

Form: Delegation of approved/appropriate person

This form is for packaging/battery companies to delegate their document signing function

January 2017

An approved/appropriate person must sign applications for approval and registration, data submissions (including data template submissions and changes to registration details and data) and statements of compliance/declaration of compliance. The approved/appropriate person is responsible for submitting data either to

- the Compliance Scheme acting on its behalf the appropriate authority¹
- the Secretary of State (Regulatory Delivery)

The approved/appropriate person must be one of the following

Legal entity	Approved/Appropriate person
Company registered in UK	A Director or the Company Secretary*
Partnership	A Partner
Sole Trader	Individual
Other	A person who has control or management of the business

*According to Companies House registration

If you are an approved/appropriate person of an operator and you want to delegate your function for signing documents or information to another person you must sign a statement confirming you wish to delegate your function and return it to the relevant environmental regulator or Secretary of State. If you are a member of a compliance scheme, you may choose to submit your request via them. We have 28 days to assess your application from when we receive it.

If you are not a member of a compliance scheme, you must ensure that the proposed delegate is given the appropriate access to NPWD by your SuperUser. If you do not know your NPWD number, you can find this on the public registers on NPWD at: <https://npwd.environment-agency.gov.uk/>

¹ Environment Agency for England, National Resources Wales for Wales, SEPA for Scotland and Northern Ireland Environment Agency for Northern Ireland.

NPWD code:	
Appropriate person: position held in company (please tick as appropriate)	<input type="checkbox"/> Director <input type="checkbox"/> Company Secretary <input type="checkbox"/> Company Owner/Sole Trader <input type="checkbox"/> Partner
Email address	
Regime delegation is for (please tick all that apply)	<input type="checkbox"/> Packaging <input type="checkbox"/> Batteries
Proposed delegate's name	
Position in company and level of seniority (if applicable)	
If this person is not a member of your company, what is the nature of this person's relationship with you (as appropriate person)	
Please confirm if the proposed has: (please tick as appropriate)	<input type="checkbox"/> Suitable knowledge of the relevant regulations <input type="checkbox"/> Access to all the information needed to carry out this function

I confirm that I am the "approved/appropriate person" for the above in respect of the Packaging /Batteries Regulations and request that I delegate my document-signing function.

Signed:

Name (please print):

Date:

If you are a member of a compliance scheme, please ensure you inform your scheme of any changes you make to your registration, including delegation of authority.