

Declaration Guidelines

This form has been designed to enable Ramco to assist you with your disposal requirements as speedily and effectively as possible. Please read the guidance notes below before you complete the relevant sections. Ramco will accept your instruction or declaration on the understanding that the following conditions are met.

- All equipment being declared should be stored in secure, dry conditions wherever possible until collection and will be assumed to be in one location only unless otherwise stated.
- Additions to the declaration will not be accepted unless agreed in writing by Ramco. Any additions not agreed by Ramco may result in the equipment being left uncollected.
- Deletions will not be accepted unless agreed in writing by Ramco. Any deletions not agreed by Ramco may result in a charge being levied on you.
- All information requested by the Ramco Declaration Form is required to enable Ramco to process the task. Declarers should be aware that declarations may not be accepted by Ramco until complete and accurate information has been supplied.
- We hope that you find this form easy to use. However should you require any assistance, please contact us directly on 01754 880880 where our team will be happy to assist you.
- An acknowledgement of your declaration will be sent to the Declarer Details as specified on page 1 of the Declaration Form. All subsequent correspondence relating to this declaration will be sent to the first nominated point of contact as specified on page 2 of the Declaration Form.

Declaration Form - Customer Information

DECLARER DETAILS

Company Name: _____

Address: _____

Postcode: _____

Tel No: _____ Fax No: _____

Email Address: _____

I have read and understood the Declaration Guidelines accompanying the Ramco Declaration Form and accept the conditions contained within. I am authorised to instruct Ramco to sell or dispose of any equipment declared.

Signature: _____ Date: _____

Print Name: _____ Rank/Grade/Job Title: _____

Tel No: _____ Fax No: _____

Email Address: _____

FINANCIAL DETAILS (For those wishing to receive payment via BACS)

Account payee: _____

Payee's Address: _____

Bank Name: _____

Account Number: _____

Sort Code: _____

Declaration Form - Points of Contact

DECLARER DETAILS

1) Name:* _____

Rank/Grade/Job Title: _____

Address: _____

_____ Postcode: _____

Tel No: _____ Fax No: _____

Email Address: _____

*All correspondence relating to this declaration will be sent to the point of contact nominated here unless specified otherwise

2) Name: _____

Rank/Grade/Job Title: _____

Address _____

_____ Postcode: _____

Tel No: _____ Fax No: _____

Email Address: _____

Are the points of contact detailed above normally available from 09:00-17:00hrs Mon-Fri

Yes No - Contact hours are: _____

Address (if different from above) of building or location where equipment is stored and any deadline for removal:

Declaration Form - Removal Details

Are there any access difficulties where the equipment is located? Yes* No
(e.g. Parking restrictions, narrow doorways or corridors)

*If Yes please provide further details: _____

Is specialist removal equipment required? Yes* No
(e.g. Lifting equipment, skates.)

*If Yes please provide further details: _____

Are any of the following items available for use at your premises to assist with the removal:

Ramp Cranage Forklift Other*

*If Other please provide further details: _____

Is labour or loading assistance available? Yes No

Is the equipment isolated and disconnected? Yes No

Is the equipment disconnected and isolated from the gas supply? Yes No

Is a Method Statement required? Yes No

Is a Risk Assessment required? Yes No

Have Email photographs been forwarded? Yes No

Does the storage media require returning? Yes No

Declaration Form - Vehicles

* One form must be completed for each vehicle being declared

* All vehicles being declared should be easily accessible, stored on hard standing and in one location unless otherwise stated.

VEHICLE LOCATION ON SITE

Please indicate where the vehicle is currently located: _____

VEHICLE DETAILS

Vehicle Description: _____

Registration No: _____

Current Mileage: _____

Date of 1st Registration: _____

Are any spare parts available with the vehicle? Yes* No

*If Yes please specify: _____

VEHICLE CONDITION

Is the vehicle a runner? Yes No*

*If No please provide details: _____

Is the vehicle complete? Yes No*

*If No please specify: _____

Has the vehicle been accident damaged? Yes* No

*If Yes please provide full details: _____

Does the vehicle have a current MoT certificate? Yes No

Is the log book available with the vehicle? Yes No

Declaration Form - Hazardous or Special Waste

WASTE LOCATION ON SITE

Please indicate where the waste is currently located: _____

WASTE DETAILS

How is the waste currently stored? (e.g. drums, tanks, etc.) _____

Will waste need to be pumped? Yes No N/a

Are labels required? Yes No N/a

Is a chemist required to analyse, label and pack? Yes No N/a

Are loading facilities available? Yes No N/a

Will replacement containers be required? Yes* No N/a

*If Yes to the above, how many and what type of containers are required?

Signature: _____ Print Name: _____

Position: _____ Date: _____