

Waste Data Online

Quick guide: Registration

If you are responsible for a liable person as defined under r.18B of the *Waste Avoidance and Resource Recovery Regulations 2008* (WARR Regulations) you will need to inform the Department of Water and Environmental Regulation (the department) of your liability using Waste Data Online.

The registration form is the 'approved form' under r.18B(5) of the WARR Regulations for informing the department of your liability. The registration process for Waste Data Online allows you to simultaneously register an account and inform the department of your liability.

Please note that you will have to submit the approved form multiple times if:

- your premises has multiple liabilities; , and/or
- you are responsible for multiple premises that are liable.

If you complete multiple registrations, you will not have to create multiple user accounts if you use the same email address. You will have one account that is attached to all liable persons.

Please refer to the department's [website](#) for further guidance on determining your liability.

1. Register an account and notify DWER of your liability

- a. Go to [Waste Data Online](#) and click on the link at *Register an account*.

Register an account with Waste Data Online and inform the Department of Water and Environmental Regulation of your liability under regulation 18B of the *Waste Avoidance and Resource Recovery Regulations 2008*.

- b. Your obligations as a 'liable person' under the WARR Regulations and the associated penalties will be displayed on the Notification of liability page. Click  to begin the registration process.

2. Liable person type

- a. Choose the liable person type under r.18B of the WARR Regulations.



- b. Click  to proceed, noting that if you have multiple liabilities, you will need to submit another form.

3. Liable person details

You are required to enter the liable person's details (being the local government or premises you are responsible for) on this page.

- a. Enter the required details for your local government or premises. Note that you will need to input data into all the mandatory fields denoted by the red asterisk *****. An error message will appear at the top of the form if a mandatory field is not completed, and you will not be able to proceed to the next page.
- b. Click  to proceed.

4. Contact details

You are required to submit the contact details for the liable person on this page. The 'reporter' will be the primary contact, and the person responsible for entering the data. The 'approver' is the CEO or equivalent of the liable person and will be responsible for approving and lodging the annual return. Note that each user has to have a unique email address.

For further information about user roles within Waste Data Online, please see the *Quick guide – User role and report status*.

- a. Select either *Yes* or *No* to the question '*Will the reporter and approver be the same person?*' If *Yes* is selected, you will only be required to enter the details of one person. This person will be responsible for entering the data and lodging the annual return.

Will the reporter and approver be the same person?

No

Yes

- b. If *No* is selected, you will be required to enter the details of both the reporter and approver.
- c. Once all required fields are filled out, click 

5. Post-registration

- a. Following your submission, the department will verify the details provided.
- b. If this is your first time informing the department of a liable person that is associated with your email address, please refer to *Quick guide – First-time users following registration* for instructions on how to proceed.
- c. If you already have an account with Waste Data Online, you will be able to log in using your existing account and start an annual return once the department has verified the details provided. You will be informed of this via an email addressed to the approver with the reporter copied in, confirming that you have notified the department of your liability.