

Simon Gilchrist  
**BCMY Ltd**  
Unit 1, Fort Road  
Wick, Littlehampton  
West Sussex  
BN17 7QU

**Our ref:** WEE/FX0002ZS/ATF

**Date** 23 December 2025

Dear Simon Gilchrist,

**The Waste Electrical and Electronic Equipment Regulations 2013 (as amended)  
Notification of grant of approval of an authorised treatment facility with the use of an  
agreed protocol**

We have considered your application for approval as an authorised treatment facility (AATF) under the Waste Electrical and Electronic Equipment Regulations 2013 (as amended) with the use of an agreed protocol and hereby grant approval to **BCMY Ltd** to operate as an AATF at the following site only:

Site name and address	Approval number
<b>BCMY Ltd</b> Unit 1, Fort Road Wick, Littlehampton West Sussex BN17 7QU	WEE/FX0002ZS/ATF

Your approval is subject to the conditions of approval specified in Part 2 of Schedule 11 to the Regulations at the approved site listed above. A copy of these conditions is attached.

Your approval is valid from 01 January 2026 and ends on 31 December 2026, unless it is otherwise suspended or cancelled. The approval applies only to the named operator for the specified approved site. You must notify us immediately, in writing, of any changes to the details submitted with your application.

If you wish to apply any site specific protocols to another site, you must submit an additional protocol application, providing evidence of sampling, which will be assessed by the Environment Agency to determine if the protocol can be applied to the additional site.

The acknowledgment of the protocol is subject to the conditions listed in Annex 1.

This approval applies only to the legal entity named in this letter. If this changes then your approval will be deemed to be cancelled and you must make a new application for approval. If you cease to be an authorised treatment facility your approval will also be deemed to be cancelled.

The approval allows you to issue evidence notes for waste electrical and electronic equipment (WEEE) which you received at this site and which is subsequently re-used, treated, recovered or recycled.

If you issue evidence notes for greater than 400 tonnes of WEEE you must inform us immediately. You will be liable to pay the balance of the charge, namely £3,118, within 28 days of issuing the evidence note which exceeded the 400 tonnes of WEEE. Failure to pay the upgrade fee within the 28 days may result in your approval being suspended.

This approval does not replace any other environmental authorisation(s) that you may have for the site. You must continue to comply with these and other relevant legislation. This includes complying with the legal requirements for persistent organic pollutants and hazardous waste. More information on this can be found by contacting our Chemicals Compliance team at [POPsandWEEE@environment-agency.gov.uk](mailto:POPsandWEEE@environment-agency.gov.uk).

If you are operating under a T11 exemption at your site you must ensure that you comply with the specified conditions of the exemption. In particular, that you do not store or treat more than 1,000 tonnes of WEEE in any 12 month period. If your T11 exemption is due to expire during the 2025 compliance year at your site, you must ensure that the exemption is renewed before the date that it expires. If you fail to comply with any of the specified T11 conditions or to renew your T11 exemption, we may cancel your AATF approval.

AATFs wishing to be approved for the next compliance period (01 January – 31 December 2027) and to have their approval run continuously, should apply to the Environment Agency using the relevant application forms before 30 September 2026.

If you have any specific queries about your approval or general queries regarding the WEEE Regulations, please contact 03708 506 506 and ask to speak to a member of the WEEE Regime team.

Yours sincerely



**Denise Hadfield  
Senior Technical Officer  
WEEE Regime  
Environment Agency**

## Annex 1

### A. Site Specific Protocol

The table below shows details of the agreed protocol for site, BCMY Ltd, Unit 1, Fort Road, Wick, Littlehampton, West Sussex, BN17 7QU. Your protocol is valid for the 2026 compliance year, expiring on 31/12/2026. You must not use the protocol for WEEE outside of the agreed limitations.

Category	Subtype	Percentage to be removed from the actual weight to determine the WEEE weight	Expiry Date
Cat 3	Ink Cartridges	20.37%	31/12/2026
	Toner Cartridges	15.62%	

### Sampling

You should submit a protocol proposal 6 months prior to the expiry of this protocol if you wish to continue using an SSP.

If there are changes to the type/source of WEEE you receive, and it is likely to affect the percentages/weights agreed in your SSP, then please contact us. You may need to conduct more sampling to ensure your SSP figures remain valid.

Your use of this protocol will be inspected during site audits, to ensure that it is being applied appropriately and the data is being recorded is auditable and accurate.

Please note, the Environment Agency may ask you to increase the level of sampling if there are concerns with the protocol or any data discrepancies. The Environment Agency reserve the right to withdraw our acknowledgement of the protocol if information indicates it is providing inaccurate reporting of WEEE.