



National Waste Collection Permit Office

**Guidance for the completion of the
Waste Facility Permit / Certificate of Registration 2015
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 2015)

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

February 2016

Version 1.1



Overview of the Annual Return System and General Comments

The Requirement to make an Annual Return

Where a condition is included in your waste facility permit (WFP) / certificate of registration (COR) that requires an annual return be made to the Local Authority in relation to the waste activity at your facility, from 2016, these records are required to be furnished to Offaly County Council as the National Waste Collection Permit Office (NWCPO). The annual return should now be submitted **via an online web portal** no later than the 28th of February.

If you are unable to make the deadline of the 28th of February 2016 for this return, please advise the NWCPO by email on contactus@nwcpo.ie and include an expected completion date, which should be no later than the **18th March 2016**.

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.

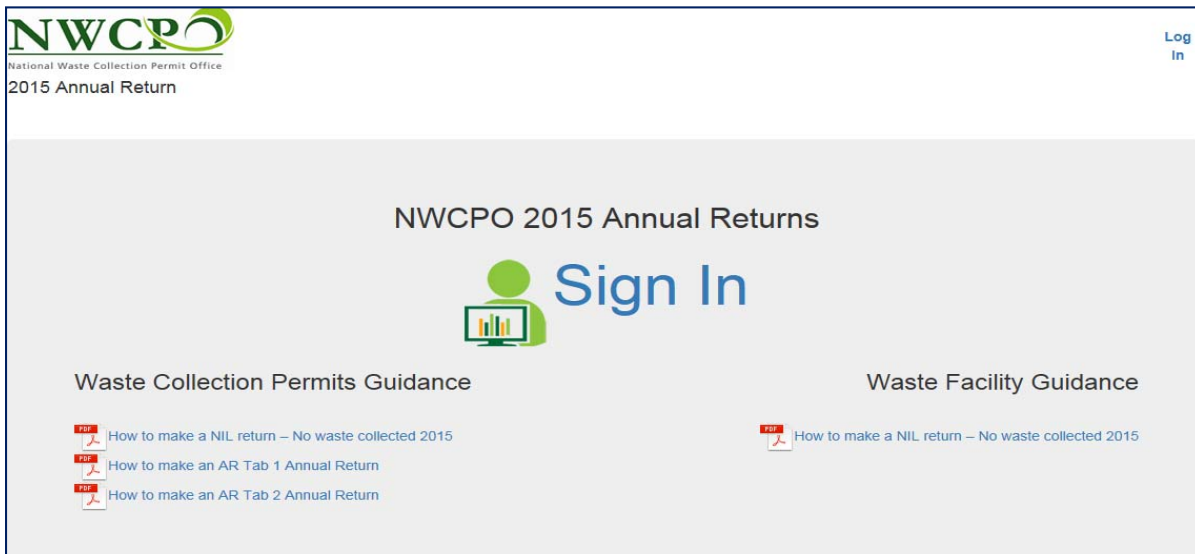
Local authority waste enforcement staff and/or regional waste office(s) continue to be responsible for the validation and auditing of the annual return data after it is entered.

Permit holders who have their facility located within a local authority jurisdiction will have their annual return data validated by this local authority e.g. A permit / certificate holder that has an address on their waste facility permit / certificate of registration 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.

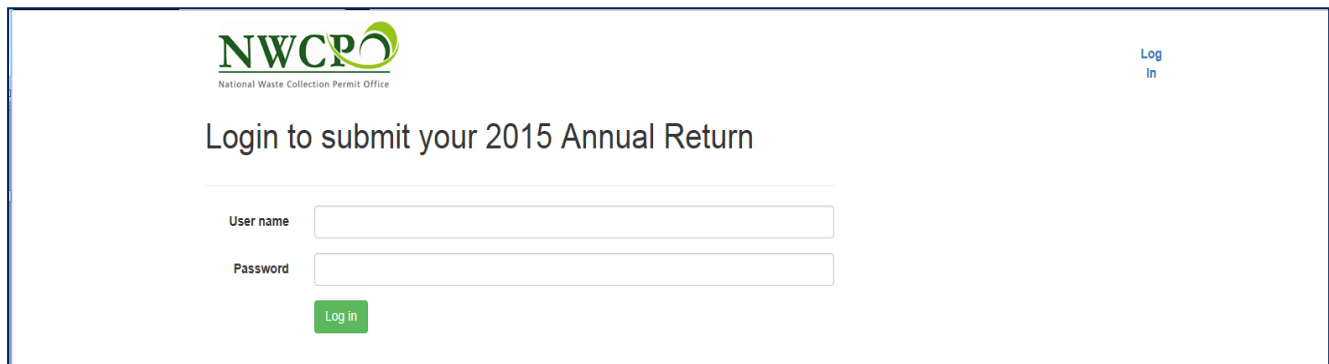


The screenshot shows the NWCPPO 2015 Annual Return Sign In page. At the top left is the NWCPPO logo and the text "National Waste Collection Permit Office" and "2015 Annual Return". At the top right is a "Log In" link. The main heading is "NWCPPO 2015 Annual Returns" followed by a "Sign In" button with a person icon. Below this are two columns of links: "Waste Collection Permits Guidance" and "Waste Facility Guidance". Under "Waste Collection Permits Guidance" are three links: "How to make a NIL return – No waste collected 2015", "How to make an AR Tab 1 Annual Return", and "How to make an AR Tab 2 Annual Return". Under "Waste Facility Guidance" is one link: "How to make a NIL return – No waste collected 2015".

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 2015 Annual Return Login page. At the top left is the NWCPPO logo and the text "National Waste Collection Permit Office". At the top right is a "Log In" link. The main heading is "Login to submit your 2015 Annual Return". Below this are two input fields: "User name" and "Password". Below the "Password" field is a green "Log in" button.

STEP 3: You will now be required to enter details for the main contact person nominated in your company to complete the annual return and deal with queries relating to same. You are also invited to complete a survey relating to some conditions of your permit / certificate. See screen below.



National Waste Collection Permit Office
2015 Annual Return

[Manage Password](#) | [Log Off](#)



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 accept/process waste in your facility in 2015? Yes No

What is the maximum authorised capacity of the facility?
i.e. maximum authorised capacity limited by either waste or planning legislation
 or

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?
 or

Does your facility accept municipal waste? Yes No

WFP/COR Reference Number:
WFP-15-99999-01
Tom Bloggs
Trading As:
Address Bloggs Street
Tullamore
Co Offaly

Email: ARtest@nwcpo.ie
Telephone:

To the right of the page you will see details relating to your Waste Facility Permit / Certificate of Registration 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 (i.e. no waste accepted on to the site, no waste was processed on the site and no waste was sent off the site 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 please answer the following questions:

Did you accept / process waste in your facility in 2015?

- Click “YES” if any waste was accepted or processed on the site in 2015.
- Click “NO” - **Only if** no waste was accepted on to site, no waste was processed on site and no waste was sent off site in 2015 and you want to complete a NIL return for your facility.

What is the maximum authorised capacity of the facility?

The maximum authorised capacity will be detailed on your permit / certificate. It may be stated in either tonnes/annum or units/annum. Please enter this capacity figure into the appropriate box.

What are the maximum operating / available capacity per annum?

Please state the maximum operating / available capacity of your facility. This may be stated in either tonnes/annum or units/annum. Please enter this capacity figure into the appropriate box.

Does your facility accept municipal waste (LoW 20 03 01 / 20 01 08)?

- Click “YES” if your facility is authorised to accept municipal waste.

Where you have clicked yes please then complete the following questions.

Give details of the maximum operating capacity in tonnes/ annum for each of the differing LoW codes 20 03 01 residual, 20 03 01 dry recyclables and 20 01 08 food and bio waste.

E.g. If you accept 50 tonnes per year of 20 03 01 that is from a residual waste source you enter 50 in the tonnes/annum box.

- Click “NO” if your facility does not accept the LoW codes 20 03 01 or 20 01 08. You are not required to enter any further details for this question

Is your facility an infill / backfilling site for soil and stone recovery (LoW 17 05 04)?

- Click “Yes” only if your facility is an infill / backfilling site that is authorised to accept soil and stone (LoW code 17 05 04).

If yes, please enter details of what is the estimated remaining authorised capacity for the facility in tonnes/annum? (This may be an estimated tonnage if actual figure is unknown)

- Click “No” if your facility is not authorised to accept soil and stone (LoW code 17 05 04). You are not required to enter any further details for this question

Do you have any further clarification or comments in relation to the above? (Max 255 characters)

Please enter any comments you may have. This field is optional.

Please read the declaration

Click on “Accept & Save Changes”

- **If you have clicked “NO” to the first question** (i.e. no waste accepted on to the site, no waste was processed on the site and no waste was sent off the site in 2015)
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.



National Waste Collection Permit Office

2015 Annual Return

[Manage Password](#) | [Log Off](#)



Welcome Tom Bloggs

Your Return Id for 2015 is: 3403

Correspondence will be directed to:

✉ ARtest@nwcpo.ie

☎ 057 999999

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:

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

No further action is required.