**Sovereign IT Systems**
SECURE IT DISPOSAL · DATA DESTRUCTION, CERTIFICATED PER DEVICE

sovereignitsystems.com
nick@sovereignitsystems.com
Bradford · West Yorkshire

# Waste Transfer Note

SAMPLE — not a real note. Fictional client and consignment. Fields follow the Environmental Protection (Duty of Care) Regulations 1991.

## NOTE DETAILS

| TRANSFER NOTE NUMBER | CONSIGNMENT REFERENCE |
|---|---|
| **SAMPLE-WTN-0001** | **SAMPLE-C-0001** |

## A · DESCRIPTION OF THE WASTE

DESCRIPTION
**Waste electrical and electronic equipment (WEEE): redundant IT equipment — desktop PCs, laptops, servers, keyboards and cabling.**

| EUROPEAN WASTE CATALOGUE (EWC) CODE | QUANTITY AND HOW CONTAINED |
|---|---|
| **16 02 14 — discarded equipment other than that mentioned in 16 02 09 to 16 02 13** | **24 items, approx. 310 kg, loose in rolling cages, carried in a closed vehicle** |

## B · TIME AND PLACE OF TRANSFER

| DATE AND TIME OF TRANSFER | PLACE OF TRANSFER |
|---|---|
| **10 November 2026, 10:30** | **Example Primary School, Example Road, Bradford** |

## C · TRANSFEROR (THE PERSON HANDING OVER THE WASTE)

| NAME AND ADDRESS | SIC CODE OF THE TRANSFEROR |
|---|---|
| **Example Primary School, Example Road, Bradford** | **85200 — Primary education** |

CAPACITY
**Producer of the waste**

## D · TRANSFEREE (THE PERSON TAKING THE WASTE)

| NAME | ADDRESS |
|---|---|
| **Nicholas Luke Morrison, trading as Sovereign IT Systems** | **Bradford, West Yorkshire** |
| CAPACITY | WASTE CARRIER REGISTRATION NUMBER |
| **Waste carrier** | **CBDU — to be entered** |

ONWARD DESTINATION (PERMITTED FACILITY)
**to be entered for each consignment**

**Declaration.** The transferor confirms that the description of the waste above is accurate, that the waste has been handed over to the transferee named above, and that they have applied the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011. The transferee confirms receipt of the waste described.

| TRANSFEROR | TRANSFEREE |
|---|---|
| Signature · Name · Date | Signature · Name · Date |

Both parties keep a copy of this note for at least two years.



SAMPLE