



Guide to Form 1: Applying to enrol as an Environmental Body

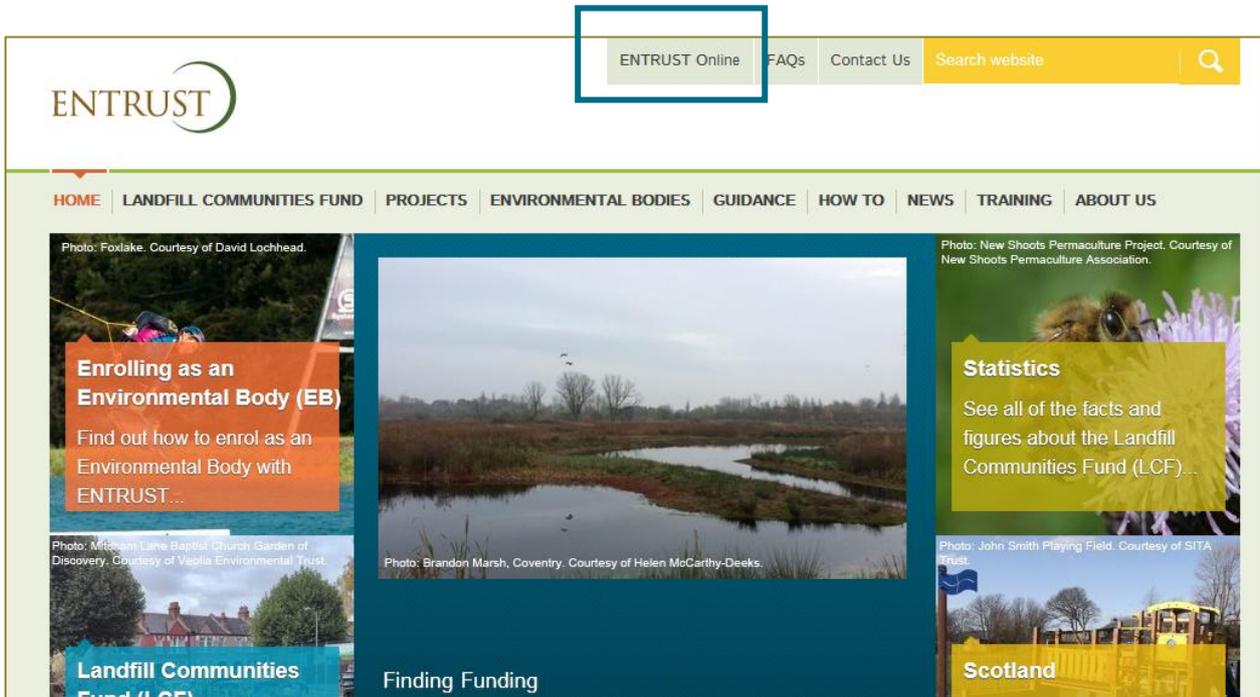
Submitting an enrolment application through ENTRUST online (EOL)

1. Introduction

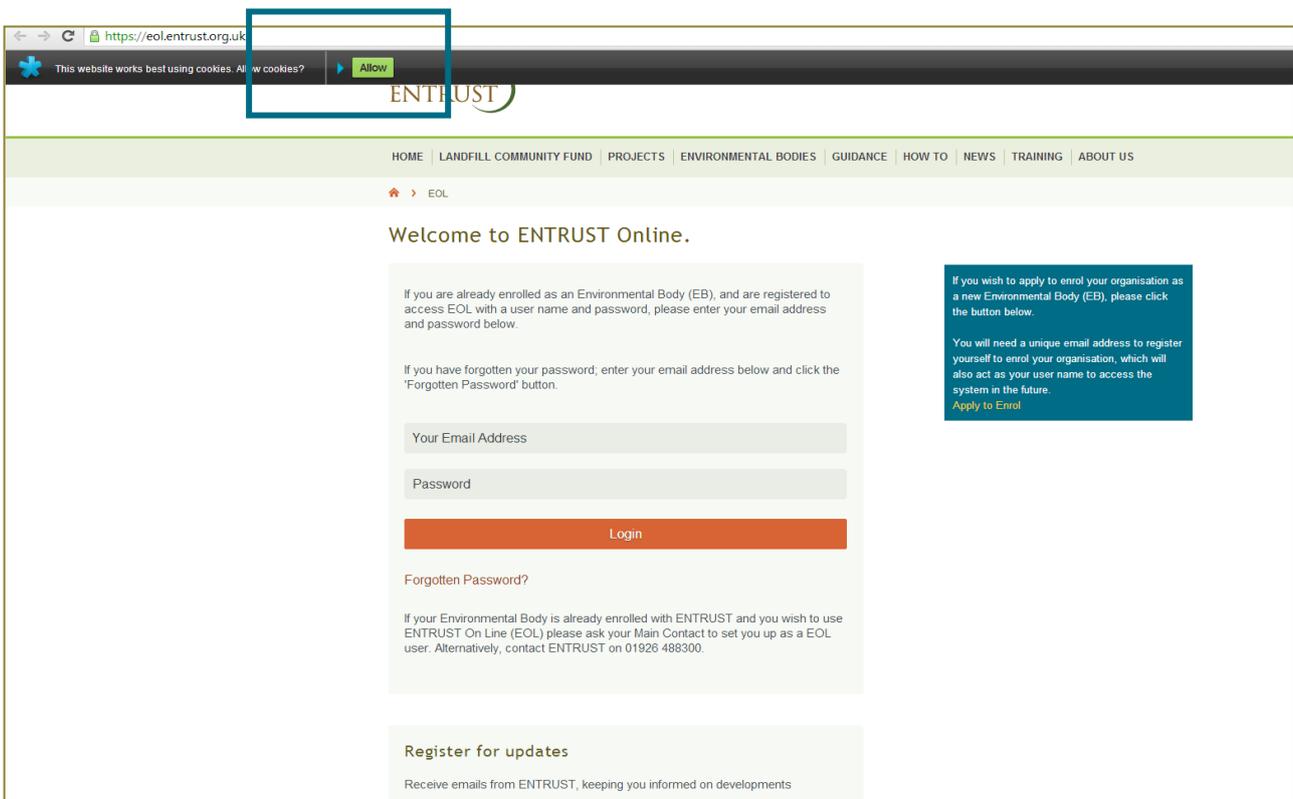
- 1.1 Environmental Bodies (EBs) are organisations that have registered with us in order to receive Landfill Communities Fund (LCF) money from Landfill Operators (LOs) or other EBs.
- 1.2 Enrolment is not always required to enable a project to receive LCF funds therefore we recommend that you should identify a funder and secure a provisional offer of monies before deciding whether your organisation needs to apply to enrol as an EB. As some funding organisations will register your project on your behalf it may not be necessary for your organisation to enrol. We charge a non-refundable fee of £100 to cover the administrative costs of enrolling your organisation as an EB.
- 1.3 When an organisation wishes to enrol as an EB we check that it meets the requirements of the Landfill Tax Regulations 1996 (Regulations) which detail what type of organisations can receive and spend LCF funds. For more information on what these requirements are please see the Guidance Manual [on our website](#).
- 1.4 You can submit your Form 1 either online through [ENTRUST online \(EOL\)](#) or on a paper form you can download at [Paper Forms](#) and send to us either by email (to helpline@entrust.org.uk) or by post to the address given in 1.8.
- 1.5 The easiest way to submit an application to us is through EOL and we recommend that you use this method. This is the quickest way of submitting an application and you will be able to log into EOL to check the status of your enrolment application.
- 1.6 As you progress through the application form (either electronically or on paper) you will need to have certain documents available. You will need to have the most recent version of your organisation's governing document, for example, a constitution, a trust deed or a memorandum and articles of association. You will also need the most recent version of your organisation's accounts, unless it is newly formed.
- 1.7 This guide provides you with the steps you should follow to submit your enrolment application to us using EOL.
- 1.8 If you require any assistance please contact the Registrations team on 01926 488 300 or by emailing helpline@entrust.org.uk. If you need to post any documents to us the address is ENTRUST, 60 Holly Walk, Leamington Spa, CV32 4JE.

2. Registering to use EOL

- 2.1 To use EOL you need to register to receive login details for the system. This is the first stage of the process and is done on EOL (as shown below). You will need an email address to register.
- 2.2 Go direct to the [EOL Registration](#) page or go to our [website](#) and click on the link to ENTRUST online at the top of the website home page. You will then be taken to the EOL login page.



- 2.3 If this is the first time you have visited EOL on your computer please ensure you click on the 'Allow' button at the top of the page to allow cookies before attempting to login. Cookies are small files that websites use to improve the usability of a site. You will only need to do this once.



2.4 On the EOL login page click on the 'Apply to Enrol' link in the right-hand side box.

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Welcome to ENTRUST Online.

If you are already enrolled as an Environmental Body (EB), and are registered to access EOL with a user name and password, please enter your email address and password below.

If you have forgotten your password; enter your email address below and click the 'Forgotten Password' button.

Your Email Address

Password

Login

Forgotten Password?

If you wish to apply to enrol your organisation as a new Environmental Body (EB), please click the button below.

You will need a unique email address to register yourself to enrol your organisation, which will also act as your user name to access the system in the future.

[Apply to Enrol](#)

2.5 Fill in the details requested and click on 'Register'. 'Environmental Body Name' is your organisation's name. Note that all email addresses for EOL must be unique; if an email address has ever been registered against another EB or another individual then it cannot be used again.

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Registration

Use this screen to register a NEW Environmental Body (EB) with ENTRUST. If your EB already exists with ENTRUST please do not use this screen. If you do not know your login details please contact ENTRUST on 01926 488 300

If you have not yet secured funding for your project, please contact the Registration team on 01926 488300 before registering to Enrol as an Environmental Body.

You do need to have an email address to use ENTRUST Online, and this will be your user name.

Title:

Forename:

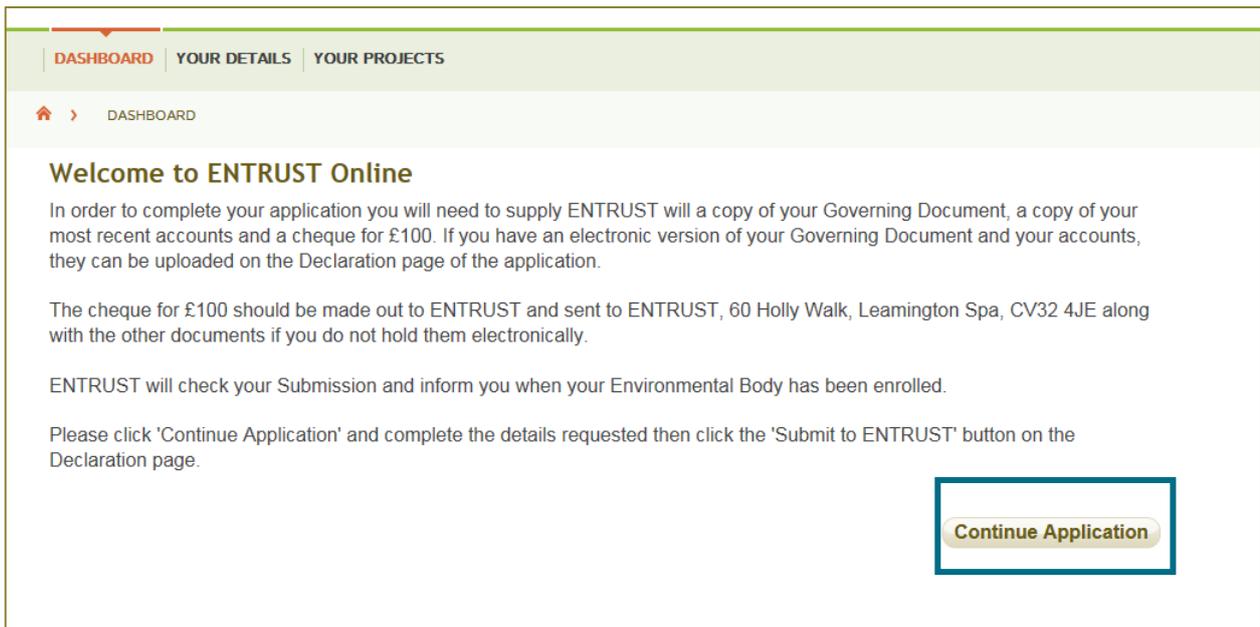
Surname:

Email:

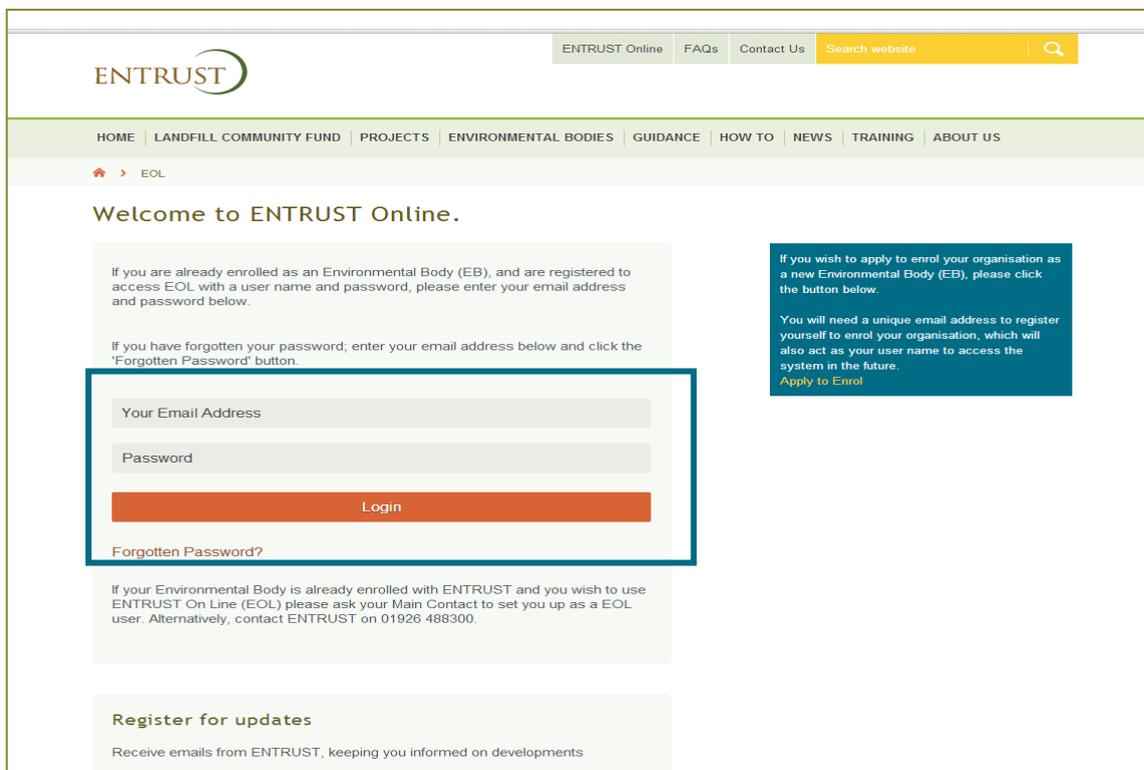
Environmental Body Name:

[Register](#)

2.6 You will be taken to a welcome page and a password will automatically be sent to your email address. You can continue the application by clicking on 'Continue Application'.



2.7 If it is more convenient the application can be completed in stages, with your data saved as you progress. If you are not completing the application in one go then simply save the page you are on and exit. You will then be able to log back in by entering your email address and password on the EOL login page. If you have forgotten your password click on the 'Forgotten Password' link and follow the instructions. Not submitted applications will be removed after six months but you can restart the process at any time.



3. Completing your application

3.1 Complete the 'Basic Details' page of the application. This requires basic information and contact details for your organisation. The blue 'i' information circles will provide more information on individual sections. Hover over the blue circles for the text to appear. Press 'Save' and 'Next'.

Basic Details

Name of Organisation * required Company Number (if you have one)

Environmental Body

Trading Name (if different from above)

Incorporation Type Other (Please state incorporation type)

Date Established * required (dd/mm/yyyy) Financial Year End Date * required 01 Select Month

VAT Registered? VAT Number (if you are VAT registered)

Charity Registered? Charity Number (if you are a charity)

Are you a trust? Yes No

Contact Address

Postcode * required **Find Address**

Address Line 1 * required

Registered Address

Copy Contact Address

Postcode * required **Find Address**

Address Line 1 * required

3.2 Answer all questions on the 'Constitution' page. For more information hover over the blue 'i' information circles. The answers that you provide here must match what is contained in your organisation's governing document. Press 'Save' and 'Next'.

Please complete the details below and click 'Save' at the bottom of the page when you are done. To progress onto the next step "Directors and Contacts" click 'Next'. To go back to "Basic Details" click 'Back'.

The Constitution section sets out the governance of your organisation.

Please Note: You can save your details at any time and continue later.

[Basic Details](#) > [Constitution](#) > [Directors & Contacts](#) > [Projects](#) > [Declaration](#)

About the Governance of your Organisation

Does your organisation operate on a not for profit basis? Yes No * required

Is there a documented voting procedure? Yes No * required

Is there a Dissolution clause? Yes No * required

Does the organisation have a documented statement that it will not distribute any profits within its governing document? Yes No * required

Is the company owned partly or wholly by a Local Authority or a Landfill Operator holding company? Yes No * required

Is there a documented Director appointment/removal procedure? Please note a Landfill Operator or a Local Authority cannot appoint or remove Directors of the organisation. * required Yes No

Can the LA or LO form a majority on the board or management committees? Yes No * required

How many people are defined as making a meeting quorate? (Minimum is 2) * required

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Save **Back** **Next**

3.3 Your organisation's contacts can be added one by one on the 'Directors & Contacts' page. You must provide the details of directors or trustees (depending on your organisation's structure) who can vote on LCF matters. Other contacts can be added as required. Click 'Add Contact' to enter an individual's details. This will take you to a new page for each contact. On the main 'Directors & Contacts' page please also ensure that you have understood and ticked the privacy policy and consent checkbox. Also add the total number of trustees or directors where asked – this should match your governing document and the number of trustees or directors added individually.

Basic Details Constitution **Directors & Contacts** Projects Declaration

ENTRUST is the regulator of the Landfill Communities Fund (LCF) and we are required to collect and process personal data of individuals who have roles within Environmental Bodies. Where you provide personal information, we will only use it to deliver the services you have requested. We process personal data that has been provided to us by you or by a third party for the specific purpose of meeting our regulatory objectives. In addition, Paragraph 33(1)(g) of the Landfill Tax Regulations 1996 precludes anybody being involved in the management of the Environmental Body who has controlled or been involved in the management of a previously compulsory revoked Environmental Body. By supplying the personal information below, we are able to determine if the organisation and the individual fulfil this requirement.

By completing this form you confirm that all individuals have given their consent to you providing their personal information to us for use in accordance with the privacy policy and as otherwise required under the LCF Regulations. We will not share any personal information from this form with any third parties, other than those that have a statutory right of access to information held by us pursuant to the LCF, nor will we sell any personal data to any third party organisation. For further information on how we use and secure the personal data provided and your rights of access to the data held, please contact the Data Protection Officer, ENTRUST, 60 Holly Walk, Leamington Spa, Warwickshire, CV32 4JE.

By ticking this box you are accepting the terms outlined in our privacy policy and confirming you have consent to provide all of the information in this form.

How many directors/elders/trustees are there? (minimum 2) *You must enter details for all directors

You have entered details for 0 director(s).
If you wish to set a contact as a director please click the contacts name button from the list below and select 'Yes' for 'Director or governing member'.

Contact	Main Contact	Director	Has Logon	Council Employed	Landfill Employed	DOB	Occupation	Employer	
Simon Gerwitz	Yes	-	Yes	-	-	-			Remove

You have currently entered details for 0 Director(s)

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Add Contact Save Back Next

3.4 When adding a new contact, provide the individual's name. If the person wants to login to EOL a box can be ticked which will send them login details automatically if an email address is provided. All registered contacts will be able to log into EOL to review details and to submit new projects but the main contact will be able to undertake more actions on EOL and will receive communications from us. The first main contact will automatically be the individual who registered the organisation but this can be changed by the main contact at any time. There can be only one main contact at any one time.

3.5 Further information is required for directors and trustees. If the individual is a director or trustee click 'Yes' and this will bring up further questions asking for the extra information that is required.

[Basic Details](#) > [Constitution](#) > **Directors & Contacts** > [Projects](#) > [Declaration](#)

General Details

Title * required Other

Please Select

Forename * required Surname * required

Email ⓘ

Is this person the Main Contact?

Only the main contact can amend the EB details and changed/add other contacts.
You can only have one main contact.
Other users can view the EB details and complete project returns.

Will this person log on to EOL? Yes No (If you select this option, your contact will receive an e-mail with their logon details)

Is this person a director or governing member? Yes No (You will need to enter additional details for all of the directors)

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3.6 We require the following information for directors and trustees:

- Address;
- Telephone number;
- Date of birth;
- Role in the organisation;
- Whether they are employed and what their occupation is;
- Whether they are a councillor with a Local Authority or employed by a Landfill Operator; and
- Whether they are an excluded individual. The blue 'i' information circles can provide more information if needed.

Additional Details

Please provide the following additional information as this contact is a Director.

Date Of Birth (dd/mm/yyyy) Phone

Address Line 1 * required

Address Line 2

Address Line 3

Town Postcode * required

The contact's role within the organisation * required ⓘ

Is this contact an excluded individual? ⓘ Yes No

This contact's principal occupation outside of this organisation * required ⓘ

Is the Director currently employed? Yes No

Councillor with a Local Authority? Yes No

Is this Director employed by a Landfill Operator? Yes No

3.7 Once all information has been completed click 'Save'. This will return you to the main 'Directors and Contacts' page to add another contact. Once all the contacts have been added click 'Save' and 'Next'.

3.8 The next page is the 'Projects' page. Projects must be for work covered by one of the objects of the LCF and these are listed in the top section of this page. Objects are the five main areas of

work that qualify for funding under the LCF. For more information on the objects of the LCF please see our [website](#). Tick what type of project(s) your organisation will be undertaking. The object(s) ticked must match the objectives of your organisation as set out in your governing document. On this page you will also be asked to confirm whether you have received an offer of funding. As mentioned above, we recommend that you have already received an offer of funding before applying to enrol. If you need further advice on this issue please call the Registrations team (contact details are provided in 1.8) or see our [website](#).

You must tick at least one box if you wish to register projects against this Environmental Body. Once you have selected all of the options you wish to, click "Next" to move to the final stage of the process - "The Declaration". Click "Back" if you would like to return to the "Directors and Contacts" screen.

Please note: you can save your details at any time and continue completing them later.

[Basic Details](#) > [Constitution](#) > [Directors & Contacts](#) > **Projects** > [Declaration](#)

What types of projects will your Environmental Body undertake?

You can select one or more of these

<input type="checkbox"/> A. Remediation of Land	<input type="checkbox"/> B. Reduction of Pollution	<input checked="" type="checkbox"/>
<input type="checkbox"/> D. Public Parks and Amenities	<input type="checkbox"/> DA. Conservation of Biodiversity	<input type="checkbox"/>
<input type="checkbox"/> E. Religious Buildings or Buildings of Architectural or Historic Interest	<input type="checkbox"/> F. Administrative Services to another EB	<input type="checkbox"/>

Brief summary of types of projects you intend to submit:

Confirmation of Funding

Please confirm that you have received a conditional offer of funding in respect of your project.

Yes No

Who is your offer from (if applicable)?:

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3.9 Click 'Save' and 'Next'.

3.10 The final page is the 'Declaration' page. This is where your governing document and accounts can be uploaded if you have electronic versions. To do this, chose whether you are uploading a governing document or accounts by selecting 'Constitution' or 'Accounts' from the drop-down menu. Then click 'Browse' to find the documents on your computer. Click 'Upload' to complete. Repeat this until all documents are uploaded. You will see the documents listed as they are uploaded. If you do not have electronic versions then please post the documents to us (address provided in 1.8).

Documents

You can either upload your documents online or send them to us through the post.

You can upload more than one of each document type online.

Please note: each uploaded document must not exceed 10MB in size and must be in one of the following formats:

- Word(.doc or .docx)
- Excel(.xls or .xlsx)
- Rich text format(.rtf)
- Portable document format(.pdf)
- Joint Photographic Experts Group(.jpg)

No Results Found

Constitution Browse...

To upload a file click Browse to locate the file on your computer then click Upload.

3.11 Check the tick-box to confirm your agreement with the declaration. Also ensure that the checklist is completed.

I declare that to the best of my knowledge, the information I have provided in this form is correct.

I am authorised by *Environmental Body* to make this declaration.

Please tick the box to make this declaration.

Next Steps

	Complete	Received by ENTRUST
Send us a copy of your constitution with the relevant clauses underlined	<input type="checkbox"/>	<input type="checkbox"/>
Send us a copy of your last approved accounts	<input type="checkbox"/>	<input type="checkbox"/>
OR		
The organisation is newly formed and you cannot include your last approved accounts.	<input type="checkbox"/>	<input type="checkbox"/>

Please note: once your application has been received and accepted by us you will be required to pay a non-refundable £100 registration fee. This can be either paid by cheque or via BACS.

3.12 Click 'Save' and 'Submit to ENTRUST'. Once your enrolment application has been submitted you will not be able to make changes to your application on EOL but you can email or call us to inform us of any changes you need to make (contact details are provided in 1.8).

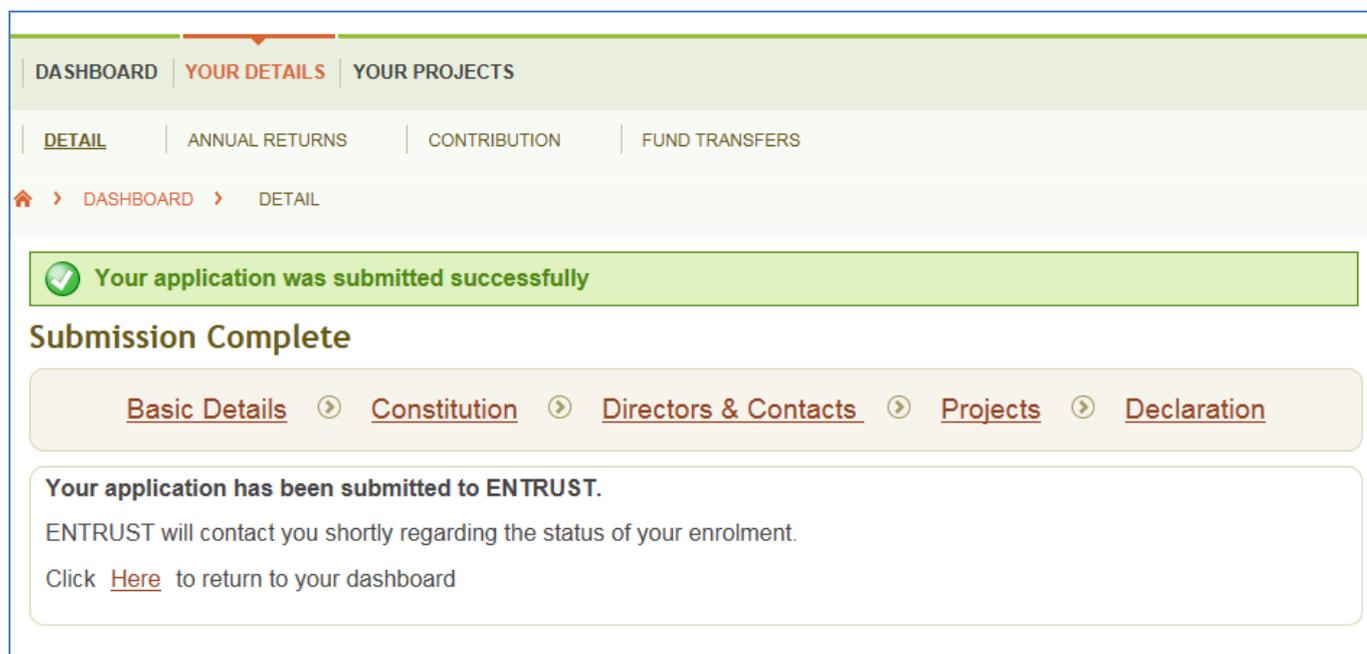
Please Note: when your details are complete, please click "Submit to ENTRUST".

You will not be able to change details once you have submitted.

You will receive an e-mail from ENTRUST acknowledging receipt of your application to Enrol.

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3.12 Once submitted, the following message will be submitted.



The screenshot shows a web interface with a navigation bar at the top containing 'DASHBOARD', 'YOUR DETAILS', and 'YOUR PROJECTS'. Below this is a secondary navigation bar with 'DETAIL', 'ANNUAL RETURNS', 'CONTRIBUTION', and 'FUND TRANSFERS'. A breadcrumb trail shows 'DASHBOARD' > 'DETAIL'. A green success banner at the top of the main content area reads 'Your application was submitted successfully'. Below this, the heading 'Submission Complete' is followed by a horizontal menu with five items: 'Basic Details', 'Constitution', 'Directors & Contacts', 'Projects', and 'Declaration', each with a right-pointing arrow. A white message box contains the text: 'Your application has been submitted to ENTRUST. ENTRUST will contact you shortly regarding the status of your enrolment. Click [Here](#) to return to your dashboard'.

3.13 You will need to make a payment of a £100 administration fee. You can either pay this by BACS (please contact us for bank details) or by a cheque made payable to ENTRUST. We recommend you use the BACS payment method as it is a much quicker and safer method of payment.

3.14 If you require any assistance please contact the Registrations team on 01926 488 300 or by emailing helpline@entrust.org.uk. If you need to post any documents to us the address is ENTRUST, 60 Holly Walk, Leamington Spa, CV32 4JE.

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