

Reuse and Recycling Credits: 2024-25 Update

This document is intended for members of the Reuse and Recycling credits scheme, and serves as an update to the [information about the scheme on our website](#).

1: Applying for the scheme

Scheme members have until 1 May to apply for the 2024-5 scheme, which runs April to April as always. Please excuse our delay in opening the scheme this year.

The application form is no longer paper based. [You can access our new digital version here](#), and should only need to complete it in full once per financial year. The declaration is binding and replaces the pen and paper signature.

- [Apply for the 2024-25 round](#)

If your application is successful, we will send you a purchase order number for your annual claim based on your annual tonnage estimate, and we will add you to our finance system as a supplier. The amount attached to this PO number is for administrative purposes only and is not a commitment to a maximum or minimum spend.

2: Submitting evidence

We no longer require members to post a full list of paper receipts to us every quarter and retain them indefinitely. Instead:

- The quarterly tonnage spreadsheet should be completed and submitted to us every quarter, as before. Please use the version we send to you when we confirm your application.
- We no longer need you to post physical receipts to us on a quarterly basis. However, when required (e.g. for auditing purposes), you will have to provide relevant evidence of your submission. This can be any of the following:
 - Individual paper receipts
 - Scans / photos of the individual paper receipts
 - The report of collection from your licensed waste carrier
- We will need you to keep digital or physical receipts for 5 years, for audit purposes.
- You can submit your invoice at the same time as your quarterly data submission. The format will be confirmed at a later date.

3: Who can help

Please get in touch with NLWA at wastedata@nlwa.gov.uk in the first instance with any questions. Liz Lutgendorff, Senior Digital Transformation Manager, and James Pearson-Jadwat, Digital Product Owner, will be looking after the scheme.

We will bring our website into line with changes to the process and updates to our organisational contacts and will update existing members with any changes to the scheme.

4: More details

- You can add new collection sites to the quarterly tonnage submission at the beginning of Q3 (1 October) provided you send advance notice of the sites to wastedata@nlwa.gov.uk before 1 September.