

**DUTY OF CARE: WASTE TRANSFER NOTE**

Individual Contract No:

807

## Section A – Description of Waste

1. Please describe the waste being transferred:-

Cemetery Waste

Section B – Tick box if you are the Current holder of the waste & Producer of the waste: ☒

1. Full name of company: Harworth &amp; Bircotes Town Council

2. Address of company the invoice shall be sent: Town Hall, Scrooby Rd, Bircotes, Notts

3. Email Address of company the invoice shall be sent:

W.Davies@harworthandbircotes-towncouncil.org.uk DN11 8JP

Please list the address of the property waste is collected from, the size of container or sacks &amp; number of bins.

Cemetery, off Tickhill Rd, Harworth - DN11 8PB

| Address of property waste collected from | Sacks | No | 240L bin | No | 360L bin | No | 1100L bin | No |
|------------------------------------------|-------|----|----------|----|----------|----|-----------|----|
|                                          |       |    |          |    |          |    | ✓         | 5  |
| For office use only                      |       |    |          |    |          |    |           |    |

## Section C – Person collecting the waste

1. Full Name (BLOCK CAPITALS): Bassetlaw District Council

2. Name and Address of Company: Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

3. Which of the following are you? (Please tick one or more boxes)

|                                          |   |                                                                              |   |                                              |
|------------------------------------------|---|------------------------------------------------------------------------------|---|----------------------------------------------|
| Waste collection authority               | ✓ | Holder of waste disposal or waste management licence                         |   | Licence No:                                  |
| Waste disposal authority (Scotland Only) |   | Exempt from requirement to have a waste disposal or waste management licence |   | Issued by:                                   |
| Exporter authority                       |   | Registered waste carrier                                                     |   | Give Reason:                                 |
|                                          |   | Exempt from requirement to register                                          | ✓ | Reg No:                                      |
|                                          |   |                                                                              |   | Issued by:                                   |
|                                          |   |                                                                              |   | Give Reason: Contractor is a Local Authority |

## Section D The Transfer

1. Address of place of transfer/collection point: Veolia Environmental Services, Claylands Avenue, Worksop, S81 7DJ

2. Date of Transfer: 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026

3. Time(s) of transfer (for multiple consignments, give "between" dates): See 2

4. Name and address of broker who arranged this waste transfer (if applicable):

Environment Services, Bassetlaw District Council, Hundred Acre Lane, Worksop, Notts, S81 0TS

5. Signed: W.Davies

Signed: J.Green

Full Name W.DAVIES  
(BLOCK CAPITALS)Full Name: JONATHAN GREEN  
(BLOCK CAPITALS)

Representing

Representing: Bassetlaw District Council

Harworth &amp; Bircotes Town Council



**Bassetlaw**  
DISTRICT COUNCIL  
— North Nottinghamshire —

Harworth & Bircotes Parish  
Council(CEMETERY)  
The Information Centre  
Bircotes  
Doncaster  
DN11 8JP

Your Ref:  
Our Ref: WTN /EnvServ  
Please ask for: Trade Waste  
Direct Dialling: 01909 533533  
Email: Trade Waste Enquiries:  
[tradewaste@bassetlaw.gov.uk](mailto:tradewaste@bassetlaw.gov.uk)

**18 June 2025**

Dear Customer

**ENVIRONMENTAL PROTECTION ACT 1990 - DUTY OF CARE: WASTE TRANSFER NOTE**  
**SITE ADDRESS:- Harworth Cemetery**

Please find enclosed your Waste Transfer Note, in relation to waste collection from the above premises for the period 1 April 2025 to 31 March 2026. Please note this year there will also be a £50 administrations costs.

You are required to enter information into Sections A, B and Section D and return your completed form by **25 July 2025** to the address below.

Bassetlaw District Council  
Environment Services  
Hundred Acre Lane  
Worksop  
S81 0TS

Alternatively a copy can also be returned to the email address

Trade Waste Enquiries: [tradewaste@bassetlaw.gov.uk](mailto:tradewaste@bassetlaw.gov.uk)

This is a legal document which, under the law, every business is required to complete to prove that the business / owner disposes of or transfers their waste in a legal and responsible manner.

Waste Transfer Notes ensure that there is a clear trail from where / when the waste is produced until it is disposed of.

**Failure to pay invoice or return this form within 30 days of receipt will result in your trade waste service being suspended.**

If you require any further information please contact Environment Services on (01909) 533533 or Trade Waste Enquiries: [tradewaste@bassetlaw.gov.uk](mailto:tradewaste@bassetlaw.gov.uk)

Yours sincerely

J Green  
Waste & Street Cleansing Manager

**Data Protection and Privacy Notice**

Bassetlaw District Council take your privacy seriously and the information you provide to us will be used to administrate the trade waste collection service. The information will not be shared with any third party for marketing purposes. Bassetlaw District Council is a registered data controller and is required to process your data in accordance with the General Data Protection Regulation 2018. For more information visit [www.bassetlaw.gov.uk/privacy](http://www.bassetlaw.gov.uk/privacy)

01909 533 533

| [customer.services@bassetlaw.gov.uk](mailto:customer.services@bassetlaw.gov.uk)

| [www.bassetlaw.gov.uk](http://www.bassetlaw.gov.uk)