

## 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: \_\_\_\_\_