



National Waste Collection Permit Office

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

How to make a nil return (No Waste Collected in 2015)

February 2016

Version 1.1



Overview of the Annual Return System and General Comments

The Requirement to make an Annual Return

Conditions are included in all Waste Collection Permits that require the permit holder to compile and maintain specified records in relation to their waste collection activity. These records are required to be furnished to the nominated authority; the National Waste Collection Permit Office (NWCPPO) no later than the 28th of February each year **via an online web portal**.

PLEASE NOTE:

- The Annual Return will only be accepted in electronic format via the online web portal.
- Sanctions will 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 revocation.

The role of the NWCPPO and Local Authority

The NWCPPO is responsible for the co-ordination of the AR process, managing the AR portal and providing guidance to permit holders on the submission of their return.

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

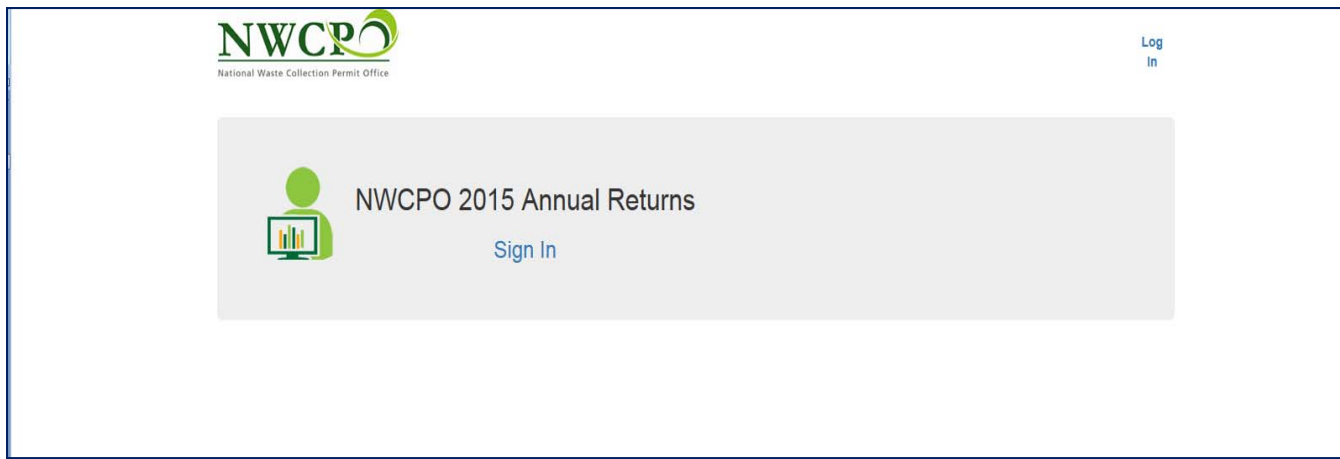
Permit holders who have their head office located within a local authority jurisdiction will have their annual return data validated by this local authority e.g. A permit holder that has an address on their waste collection permit of Tullamore, Co. Offaly, will have their annual return data validated by the waste enforcement team in Offaly County Council.

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

STEP 1: You must log on to <https://ar.nwcpo.ie>

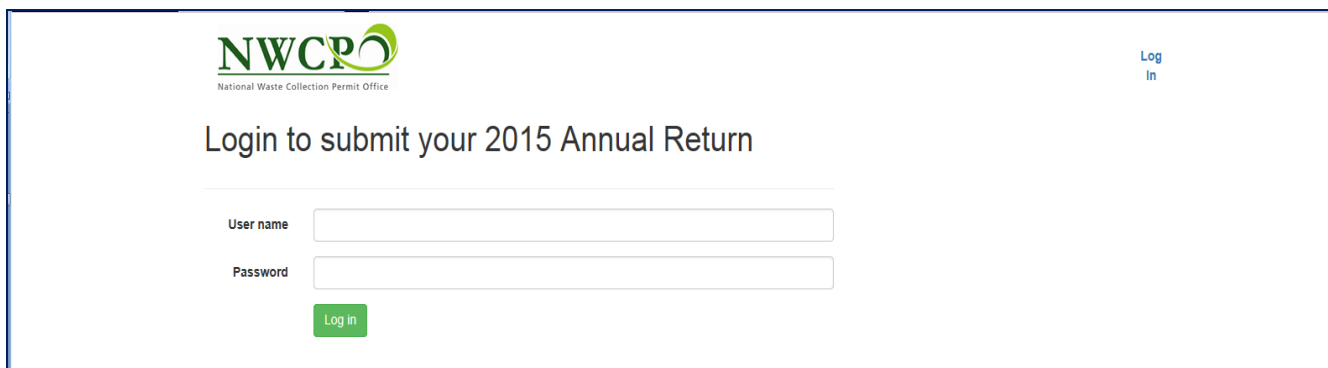
You will be directed to the “Sign In” page. See below.

Click on “Sign In”




STEP 2: You will now be invited to enter your log in details to access the annual return portal.

Please enter the user name and password that was provided in the annual return information email / letter sent to you.



The screenshot shows the NWCPPO logo at the top left and a 'Log In' link at the top right. The main heading is 'Login to submit your 2015 Annual Return'. Below this are two input fields: 'User name' and 'Password'. A green 'Log in' button is positioned below the password field.

STEP 3: You will now be required to enter details for the main contact person that is nominated in your company to complete the annual return and deal with queries relating to same.



BEFORE WE BEGIN:

Designate an Annual Return Administrator

The following User will be the designated contact person for the 2015 Annual Return, and as such all correspondence will be routed through this user.

Name:

Email:

Telephone:

Mobile Number:

Eircode:

Did you collect Household Kerbside waste in 2015? (door to door, bin or bag service)

Yes No

Did you collect waste from a Facility to transport elsewhere in 2015?

Yes No

Did you collect any waste in 2015?

Yes No

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.

NWCPD Reference Number:
NWCPD-11-99999-01

Test - Joe Bloggs Recycling Ltd
Trading As: Joe Bloggs Recycling
Address 10 Main Street
Clara
Co. Offaly

Email: test@nwcpd.ie
Telephone: 05793217791

To the right of the page you will see details relating to your Waste Collection Permit details. Please review and if there are any changes you want to make please email the NWCPD at contactus@nwcpo.ie

To complete a nil return (no waste collected in 2015) please enter the following details:

Name – Name of contact person

Email - Email address of contact person

Telephone Number – Telephone number of contact person (Enter numbers only)

Mobile Number- Mobile number of contact person (Enter numbers only)

Eircode- Enter Eircode where available

Then answer the following questions:

Did you collect Household Kerbside waste in 2015? (door to door, bin or bag service)

Click “NO” if no waste was collected or not authorised to collect household kerbside waste.

Did you collect waste from a Facility to transport elsewhere in 2015?

Click “NO” if no waste was collected.


Did you collect any waste in 2015?

Click “NO” if no waste was collected.

Please read the declaration


Click on “Accept & Save Changes”

- You will then see the below screen stating you have made a nil return.
- No further action is required.
- Click on “Log Off” to log out of the system.



NWCPPO
National Waste Collection Permit Office

[My Permit](#) | [The WasteCode Book](#) | [Manage Password](#) | [Log Off](#)



Welcome Joe Bloggs
Your Return Id for 2015 is: 6

Correspondence will be directed to:
✉ test@nwcpc.ie
☎ 05793217791

NWCPPO Reference Number:
NWCPPO-11-99999-01
Test - Joe Bloggs Recycling Ltd
Trading As: Joe Bloggs Recycling
Address 10 Main Street
Clara
Co. Offaly

Email: test@nwcpc.ie
Telephone: 05793217791

Outstanding steps to take:

Thank you, You have made a Nil return for 2015.

No further action is required.

HELPFUL TIP

If you have difficulty viewing the full AR submission screen (smaller screen sizes may not be able to show the whole screen) you can adjust the screen zoom by:

- Adjusting your screen resolution to 1024 x 768 pixels
- Change your screen zoom settings by:
 - Selecting “view” in your tool bar
 - Select “zoom”
 - Select a different zoom percentage
- Use the scroll bar at the bottom of your screen