

Waste transfer note: worked example

Every field completed for a takeaway, with what each one is for

A filled-in specimen for a fictional takeaway. The left column is what goes in the box. The right column is why the box exists and what an officer is checking.

DESCRIPTION OF THE WASTE Used cooking oil from food preparation. Non-hazardous. Liquid vegetable oil in sealed drums.	The description has to be good enough for the next person in the chain to handle it lawfully without asking you. "Waste oil" on its own is not, because it does not distinguish cooking oil from engine oil.
WASTE CLASSIFICATION CODE 20 01 25	Edible oil and fat, from the List of Wastes. Getting this wrong is the single most common defect on a catering transfer note. Engine oil is a different chapter entirely and is hazardous.
WASTE HIERARCHY DECLARATION Signed, yes	A confirmation that you have applied the waste hierarchy, required by regulation 12 of the Waste (England and Wales) Regulations 2011. It sits above the transferor signature on the official form and is the field most often missing from a home-made template. Sending oil for recycling rather than disposal is how you discharge it.
QUANTITY 120 litres (2 x 60L drums)	Give a real measured figure, not "1 bin". If you are paid per litre, this number and the number you were paid on should be the same number.
LOOSE OR CONTAINERISED Containerised, 2 x 60 litre sealed drums	Records how the waste travelled. It matters for spill liability if something goes wrong in transit.
PRODUCER NAME AND ADDRESS Example Fried Chicken Ltd, 14 High Street, London E7 8AA	The address where the waste was produced, which is not always the registered office. An officer visiting your kitchen is matching this against where they are standing.
PRODUCER SIC CODE 56103	Take away food shops and mobile food stands. Yours is on your Companies House record. Sole traders use the code that best describes the trade.
CARRIER NAME AND REGISTRATION London Oil Collection Ltd, CBDU649455	Check this on the Environment Agency public register before the first collection, not after. A number you have not looked up is not evidence you took reasonable steps.
CAPACITY OF EACH PARTY Transferor: producer. Transferee: registered carrier and dealer.	States what each party is legally acting as. A dealer takes ownership of the oil, which is what allows it to be bought from you rather than just taken away.
TIME AND PLACE OF TRANSFER 14 August 2026, 07:40, 14 High Street E7 8AA	A specific time, not just a date. On a season ticket this becomes the twelve-month period instead, and each individual collection goes on your register.
SIGNATURES Both parties, on the same note	One signature is not a transfer note. Each party keeps a copy for a minimum of two years.