FLY-TIPPING ACTION WALES

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Noddir gan **Lywodraeth Cymru**
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Construction & Demolition Waste

Managing your waste

This guidance is for businesses involved in construction, demolition or building trades

The duty of care is a legal requirement that applies to all controlled waste that you produce, import, carry, keep, treat or dispose of. Controlled waste includes construction and demolition waste. The duty of care has no time limit.

Following the duty of care will help ensure that your business is operating within the law and will not harm the environment.

Taking Pride In Our Communities
flytippingactionwales.org

Step by Step Guide

1. Check whether you need to register as a waste carrier.

If you normally transport your own construction waste, demolition waste or scrap, or handle, transport, recycle or dispose of any waste on behalf of another business, you must register with Natural Resources Wales as a higher tier waste carrier or as a broker.

For further information go to business.wales.gov.uk 'waste carriers, brokers and dealers.'

2. Use a waste carrier whose business is registered with Natural Resources Wales.

If you give your waste to someone else, you must use a waste carrier whose business is registered with Natural Resources Wales.

The carrier should show you proof that they are registered to carry waste. You should take a copy of their registration for your records.

If you do not check, and the person you have passed your waste to disposes of it illegally, you could be held responsible, prosecuted and fined.

You can use the Natural Resources Wales public register to check whether your waste carrier is registered. The web address is naturalresourceswales.gov.uk and search 'public registers'.

3. Make sure you know where your waste is going

Anyone who recycles, treats, stores, reprocesses or disposes of your waste must have an environmental permit or have registered an exemption from permitting with Natural Resources Wales.

Check that the site your waste is being taken to has a permit or exemption.

4. Use waste documentation

You must complete a waste document (i.e a transfer note) either hard copy or via the Electronic Duty of Care (EDoC) system, for every load of waste you pass to others. It must be completed and signed by both the person sending the waste and the person collecting it.

The waste document will include a detailed description of the waste being transferred. This information shows carriers and site operators who handle your waste what they are dealing with.
Waste documentation also ensure that there is a clear audit trail for the waste from its production until it is disposed of.

You must keep copies of all your waste documentation for at least two years and be able to produce them on demand. If you can't produce them, you could be fined.

You may be able to use a 'season ticket' if you have regular collections of the same type waste by a waste carrier. This is one transfer note covering a series of waste transfers for up to a year, for example multiple lorry trips to remove a large heap of demolition waste.

5. Apply the waste management hierarchy

You must apply the waste management hierarchy when you transfer waste. This means you must have reduced the amount of waste you produce and then considered reusing, recycling or recovering the remaining waste before deciding to dispose of it. You can find further guidance at business.wales.gov.uk 'Choosing a waste management option.'

6. Pre-treat waste for landfill or recovery

You must make sure that your waste is treated before it goes to a landfill site. Treatment could be simply segregating your waste before it is disposed of, for example separating plasterboard from rubble. This applies to most types of waste. If however you will be treating any waste bricks, tiles or concrete, by crushing, grinding or reducing in size before it is passed on, then you will need to register an exemption for this activity with your Local Authority.

7. Protect and store your waste safely

You must store your waste securely at your premises pending its collection. This means that you must prevent access to the public and also prevent the waste escaping from the site.

Failure to Comply

Natural Resources Wales can prosecute anyone found using businesses that are not registered to carry or dispose of waste or are illegally dumping waste.

If you suspect someone is disposing of your waste illegally by fly-tipping or taking it to an unauthorised site, do not give them your waste, alert Natural Resources Wales on **0800 80 70 60.**

Act now to help stop illegal dumping

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Gwastraff Adeiladu a Dymchwel

Rheoli'ch Gwastraff Chi

Mae,r arweiniad hwn ar gyfer busnesau,r masnachau adeiladu neu ddymchwel.

Mae "dyletswydd gofal" yn ofyniad cyfreithiol sy'n cynnwys yr holl wastraff rheoledig yr ydych yn ei gynhyrchu, ei fewnforio, ei gludo, ei gadw, ei drin neu'n cael gwared arno. Mae "gwastraff rheoledig" yn cynnwys gwastraff adeiladu a dymchwel. Nid oes cyfyngiad amser ar ddyletswydd gofal.

Bydd cadw dyletswydd gofal o gymorth i sicrhau bod eich busnes chi'n gweithredu'n unol â'r gyfraith, ac na fydd yn difrodi'r amgylchedd.

Balchder Un Ein Bro
taclotipiocymru.org

Arweiniad Cam Wrth Gam

1. **Oes angen i chi gofrestru'n gludwr gwastraff?**
   Os ydych chi'n arfer cludo eich gwastraff adeiladu, gwastraff dymchwel neu'ch sgrap chi'ch hun, neu'n trafod, cludo, ailgylchu neu gael gwared ar unrhyw wastraff ar ran busnes arall, rhaid i chi ymgofrestru'n gludwr gwastraff graddfa uwch, neu'n frocer, gyda Cyfoeth Naturiol Cymru.

   Am ragor o wybodaeth, ewch at business.wales.gov.uk 'cludwyr, broceriaid a masnachwyr.'

2. **Defnyddiwch gludwr gwastraff sydd a'i fusnes wedi'i gofrestru ag Cyfoeth Naturiol Cymru.**
   Os rhowch eich gwastraff i rywun arall, rhaid i chi ddefnyddio cludwr gwastraff sydd a'i fusnes wedi'i gofrestru ag Cyfoeth Naturiol Cymru.

   Dylai'r cludwr ddangos i chi brawf ei fod wedi'i gofrestru i gludo gwastraff. Dylech gymryd copi o'i gofrestriad ef ar gyfer eich cofnodion chi.

   Os nad ydych yn mynnu gweld prawf, a bod y sawl y bu i chi roi'ch gwastraff iddo yn cael gwared arno'n anghyfreithlon, gallech chi gael eich dal yn gyfrifol, eich erlyn a'ch dirwyo.

   Gallwch ddefnyddio cofrestr gyhoeddus Cyfoeth Naturiol Cymru er mwyn gweld a yw'ch cludwr gwastraff chi wedi'i gofrestru. Ewch at naturalresourceswales.gov.uk a chwiliwch 'cofrestrau cyhoeddus'.

3. **Sicrhewch y gwyddoch i ble mae'ch gwastraff chi'n mynd**
   Rhaid i neb sy'n ailgylchu, trin, storio, ailbrosesu neu waredu'ch gwastraff chi fod â thrwydded amgylcheddol, neu fod wedi cofrestru eithriad rhag trwyddedu ag Cyfoeth Naturiol Cymru.

   Edrychwch a oes gan y safle y mae eich gwastraff yn mynd iddo drwydded neu eithriad perthnasol.

4. **Defnyddiwch ddogfennau cofnodi gwastraff**
   Rhaid bod â dogfennau gwastraff, fel ffurflen drosglwyddo, ar gyfer unrhyw wastraff yr ydych yn cael gwared arno, a gall honno fod yn gopi papur neu'n un electronig trwy'r system Dyletswydd Gofal Electronig (DGE). Rhaid ei chwblhau a'i llonfnodi gan y sawl sy'n gyrru'r gwastraff, a'r sawl sy'n ei godi.

   Bydd y ddogfen gwastraff yn cynnwys disgrifiad manwl o'r gwastraff a drosglwyddir. Mae'r wybodaeth hon yn dangos i gludwyr ac i weithredwyr safleoedd sy'n trafod eich gwastraff chi beth y maen nhw'n delio ag ef. Mae'r ffurflenni hyn hefyd yn sicrhau trywydd archwilio eglur ar gyfer y gwastraff, o'i gynhyrchu hyd ei waredu.

   Rhaid i chi gadw copïau o'ch holl Ffurflenni Trosglwyddo Gwastraff chi am o leiaf dwy flynedd, a medru'u dangos nhw pan ofynnir i chi. Os na fedrwch, gallech wynebu dirwy.

   Efallai y medrwch ddefnyddio "tocyn tymor" os yw cludwr yn codi'r un fath o wastraff gennych yn rheolaidd. Mae'r "tocyn" yn ffurflen drosglwyddo ar gyfer cyfres o drosglwyddiadau gwastraff am hyd at flwyddyn: nifer o deithiau lori er mwyn symud llwyth mawr o wastraff dymchwel, er enghraifft.

5. **Defnyddiwch y drefn rheoli gwastraff**
   Rhaid i chi ddefnyddio'r drefn rheoli gwastraff pan drosglwyddwch wastraff. Hynny yw, rhaid eich bod chi wedi lleihau swm y gwastraff yr ydych yn ei gynhyrchu, ac yna ystyried ailddefnyddio, ailgylchu neu adennill gweddill y gwastraff cyn penderfynu cael gwared arno. Cewch ragor o arweiniad yn business.wales.gov.uk 'Dewis dull rheoli gwastraff.'

6. **Trin gwastreff cyn ei tirlenwi neu adennill**
   Rhaid i chi sicrhau trin eich gwastraff chi cyn iddo fynd i'w gladdu. Gallai hynny fod cyn symled â didoli'ch gwastraff chi cyn cael gwared arno, trwy wahanu plastrfwrdd rhag rwbel, er enghraifft. Mae hyn yn cynnwys mwyafrif y mathau o wastraff.

7. **Diogelwch a storiwch eich gwastraff chi**
   Rhaid i chi storio'ch gwastraff chi'n ofalus ar eich safle chi cyn i roi i neb arall. Hynny yw, rhaid i chi atal y cyhoedd rhag mynd ato, a sicrhau nad yw'n mynd o'r safle.

Methu â chydymffurfio

Cyfoeth Naturiol Cymru erlyn unrhyw un a ddelir yn defnyddio busnesau nad ydynt wedi'u cofrestru i gludo neu waredu gwastraff, neu sy'n ei daflu'n anghyfreithlon.

Os amheuwch fod rhywun yn cael gwared ar wastraff yn groes i'r gyfraith, neu'n ei symud i safleoedd diawdurdod, peidiwch â rhoi'ch gwastraff chi iddyn' nhw. Galwch Asiantaeth Cyfoeth Naturiol Cymru ar **0800 80 70 60.**

Gweithredwch yn awr er mwyn atal taflu gwastraff anghyfreithlon.