

HAZRED

Working with small businesses
to reduce hazardous waste



APPLICATION FORM

Company Name:

Guidance Notes

Please complete all sections including the SME declaration. The declaration must be endorsed by an official company stamp or accompanied by a signed company letterhead.

All information will be treated in the strictest confidence; HAZRED project team and partners' are bound by the regulations of the Data Protection Act and will not divulge your information to any third party without your explicit prior consent. Collated information will be passed to EU LIFE Unit in accordance with the conditions of the project monitoring requirements.

Your advisor (once assigned) will assist you and provide clarification where required, however if you have any further queries on the completion of this form, please contact:

Naomi Davidson
Telephone: 01179 142721
e-mail: naomi.davidson@environment-agency.gov.uk

Send completed forms to Naomi Davidson at :

Environment Agency
Block 1
Government Buildings
Burghill Road
Westbury on Trym
Bristol
BS10 6BF

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1.0 Company details

Company name		
Address	Number / Building name	
	Street name	
	Locality	
	Town	
	Country	
	Postcode	
Telephone		
FAX		
Website		

2.0 Personal details

Contact name	
Position in organisation	
Direct line	
Mobile number	
e-mail address	



3.0 Business Details

Company status (<i>please tick one</i>):	Partnership	<input type="checkbox"/>
	Private Trader Limited	<input type="checkbox"/>
	Public Limited Company	<input type="checkbox"/>
	Public Organisation	<input type="checkbox"/>
	Sole trader	<input type="checkbox"/>
	Private Limited Company	<input type="checkbox"/>
	Other	<input type="checkbox"/>
Nature of business:		
Number of employees:		
What was the establishment's financial turnover last year (2004)?	£	
Does the Company have access to the Internet?	Yes/No	

4.0 Sector details

In which sector does your business fall? (<i>please tick one</i>):	Manufacture of Basic Organic Chemicals	<input type="checkbox"/>
	Treatment and Coating of Metals	<input type="checkbox"/>
	Manufacture of Machinery and Equipment	<input type="checkbox"/>
	General Construction and Building	<input type="checkbox"/>
	Maintenance and Repair of Motor Vehicles	<input type="checkbox"/>
	Photographic Activities	<input type="checkbox"/>
	Other	<input type="checkbox"/>

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5.0 Technical/Environmental Issues

Does your company produce hazardous waste?	Yes/No
Is your company registered with the Environment Agency as a hazardous waste producer?	Yes/No

Does the Company have an Environmental Policy?	Yes / No
Is the Company ISO14001/EMAS registered?	Yes / No
Is the Company working towards ISO14001/EMAS?	Yes / No
Has the Company introduced new technology or policy to reduce quantities of hazardous waste produced?	Yes / No
Has the company being visited and/or received advice about environmental issues from a business support organisation or similar?	Yes/ No
What is the total floor space occupied by your premises (m ²)	
What is your production volume?	
What are the production volume units?	

I declare that the information provided on this form is true and correct to the best of my knowledge.

Signed: _____

Name: _____

Position within organisation: _____

Date: _____

Thank you for completing this application form. Please turn to the following pages and read the declarations regarding client commitment and SME status. This confirms your organisation's eligibility to participation in HAZRED, so it is important that you read and understand the conditions that apply.

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Your Commitment to HAZRED

Involvement in HAZRED requires a substantial amount of commitment from both participating businesses and the HAZRED project team. It is vital that you understand the degree of commitment that is required from you *before* you enrol onto the project, in terms of the time you will need to allocate to this project and the documentation you will be required to complete and retain.

Working with Advisors

Once you commit yourself to HAZRED, we expect you to make sufficient time available to meet with your Advisor and to complete any follow-up actions and activities. Your Advisor will discuss with you what options are available for support, and how much time they are likely to take.

Time on the programme

Your greatest contribution to the project is likely to be the time you and your employees spend on implementing the hazardous waste plan over the 12 month project period. To assess the effectiveness of the hazardous waste plan, it is essential that implementation spans the whole 12 month project period.

Evaluations and sign-off forms

At various stages during the course of the programme, you will be asked for your feedback and some data. It is important that you provide us with this information during your involvement in the project.

Outputs

All benefits that are accrued by you as a result of your involvement in the HAZRED need to be recorded, and your Advisor will assist you to do this. Additional supporting evidence may also be required; again, your Advisor will advise you in this regard.

Publicity

Your involvement with HAZRED implies your consent to participate in publicity relating to this programme. This may take the form of photography or written testimonials, which may or may not identify you or your organisation.

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Your commitment

Before signing to confirm your commitment to the requirements of the HAZRED project, please make sure you fully appreciate the degree of involvement that is required of you. Please speak to the HAZRED Project Manager, or when assigned, your Advisor, if you are unclear of the administrative requirements of the programme. Your Advisor will also be available to provide any support and assistance that you may need to complete any project documentation.

Please sign below to confirm that you have read the above and agree to abide by requirements of the programme.

Signed: _____

Name: _____

Date: _____

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Statement of Eligibility

Organisation Name:.....

Contact Name:.....

I confirm that the organisation detailed above falls in to the category of small and medium-sized enterprises (SME's) according to the definition detailed in 96/280/EC: Commission Recommendation of 3 April 1996 concerning the definition of small and medium-sized enterprises, a summary of which appears below:

- the organisation has fewer than 250 employees
- has an annual turnover not exceeding €50million, or an annual balance-sheet not exceeding €43million
- the organisation is independent and is not owned as to 25% or more of the capital or the voting rights by one enterprise, or jointly by several enterprises employing more than 250 people. Exclusions to this apply, for example if the enterprise is held by public investment corporations, venture capital companies or institutional investors, provided no control is exercised either individually or jointly.

[Full details of the SME definition are available from publicly available sources and Articles 1, 2 and 3 should be read in detail if any doubt exists before signing this document.]

Signed:

Name:.....

Date:

Position in Company * :

* to be an authorised signatory for the organisation e.g. Managing Director, Finance Director; Company Secretary

Please note: this statement **must** be endorsed with a company stamp or duly signed company letterhead.

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For office use only:

Date received:	
Criteria checked completed:	
Authorised by:	
Sector:	
Database input	Yes/No
Advisor assigned	