Asiantaeth yr Amgylchedd Cymru
Environment Agency Wales

Canllawiau – Haen uchaf – Gwneud cais i gofrestru fel cludydd/deliwr, brocer/deliwr (neu'r ddau) haen uchaf o wastraff a reolir

Guidance notes – Upper tier – Applying for registration as an upper tier carrier/dealer, broker/dealer (or both) of controlled waste

Darllenwch y nodiadau hyn cyn gwneud cais.

Dylai'r nodiadau hyn eich helpu i gofrestru fel cludydd/ deliwr, brocer/deliwr (neu'r ddau) haen uchaf o wastraff a reolir yng Nghymru a Lloegr. Os yw eich busnes ar waith yn bennaf yn yr Alban, rhaid i chi gofrestru gydag Asiantaeth Diogelu Amgylchedd yr Alban.

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Please read these notes before you apply.

These notes should help you register as an upper tier carrier/dealer, broker/dealer (or both) of controlled waste in England and Wales. If your main UK place of business is in Scotland, you must register with the Scottish Environmental Protection Agency.

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Sut mae cofrestru?

Y ffordd hawsaf i gofrestru yw drwy wneud hynny ar-lein ar ein gwefan: www.environment-agency.gov.uk. Os byddai'n well gennych chi wneud cais ysgrifenedig ac nid ydych wedi cael ffurflen bapur, gallwch chi argraffu copi o'r ffurflen gais o'n gwefan neu ein ffonio ar y rhif 03708 506 506 i ofyn am gopi.

Gofalwch eich bod yn ateb yr holl gwestiynau sy'n berthnasol i chi. Os na fyddwch chi'n rhoi'r holl wybodaeth angenrheidiol i ni, efallai y bydd rhaid i ni gysylltu â chi. Fe allai hynny achosi oedi wrth brosesu eich cofrestriad.

Pwy sy'n cael cofrestru?

Dim ond os ydych chi'n endid cyfreithiol (hynny yw, fod gennych chi statws cyfreithiol a bod modd eich dal yn gyfrifol am eich gweithredoedd) y gallwch chi wneud cais i gael eich cofrestru. Er nad yw partneriaethau'n endidau cyfreithiol ar y cyfan, rydyn ni'n caniatáu i bartneriaethau gofrestru gyda'i gilydd dan un cais.

How you can register

The easiest way to register is online from our website at www.environment-agency.gov.uk. If you prefer to apply in writing and don't already have a form, you can print off a copy of the application form from our website or ask for one by contacting us on 03708 506 506.

Please make sure you answer all the questions that apply to you. If you don't give us all the information we need, we may have to contact you which could delay your registration.

Who can register?

You can only apply for registration if you are a legal entity (in other words, have a legal standing and can be held responsible for your actions). Although partnerships are not generally legal entities we allow partnerships to register together under a single registration.

Os ydych chi'n gwneud cais ar lein, ni ddylech chi ddewis 'grŵp o unigolion' fel math o ymgeisydd – mae'r dewis hwn ar gael ar gyfer mathau eraill o drwyddedau yn unig.

Cludwyr, broceriaid a delwyr

Bydd angen i'r rhan fwyaf o fusnesau sy'n cludo gwastraff a reolir fel rhan o'u gwaith neu fel ffordd o wneud elw, gofrestru fel cludydd. Nid yw hyn yn berthnasol i fusnesau sy'n cludo dim ond y gwastraff maen nhw eu hunain wedi'i greu (oni bai fod y gwastraff wedi dod o waith adeiladu a dymchwel). Bydd disgwyl bod y rhan fwyaf o fusnesau sy'n trefnu i waredu neu adennill gwastraff ar ran rhywun arall, yn cofrestru fel broceriaid. Bydd disgwyl bod y rhan fwyaf o fusnesau sy'n defnyddio asiant i brynu gwastraff er mwyn ei werthu wedyn, yn cofrestru fel delwyr. Gan fod gwaith delio'n aml yn cael ei wneud ochr yn ochr â gweithgareddau eraill, rydyn ni wedi'i ychwanegu fel gweithgarwch ychwanegol y mae cludwyr a broceriaid yn cael ei wneud ar ôl cofrestru. Mae busnesau sydd dim ond yn gweithredu fel cludydd, brocer neu ddeliwr mewn rhai mathau arbennig o wastraff, ynghyd â rhai mathau o fudiadau, yn gymwys i gofrestru ar yr haen isaf. Rhaid i bawb arall gofrestru ar yr haen uchaf. Mae'r canllawiau hyn a'r ffurflen gais sy'n mynd gyda nhw'n berthnasol i'r haen uchaf yn unig. Mae mwy o wybodaeth am yr haen isaf ar gael ar ein tudalennau gwe.

I ble y byddwn ni'n anfon eich tystysgrif a'ch llythyrau ac ati?

Byddwn ni'n anfon eich tystysgrif a dogfennau eraill at y person rydych chi wedi'i enwi fel y person sydd i gael eich llythyrau ac ati. Mae'n bwysig felly eich bod yn sicrhau ein bod yn cadw'r manylion diweddaraf.

Y ffi am wneud cais

Rhaid i chi dalu ffi pan rydych chi'n gwneud cais i gofrestru neu i adnewyddu cofrestriad fel cludydd/deliwr, brocer/deliwr (neu'r ddau) ar yr haen uchaf. Os gwnaethom ni anfon y ffurflen gais a'r canllawiau hyn atoch drwy'r post, bydd y llythyr a ddaeth gyda nhw'n nodi'r swm sydd i'w dalu. Fel arall, mae'r ffioedd wedi'u nodi ar ein gwefan. Ni fyddwn ni'n ad-dalu eich ffi os byddwn ni'n gwrthod eich cais neu os byddwch chi, ar ôl cael eich cofrestru, yn penderfynu canslo'r cofrestriad yn gynnar neu os byddwn ni'n ei ddiddymu (yn ei gymryd oddi arnoch).

Am ba gyfnod mae cofrestriad yn para?

Mae cofrestriad yn para am dair blynedd oni bai eich bod chi'n penderfynu ei ganslo'n gynnar neu os byddwn ni'n ei ddiddymu.

Gwneud cais i adnewyddu

Byddwn ni'n cysylltu â chi tua chwe wythnos cyn y dyddiad y bydd eich cofrestriad yn dod i ben. Os byddwch chi'n adnewyddu eich cofrestriad cyn iddo ddod i ben, byddwch chi'n talu ffi is. Ond dim ond y gweithgareddau rydych chi wedi'ch cofrestru ar eu cyfer yn barod y gallwch chi eu hadnewyddu. Er enghraifft, os cawsoch eich cofrestru fel cludydd/deliwr, ni allwch chi adnewyddu eich cofrestriad fel cludydd/brocer/deliwr. Os ydych chi'n awyddus i ychwanegu gweithgaredd, bydd gofyn i chi wneud cais o'r newydd.

If you are applying online you should not choose the option 'organisation of individuals' as an applicant type – this is only available for other permits.

Carriers, brokers and dealers

Most businesses carrying controlled waste as part of their business or for profit will need to register as a carrier. This does not apply to businesses who only ever carry waste they have produced themselves (unless it is building and demolition waste). Most businesses arranging to dispose or recover waste on the behalf of others will need to register as a broker. Most businesses using an agent to buy and then sell waste will need to register as a dealer. As the activity of dealing is often undertaken alongside other activities we have added it as an additional permitted activity to both carrier and broker registrations. Businesses that only carry, broker or deal in certain types of waste and some types of organisation are eligible to register as lower tier. All other people must register as upper tier. These guidance notes and the associated application form only apply to the upper tier. You can find more information on the lower tier on our web pages.

Where will we send your certificate and correspondence?

We will send your certificate and correspondence to the person you have given as the person you want to receive your correspondence. It is therefore important that you keep these details up to date.

Application fees

You must pay a fee when you apply to register or renew a registration as an upper tier carrier/dealer, broker/dealer (or both). If we sent you the application form and this guidance by post, the amount will be shown in the letter which came with it, or you can find the fees on our website. We will not refund your fee if we refuse your application or, if having been registered, you decide to cancel it early or we revoke (remove) it.

How long does registration last?

A registration lasts for three years unless either you decide to cancel it early or we revoke it.

Renewal applications

We will contact you about six weeks before your registration is due to run out. If you renew your registration before it expires you pay a reduced fee. However, you can only renew activities for which you are already registered. For example, if you are registered as a carrier/dealer you cannot renew your registration as a carrier/broker/dealer. If you want to add an activity you will need to reapply.

Collfarnau am droseddau perthnasol

Rhaid i chi ddweud wrthym yn eich cais a ydych chi neu unrhyw berson perthnasol arall wedi cael eu dyfarnu'n euog o unrhyw drosedd dan y deddfau sydd wedi'u rhestru yn yr adran nesaf.

Mae person perthnasol yn gallu bod yn unrhyw un sy'n gysylltiedig â'r person sy'n gwneud cais i gofrestru.

- Yn achos cwmnïau a chyrff corfforaethol eraill, mae hynny'n cynnwys:
  - y cwmni ei hun;
  - gweithwyr a gafodd eu dyfarnu'n euog tra'r oedd y cwmni'n eu cyflogi;
  - swyddogion y cwmni (cyfarwyddwr, rheolwr, ysgrifennydd neu swyddog tebyg);
  - a chwmnïau eraill os oedd un o'r swyddogion sy'n gwneud y cais hwn yn arfer bod yn un o swyddogion y cwmni arall ar yr adeg y cafodd gollfarn.
- Yn achos partneriaethau, mae hynny'n cynnwys:
  - y partneriaid unigol;
  - gweithwyr a gafodd eu dyfarnu'n euog tra'r oedd y bartneriaeth yn eu cyflogi;
  - a phartneriaid busnes, os cafodd y drosedd ei chyflawni tra'r oedden nhw'n gwneud eu gwaith.
- Yn achos unigolion, mae hynny'n cynnwys:
  - yr unigolyn ei hun;
  - gweithwyr a gafodd eu dyfarnu'n euog tra'r oedd yr unigolyn yn eu cyflogi;
  - a chwmnïau mae'r unigolyn yn gweithredu fel un o'i swyddogion (cyfarwyddwr, rheolwr, ysgrifennydd neu swyddog tebyg).

Troseddau perthnasol

Mae'r troseddau sy'n berthnasol i'ch cofrestriad wedi cael eu rhestru isod. Nid oes angen i chi ddweud wrthym am unrhyw 'gollfarnau sydd wedi darfod' sy'n dod dan Ddeddf Adsefydlu Tramgwyddwyr 1974. Mae'r ddeddf hon yn berthnasol i unigolion. Os byddwn ni, yn ystod y broses o wirio'ch cais, yn dod i wybod am gollfarn yn eich erbyn nad ydych chi wedi sôn amdani yn eich cais, bydd rhaid i ni gysylltu â chi. Bydd hyn yn arwain at oedi yn y broses o benderfynu ar eich cais.

Mae troseddau perthnasol yn droseddau dan:

Rheoliad 42 o Reoliadau Gwastraff (Cymru a Lloegr) 2011

Adran 1, 5 neu 7(3) o Ddeddf Rheoli Llygredd (Diwygio) 1989

Rheoliad 38 o Reoliadau Trwyddedu Amgylcheddol 2007

Rheoliad 38 o Reoliadau Caniatáu Amgylcheddol 2010

Adran 33 neu 34 o Ddeddf Diogelu'r Amgylchedd

Reoliadau Gwastraff Peryglus (Cymru a Lloegr) 2005

Rheoliadau Gwastraff Peryglus (Cymru) 2005

Rheoliadau Cludo Llwythi o Wastraff ar draws Ffiniau Gwledydd 2007

Adran 110(2) o Ddeddf yr Amgylchedd 1995

Convictions for relevant offences

You must tell us in your application if you or any other relevant person has been convicted of any offence under the laws listed below.

A relevant person may be anyone connected to the person applying for registration.

- For companies and other corporate organisations this includes:
  - the company itself;
  - employees convicted while employed by the company;
  - the officers of the company (director, manager, secretary or similar officer); and
  - other companies, if an officer of the company now applying was an officer of the other company at the time it was convicted.
- For partnerships this includes:
  - the individual partners;
  - employees convicted while employed by the partnership; and
  - business partners, if the offence was committed in the course of their business.
- For individuals this includes:
  - the individual;
  - employees convicted while employed by the individual; and
  - companies for which the individual is an officer (director, manager, secretary or similar officer).

Relevant offences

Offences that are relevant to your registration are shown below. You do not need to tell us about any 'spent convictions' covered by the Rehabilitation of Offenders Act 1974, which applies to individuals. If, during our checks, we discover a relevant conviction against you which you have not told us about in your application, we will have to contact you. This will delay our decision on your application.

Relevant offences are offences under:

Regulation 42 of the Waste (England and Wales) Regulations 2011

Section 1,5 or 7(3) of the Control of Pollution (Amendment) Act 1989

Regulation 38 of the Environmental Permitting Regulations 2007

Regulation 38 of the Environmental Permitting Regulations 2010

Section 33 or 34 of the Environmental Protection Act

Hazardous Waste (England and Wales) Regulations 2005

Hazardous Waste (Wales) Regulations 2005

Transfrontier Shipment of Waste Regulations 2007

Section 110(2) of the Environment Act 1995

Beth fyddwn ni'n ei wneud gyda gwybodaeth am gollfarnau?

Os byddwch chi'n rhoi gwybod i ni am unrhyw gollfarnau am droseddau perthnasol, mae gennym hawl i wrthod eich cofrestru os ydyn ni o'r farn nad yw'n ddymunol i chi wneud y gwaith dan sylw. Ni fyddwch chi'n cael eich gwrthod yn awtomatig. Fel rhan o'ch cais, bydd gofyn i chi anfon cynllun ar-ôl-collfarn atom. Eich cyfle chi yw hwn i esbonio'r camau rydych chi wedi'u cymryd i sicrhau na fyddwch chi'n troseddu eto. Cyn penderfynu a fyddwn ni'n eich cofrestru neu beidio, byddwn ni'n ystyried pa mor ddifrifol oedd y troseddau, ac yn pwyso a mesur eich cynllun ar-ôl-troseddu. Os byddwn ni'n gwrthod eich cais, byddwn ni'n rhoi gwybod i chi'n ffurfiol ac yn dweud wrthych chi sut mae apelio os ydych chi'n awyddus i wneud hynny.

Ysgrifennu cynllun ar-ôl-collfarn

Os ydych chi neu os oes unrhyw berson perthnasol arall wedi cael eu dyfarnu'n euog dan un o'r deddfau yn y rhestr flaenorol, dylech chi anfon cynllun ar-ôl-collfarn gyda'ch cais. Mae'r ffurflen a'r canllawiau ynglŷn â'i llenwi ar gael ar ein gwefan (www.environment-agency.gov.uk). Fel arall, gallwch ein ffonio ar y rhif 03708 506 506 i ofyn am gopi.

Beth fydd yn digwydd os na fyddaf i'n rhoi cynllun ar-ôl-collfarn i chi?

Os na fyddwch chi'n rhoi cynllun ar-ôl-collfarn i ni, mae'n fwy tebygol y byddwn ni'n gwrthod eich cofrestru. Ar y gorau, byddai'n golygu bod rhaid i ni gysylltu â chi i ofyn am gynllun, a byddai hynny'n achosi oedi yn y broses o benderfynu ar eich cais.

Beth fydd yn digwydd os caf i gollfarn ar ôl i mi gofrestru?

Os ydych chi neu berson perthnasol arall eisoes wedi cael eich cofrestru pan fyddwch yn cael eich dyfarnu'n euog o drosedd berthnasol, byddwn ni'n dilyn yr un broses i benderfynu a fyddwn ni'n diddymu eich cofrestriad neu beidio. Os byddwn ni'n diddymu eich cofrestriad, byddwn ni'n rhoi gwybod i chi'n ffurfiol ac yn dweud wrthych chi sut mae apelio os ydych chi'n awyddus i wneud hynny.

Beth fydd yn digwydd pan fydd eich cais yn cyrraedd ein swyddfa?

Mae'r gyfraith yn rhoi hyd at ddeufis i ni ddelio â'ch cais. Ond rydyn ni'n gweithredu'n llawer cynt na hyn yn y rhan fwyaf o achosion. Gallwch chi helpu drwy ofalu eich bod yn ateb yr holl gwestiynau'n llawn.

Os bydd angen mwy o wybodaeth am eich cais, byddwn ni'n cysylltu â chi drwy e-bost neu lythyr, neu drwy ffonio. Nid yw'n debygol y bydd angen mwy na deufis arnom i ddod i benderfyniad ar eich cais ond, os bydd, byddwn ni'n cysylltu â chi yn gyntaf i ofyn i chi gytuno.

Ar ôl dod i benderfyniad ar eich cais, byddwn ni'n rhoi gwybod i chi. Os ydych chi wedi cael eich cofrestru fel cludydd/deliwr, brocer/deliwr (neu'r ddau), byddwch chi'n cael tystysgrif.

Efallai y byddwn ni'n gwrthod eich cais os ydych chi neu berson perthnasol arall wedi cael eich dyfarnu'n euog o drosedd berthnasol neu os ydych chi wedi rhoi gwybodaeth anghyflawn neu anwir i ni. Ni fyddwn ni'n ad-dalu eich ffi ymgeisio.

What we do with information about convictions?

If you declare any convictions for relevant offences, we can refuse to register you if we consider it is not desirable for you to carry out that activity. Refusal is not automatic. As part of your application, you will need to provide a post-conviction plan. This is your opportunity to explain what steps you have taken to make sure you will not offend again. We will consider the severity of the offences, along with your post-conviction plan, before deciding whether to register you or not. If we refuse your application, we will let you know formally and give you details of how to appeal if you want to.

How to write a post-conviction plan

If you or any other relevant person have been convicted of any offence under the legislation listed above, you should provide a post-conviction plan to support your application. You can find the form and guidance on how to fill it in on our website at www.environment-agency. gov.uk or you can ask for one by phoning us on 03708 506 506.

What happens if I don't provide a post-conviction plan?

If you don't give us a post-conviction plan, it increases the likelihood of us refusing to register you. At best it will mean we have to contact you to ask for one, which will delay our decision on your application.

What if I am convicted after I have registered?

If you are already registered when you or another relevant person are convicted of a relevant offence, we will follow the same process to decide whether or not to revoke your registration. If we do revoke your registration, we will let you know formally and give you details of how to appeal if you want to.

What happens when we receive your application?

The law gives us up to two months to deal with your application. However, in most cases we are much quicker than this. You can help by making sure you answer all the questions fully.

If we need more information about your application, we will contact you by email, by phone or in writing. In the unlikely event that we need more than two months to make a decision on your application, we will contact you first to get your agreement.

Once we have made a decision on your application, we will let you know the outcome. If you have been registered as a carrier/dealer, broker/dealer (or both) you will receive a certificate.

We may refuse your application if you or another relevant person has been convicted of a relevant offence or if you have given us incomplete or false information. We will not refund your application fee.

Os byddwn ni'n gwrthod eich cais, gallwch chi apelio i'r Ysgrifennydd Gwladol. Gallwch apelio hefyd os byddwn ni'n cymryd mwy na deufis i ddod i benderfyniad ar eich cais heb ofyn i chi gytuno i roi mwy o amser i ni.

Os hwn yw eich cais cyntaf i gael eich cofrestru, neu os yw'ch cofrestriad wedi dod i ben ac rydych chi'n gwneud cais o'r newydd, nid oes awdurdod gennych i gludo gwastraff a reolir neu i weithredu fel deliwr neu frocer. Rhaid i chi aros tan y byddwn ni wedi cadarnhau eich bod wedi cael eich cofrestru.

Cardiau copi i'r cludyddion

Cyn gynted ag y byddwch chi wedi cael eich cofrestru fel cludydd gwastraff neu fel deliwr, gallwn ni roi copïau awdurdodedig o'ch tystysgrif gofrestru i chi. Cardiau plastig yw'r copïau, tua'r un maint â cherdyn credyd. Mae'r copïau'n costio £5 yr un. Gallwch chi eu harchebu'r un pryd â'ch cais i gofrestru neu ar unrhyw adeg tra'r ydych wedi'ch cofrestru. Os byddwch chi'n dewis eu harchebu fel rhan o'ch cais i gofrestru, fyddwn ni ddim yn dechrau prosesu eich archeb tan fyddwch chi wedi cael eich cofrestru. Byddwn fel arfer yn anfon y cardiau copi cyn pen 28 diwrnod i'r dyddiad y byddwch chi'n cael eich cofrestru.

Pryd ddylwn i newid fy manylion?

Rhaid i chi ddweud wrthym, cyn pen 28 diwrnod, am unrhyw newid yn eich enw, eich manylion cyswllt neu ym mhrif gyfeiriad eich busnes. Rhaid i ni allu cysylltu â chi os oes angen, a diweddaru'r gofrestr gyhoeddus. Efallai y byddwn ni'n eich tynnu oddi ar y gofrestr os nad yw'ch manylion yn dal yn ddilys. Os bydd newid yn statws cyfreithiol y person sydd wedi'i gofrestru rhaid i chi wneud cais o'r newydd a thalu'r ffi berthnasol. Er enghraifft, os ydych chi wedi cael eich cofrestru fel unigolyn ac rydych chi'n ffurfio cwmni, bydd angen i chi wneud cais arall yn enw'r cwmni.

Os yw partner newydd yn awyddus i ymuno â phartneriaeth sydd wedi cael ei chofrestru, gallwch wneud un o ddau beth. Gallai'r partner newydd wneud cais i gael ei ychwanegu at y cofrestriad presennol; neu fe allai'r holl bartneriaid, gan gynnwys yr un newydd, wneud cais o'r newydd. Mae'r ddau gais yn costio'r un faint. Os ydych chi'n awyddus i ychwanegu gweithgaredd, rhaid i chi wneud cais o'r newydd a dewis y gweithgaredd hwn naill ai ar-lein neu ar y ffurflen.

Gwneud gwybodaeth yn gyhoeddus

Rhaid i ni ddefnyddio cofrestr gyhoeddus i wneud rhai mathau o wybodaeth amgylcheddol yn gyhoeddus. Gall unrhyw un ofyn am gael gweld y gofrestr. Byddai'r wybodaeth yn cynnwys eich manylion cofrestru a chopi o'ch cais. Byddwn ni hefyd yn rhoi crynodeb o'ch manylion cofrestru ar y gofrestr gyhoeddus electronig sydd ar gael drwy ein gwefan.

Beth yw'r 'ddyletswydd gofal'?

Mae'r ddyletswydd gofal yn golygu gwneud yn siŵr nad yw gwastraff yn niweidio'r amgylchedd neu iechyd pobl. Rhaid i chi a'r bobl eraill sy'n trin a thrafod gwastraff a reolir ofalu ei fod yn cael ei drin mewn ffordd ddiogel a dim ond yn cael ei drosglwyddo i bobl eraill sydd â hawl i'w gael. Ymhlith y rheolau syml i'w dilyn mae:

- gwiriwch fod y person rydych chi'n trosglwyddo'r gwastraff iddo wedi'i awdurdodi'n llawn i'w dderbyn; er enghraifft, holwch a oes ganddo'r drwydded angenrheidiol neu a yw wedi'i gofrestru;

If we do refuse your application, or if we take longer than two months to make a decision on it without getting your agreement, you can appeal to the Secretary of State.

If you are applying to register for the first time, or if your registration has run out and you are applying again, you are not authorised to carry, deal in or broker controlled waste until we let you know that you have been registered.

Carrier copy cards

Once you are registered as a carrier/dealer, we can provide you with authorised copies of your registration certificate in the form of plastic cards (about the size of a credit card). These cost £5 each. You can order these when you apply for registration or at any time while you are registered. If you order them when you apply for registration, we will not start to process your order until you have been registered. We normally send out copy cards within 28 days of you being registered.

When should I change my details?

You must tell us, within 28 days, about any change to your name, contact details or principal place of business address so that we can contact you if we need to and update the public register. We may remove you from the register if your details are no longer valid. If the registered legal person changes you have to make a new application and pay the relevant fee. For example, if you are registered as an individual but then form a company, you will need to apply again as a company.

If a new partner wants to join a registered partnership, there are two options. The proposed new partner may apply to be added to the existing registration; or all partners, including the proposed new one, may make a new application. Both applications cost the same. If you want to add an activity, you will need to reapply and choose this option either online or on the form.

Making information available to the public

We have to make certain environmental information available to the public using a public register which anybody can ask to see. This includes your registration details and a copy of your application. We also provide a summary of your registration details on the electronic public register which you can find using our website.

What is the 'duty of care'?

The duty of care is about making sure waste does not harm the environment or human health. You and other people handling controlled waste must make sure it is handled safely and only passed on to others who are allowed to receive it. There are some simple rules to follow, including:

- check the person you transfer the waste to is properly authorised to accept it; for example, that they hold the necessary permit or registration;

- gofalwch fod nodyn trosglwyddo gwastraff yn berthnasol i bob trosglwyddiad o wastraff, neu nodyn cludo os yw'r gwastraff yn beryglus a bod y nodyn yn disgrifio'r gwastraff yn ddigon da;
- a gwnewch yn siŵr fod y gwastraff mewn cynhwysydd diogel ac nad oes ffordd i chi golli rheolaeth drosto.

Efallai y bydd gofyn i chi ddangos tystiolaeth o'ch awdurdod pan fyddwch chi'n casglu gwastraff neu'n ei drosglwyddo i rywun arall. I wneud hyn, gallwch chi ddefnyddio'ch tystysgrif gofrestru neu gerdyn copi awdurdodedig. Mae cyngor ynglŷn â'r ddyletswydd gofal ar gael ar ein gwefan ar www.environment-agency.gov.uk ac ar wefan Netregs ar www.netregs.gov.uk.

Gwastraff peryglus

Os yw'ch gweithgareddau'n golygu trin gwastraff peryglus, bydd gofyn i chi gadw at y Rheoliadau Gwastraff Peryglus. Ewch i'n gwefan ar www.environment-agency.gov.uk i gael gwybod mwy am hyn.

- make sure each transfer of waste is covered by a waste transfer note, or a consignment note if the waste is hazardous and that this adequately describes the waste; and
- make sure the waste is safely contained and that it is not able to escape control.

You may be asked to prove you are an authorised person when collecting or transferring waste to someone else. You can do this by using your registration certificate or authorised copy card. You can find more advice on the duty of care on our website at www.environment-agency.gov.uk and the Netregs website at www.netregs.gov.uk.

Hazardous waste

If your activities involve hazardous waste you will need to keep to the Hazardous Waste Regulations. Please visit our website at www.environment-agency.gov.uk to find out what you must do.

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