

## Guidance for data form

### Table 1a: Master table of packaging/packaging materials supplied (in tonnes)

#### Information

This table incorporates information from Tables 2a and 2b. It can also include additional information from Table 3a if you have performed further activities on imported packaging in the UK. It may therefore be useful to complete this table at the end.

#### Include in Table 1a

- All UK sourced packaging and packaging materials you have supplied on to the next stage in the packaging chain or to end users.
- All packaging and packaging materials you have imported and supplied on, or packaging that you have imported and performed further activities on in the UK (this should also be included in Table 3a).
- All packaging and packaging materials you have exported outside the UK (including third party exports).
- All packaging and packaging materials you handled as a secondary provider. This means that a company acts as both a packer/filler and seller of transit packaging. In this case you should enter your total of such packaging against each activity you perform.

#### Do not include

- Imported transit packaging where you are the end user (enter in Table 3b).
- Imported packaging which is subsequently exported (enter in Table 3c).

### Table 1b: Franchise/pub operator/leased packaging materials (in tonnes)

#### Information

This section relates to a recent change in the UK packaging waste regulations.

“Franchise/pub” – Packaging (for which the 48% selling obligation is picked up) should be included if your business customer is an independent (of you) seller that is not obligated (i.e. they should not exceed £2m turnover or 50t packaging handled) and where:

- Packaging is sold under a license agreement to use or sell branded packaging where you own or control the brand, and/or
- Packaging is sold according to a purchasing obligation or other similar agreement

Packaging purchased by franchisees or licensees outside of any purchasing obligation or agreement should not be included (including any packaging purchased from you) unless that packaging is subject to an agreement or license to use or sell your brand).

“Leased pack” – Packaging (for which a “service provision” obligation of 85% is picked up) should be included if **you** supply packaging for use by others under a lease or hire agreement (e.g. if you rent out trays, stillages, pallets or boxes). Only record the weight of any new packaging you manufacture or buy for supply to other users. **NOTE: do not fill this row in if you are the user of leased/hired packaging to pack/fill or supply goods.**

## Table 2a: Packaging/packaging materials exported by the producer (in tonnes)

### Information

Write the tonnage against the activity you performed before export. The figures in this table must also be included in Table 1a.

### Include in Table 2a

- Packaging and packaging materials your company directly exported outside the UK.
- Packaging and packaging materials exported by an agent acting on your behalf (where you retained ownership of the goods and packaging).

### Do not include

- Imported packaging which is subsequently exported (enter in Table 3c).
- Packaging exported by another company to whom you sold the packaging.

## Table 2b: Packaging/packaging materials exported by a third party (in tonnes)

### Information

This applies to goods you have supplied on and no longer own, but have then been exported by a third party. No assumptions must be made on third party exports. You will be required to maintain documentary evidence that supports these figures and produce it upon request by the agencies.

The figures in this table must also be included in Table 1.

### Include in Table 2b

- Packaging and packaging material supplied on by you and subsequently exported outside the UK by third parties.

### Do not include

- Any packaging which you imported (table 3c).

## Table 3a: Packaging/packaging materials imported for the purpose of the named activity (in tonnes)

### Information

You will become obligated as an importer if you are the first owner or take legal title to the packaging or packaged goods when they are imported into the UK.

If you go on to perform further activities on this imported packaging, this tonnage should also be entered in Table 1a against the appropriate activity performed in the UK.

### Include in Table 3a

- Packaging and packaging materials you imported into the UK. Please insert the figure in the activity box which reflects the purpose for which the packaging was imported.

#### Example

If you import plastic granules to convert into plastic bags place the figure in the 'Conversion' activity box in the 'Plastic' column. If you import empty packaging for the purpose of packing/filling place the figure in the 'Packing/filling' activity box and if you import packed goods for the purpose of selling enter the figure in the 'Selling' activity box, even if you are not selling it on to the end user as you will still be considered as having supplied the packaging on.

### Do not include

- Imported packaging that you dispose of (enter in Table 3b).
- Imported packaging that is subsequently exported (enter in Table 3c).
- UK sourced packaging.

## Table 3b: Imported packaging for which you are the end user (in tonnes)

### Information

Please do not include the figures from this table in any other tables. You must have supporting documentary evidence of this.

### Include

- Packaging you imported into the UK (primary, secondary or transit) that you are the final user of – i.e. packaging material you discard, recycle or reuse.
- Second hand packaging you imported and are the end user.

### Do not include

- Imported packaging that was subsequently exported (table 3c).

## Table 3c: Imported packaging which is subsequently exported (in tonnes)

### Information

Please do not include the figures from this table in any other tables. You must have supporting documentary evidence of this.

### Include

- Any packaging you imported and subsequently exported, irrespective of whether an activity has been conducted on it.

## Table 4: Statement of obligations for 2008 (based on 2007 tonnages)

We will calculate your statement of obligations for you on receipt of your data form and we will notify you of your exact obligation.

	Paper	Glass	Aluminium	Steel	Plastic	Wood	Other
Individual material recycling obligations							
Obligated tonnage by material							
Minimum recycling target by material							