waste in 2015.

#### STEP 3 - “Quantity” field –

- Enter the quantity in tonnes of the LoW code that was collected in 2015.

**STEP 4 - “Charging Mechanism” field –**

- Select from the drop down menu the method by which your customer was charged for their household kerbside waste in 2015.


**STEP 5 - “Going to Facility” field –**

- Select from the drop down menu which facility this data entry was taken to. These facilities are those attached to your WCP.

**Once you have all the data entered for a particular line of data click on the “Save these lines” green button.**

**Further clarification pop up boxes will appear for LoW code 20 03 01 and 20 01 08**

**If you select 20 03 01 the following red pop up box will appear. See below**

No. records to insert: <input type="text" value="1"/>		<input type="button" value="Apply"/>	<input type="button" value="Copy First Line"/>	<input type="button" value="Save these lines"/> <input type="button" value="Clear"/>	
ID	Waste Code	In LA Area	Quantity (in tonnes)	Waste Code Type 20 03 01	Update
36	20 03 01	Cork City	25	Not Applicable	

Click on the pen icon to the right to edit the data entry.

No. records to insert: <input type="text" value="1"/>		<input type="button" value="Apply"/>	<input type="button" value="Copy First Line"/>	<input type="button" value="Save these lines"/> <input type="button" value="Clear"/>	
ID	Waste Code	In LA Area	Quantity (in tonnes)	Waste Code Type 20 03 01	Update
36	20 03 01	Cork City	25	Not Applicable	
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;">         Type 20 03 01         <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">           Select            Not Applicable            Residual            Dry Recyclables         </div> </div>					

You will then have to select from a drop down menu whether this waste was

- Residual
- Dry Recyclable

Click the “update” button when you have selected the correct waste description for this 20 03 01 entry.

This entry will then appear under the “Review your Tab 4 entries for Submission” screen

No. records to insert:  Apply Copy First Line Save these lines Clear

### Review your Tab 4 entries for Submission

Drag a column header and drop it here to group by that column


ID	Waste Code	In LA Area	Quantity (in tonnes)	Charging Mechanism	Charging Mech (where other)	Going To Facility	Waste Code Type 20 03 01	Waste Code Type 20 01 08
36	20 03 01	Cork City	25	Pay By Weight	Not Applicable	WFP-CK-10-0116-01	Residual	Not Applicable
37	20 01 02	Carlow County	25	Pay By Weight	Not Applicable	WFP-OY-10-0180-02	Not Applicable	Not Applicable
38	20 01 08	Cork City	25	Pay By Weight	Not Applicable	WFP-CK-10-0116-01	Not Applicable	Food Waste Only

If you select 20 01 08 the following green pop up box will appear. See below

No. records to insert:  Apply Copy First Line Save these lines Clear

ID	Waste Code	In LA Area	Waste Type 20 01 08	Quantity (in tonnes)	Update
39	20 01 08	Offaly County	Not Applicable	25	

Click on the pen icon to the right to edit the data entry.

ID	Waste Code	In LA Area	Waste Type 20 01 08	Quantity (in tonnes)	Update
39	20 01 08	Offaly County	Not Applicable	25	
Type 20 01 08		<div style="border: 1px solid black; padding: 2px;"> <p>Select</p> <p>Not Applicable</p> <p>Food Waste Only</p> <p>Food AND Bio Waste</p> <p>Garden Waste Only</p> </div>			

You will then have to select from a drop down menu whether this waste was

- Food Waste Only
- Food and Bio Waste
- Garden Waste Only

Click the “update” button when you have selected the correct waste description for this 20 01 08 entry.

This entry will then appear under the “Review your Tab 4 entries for Submission” screen

As detailed in the guidance for AR TAB 3 return, the advanced features and duplicate data entry checks also apply for AR Tab 4.

**When all your data has been entered for AR TAB 4 and you are satisfied that it is correct, click on the “Accept and Submit Tab 4” button at the bottom of the page.**

I declare that this annual return does not contain applied to a permit holder who submits a false or revocation.

Accept and Submit Tab 4