



ENTRUST website

User guide

December 2013

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Introduction

On 16 December 2013 we launched our newly designed website.

The website was developed taking into account feedback from Environmental Bodies (EBs) and our stakeholders on what they would expect to see and be able to find on their Regulator's website.

This guide will take you through the new site and provide guidance and direction on how to find our guidance documents, regulations, registrations and compliance information and how to contact us if you need further support.

Homepage

We have redesigned the homepage of our website to make it easier to find key information about the Landfill Communities Fund (LCF). This includes improved navigation, better use of images to highlight key information and improved search facilities.

The screenshot shows the ENTRUST website homepage. At the top left is the ENTRUST logo. To its right is a navigation bar with links for 'ENTRUST Online', 'FAQs', and 'Contact Us', followed by a search bar labeled 'Search website' with a magnifying glass icon. Below this is a secondary navigation bar with links for 'HOME', 'LANDFILL COMMUNITIES FUND', 'PROJECTS', 'ENVIRONMENTAL BODIES', 'GUIDANCE', 'HOW TO', 'NEWS', 'TRAINING', and 'ABOUT US'. The main content area features several key sections: 'Landfill Communities Fund (LCF)' with a description of the tax credit scheme; 'Enrol with ENTRUST' with information on accessing fund monies; 'Finding funding' with details on two methods of receiving funding; 'Facts and figures' with the latest data for the LCF; and a central 'Welcome to ENTRUST' message. Callout boxes on the right point to the search bar, the navigation bar, the 'Finding funding' section, the 'Facts and figures' section, and the 'Latest Project Case Studies' section below.

Latest Project Case Studies

A row of six circular images representing different project case studies. Below each image is a caption:

- St Mary and St Margaret Church, Castle Bromwich
- Parbold Village Hall
- Jubilee Fields, Billinghamurst
- New HQ for the 6th Lichfield Scouts
- Aylesbury Vale Barn Owl Project
- Biomass Boiler at the Sustainability Centre

Latest News

17 DEC 2013
Information request: closure of the Landfill Communities Fund in Scotland
We have today written to Environmental Bodies (EBs) based in Scotland and those EBs based in the rest of the UK with projects in Scotland asking for information to help us assess the scale of the Scheme in Scotland and to... [More...](#)

17 DEC 2013
Government's Challenge to reduce the level of unspent funds
In 2010 and 2011, the Government issued Environmental Bodies (EBs) with a Challenge to reduce the level of unspent funds held by 25%. In Budget 2013, the Government extended this challenge until 31 March 2014. [More...](#)

10 DEC 2013
ENTRUST responds to BBC presenter Huw Edwards' call to champion Welsh chapels
[More...](#)

Latest Tweets

Our newsletter is out now. Includes updates on the LCF in Scotland, training and consultations <http://t.co/zr7jAMNSfY> #TheLCF
12 seconds ago

We wrote to EBs in Scotland/with projects in Scotland for information on the scale of the Scheme in Scotland <http://t.co/jao543pXeT> #TheLCF
about 20 hours ago

Followers 43 Following 163 Follow Us

Links to our last three news items

Link to our Twitter feed and link to follow us

Important documents

Related Documents

Environmental Body Guidance Manual	PDF
November 2013: Income derived consultation	PDF
Guidance Note: Environmental Bodies and Contributing Third Parties	PDF
Annual Returns Naming and Shaming	PDF
2013-2016 Corporate Plan	PDF
2012/2013 Annual Report	PDF

Register for updates

Receive emails from ENTRUST, keeping you informed on developments

Name

Email

Sign up to receive our newsletter

Full site map



[Home](#) | [Privacy Policy](#) | [Sitemap](#) | [FAQs](#) | [Contact Us](#) | [Privacy Settings](#)

Both the top navigation and the footer are shown on every webpage.

Top navigation



ENTRUST Online | FAQs | Contact Us | Search website | 

[HOME](#) | [LANDFILL COMMUNITIES FUND](#) | [PROJECTS](#) | [ENVIRONMENTAL BODIES](#) | [GUIDANCE](#) | [HOW TO](#) | [NEWS](#) | [TRAINING](#) | [ABOUT US](#)

Footer



[Home](#) | [Privacy Policy](#) | [Sitemap](#) | [FAQs](#) | [Contact Us](#) | [Privacy Settings](#)

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Landfill Communities Fund (LCF) page

In this section you will find everything you need to know about the LCF and how it works.

Section sub headings

Landfill Communities Fund

An overview of the Fund and how it is funded.

HM Revenue & Customs (HMRC)

An overview of HMRC's role in the LCF.

How the Landfill Communities Fund works

An overview of how the Fund works.

Landfill Communities Fund objects

Lists the six main areas of work that qualify for LCF funding. There are then links to a page for each object providing further information about what is covered by that object.

Object A: the remediation or restoration of land

Object B: the reduction, prevention or mitigation of effects of pollution

Object D: the provision, maintenance or improvement of a public park

Object DA: the conservation of a specific species or a specific habitat

Object E: the repair, maintenance or restoration of a place of worship

Object F: the provision of financial, administrative or similar services to another organisation

Finding funding

Background on how to find funding with additional information available on the two routes through further pages on the right hand navigation.

Environmental Bodies

Directly from a Landfill Operator

Landfill Communities Fund page cont.

Contributing Third Parties (CTP)

An overview of the CTP policy and guidance.

Landfill Communities Fund, Scotland

Information specifically relating to the LCF in Scotland.

Statistics

Facts and figures on the LCF.

Landfill Communities Fund brand guidelines (including logos)

Guidance on how to use the LCF brand and logos.

Projects

This section provides an overview of the project registrations process and also shares case studies from previously completed projects.

Case studies

Examples of previously completed projects. If you would like your project to be developed into a case study complete a [case study briefing form](#) and send it to the [communications team](#).

Review panel

An overview of the process if your application to register as an Environmental Body or your project registration is not approved.

Project search

A searchable register of all projects that have been registered with us and approved by us.

Environmental Bodies (EBs)

This section provides an overview of the process for enrolling as an EB and for registering projects with us.

New Environmental Bodies

The criteria you need to meet to enrol as an EB.

An overview of the enrolment process

An overview of how to enrol as an EB.

Where to find funding

Background on how to find funding with further information available on the two routes through further pages on the right hand navigation.

Environmental Bodies

Directly from a Landfill Operator

Project eligibility

Lists the six main areas of work that qualify for LCF funding. There are then links to a page for each object providing further information about what is covered by that object.

Object A: the remediation or restoration of land

Object B: the reduction, prevention or mitigation of effects of pollution

Object D: the provision, maintenance or improvement of a public park

Object DA: the conservation of a specific species or a specific habitat

Object E: the repair, maintenance or restoration of a place of worship

Object F: the provision of financial, administrative or similar services to another organisation

Existing Environmental Bodies

Requirements of registered EBs under the Landfill Tax Regulations 1996 (Regulations).

Environmental Bodies cont.

Overview of the projects registrations process

Process for registering a project with us.

Review panel

An overview of the process if your application to register as an EB or your project registration is not approved.

Forms

Access all of the forms you need to complete.

Environmental Body search

A searchable list of all registered EBs.

Project search

A searchable register of all projects that have been registered with us and approved by us.

Guidance

In this section are all of our guidance documents, information about our compliance, inspection, accreditation, revocation and enforcement processes as well as details on the Landfill Tax Regulations 1996 (Regulations) and our consultations.

Guidance documents

In this section you will find our full guidance manual as well as any additional guidance notes we have issued.

Compliance process

A brief overview of our compliance process with further links in the side bar to:

Inspection process

Details of the two types of inspections we carry out and our 'Compliance Inspections: what to expect' leaflet.

Inspection findings

Findings of our recent compliance inspections.

Good practice

Good practice examples from compliance inspections and compliance guidance.

Accreditation

An overview of our EB Accreditation process.

Revocation

Details of the two revocation routes; voluntary and forcible.

Enforcement

An overview of our enforcement process.

Regulations

A link to the Regulations as well as details of current consultations, with a right hand side navigation leading to an archive of previously completed consultations.

How to

In this area you'll find quick links on key information relating to EBs and the LCF. We'll also share current frequently asked questions (FAQs).

[Use ENTRUST online \(EOL\)](#)

An overview of EOL.

[Report concerns about the operation of the Landfill Communities Fund](#)

Details of our whistleblowing process.

[Find further information](#)

Useful links to other relevant websites such as HMRC and HM Treasury.

[Make a complaint](#)

Details of our complaints process.

[Register to be an Environmental Body](#)

A quick link to the EB enrolment process.

[Register a project](#)

A quick link to the project registration process.

[Voluntarily revoke from the Landfill Communities Fund](#)

A quick link to the revocations process.

[Attend training](#)

A quick link to our training booking page.

[Take part in a consultation](#)

A quick link to our current consultations page.

How to cont.

See examples of projects

A quick link to our projects search page.

Access funding

A quick link to our finding funding page.

News

In this section you will find all of our current news items. You will also see our archived news items running back to 2009.

RSS feed

Information about RSS feeds and how to subscribe to the ENTRUST feed.

Newsletters

Links to our current and archived newsletters.

Training

This section provides an overview of our training and what is covered, as well as our training strategy and an overview of our training review.

Through the training booking page you can book onto training events with us.

About us

In this section you can find out more about ENTRUST, how we are run and funded. You can also access all of our corporate documents.

About us

An overview of how we are managed and how we regulate the LCF.

What we do, our role in the Landfill Communities Fund

An overview of our role in the LCF.

Our aim, vision, mission and values

Details of our aim, vision, mission and values.

Our Board

Our Board members and their biographies.

Corporate documents

All of our corporate documents including:

- Corporate Plans

- Annual Reports

- Annual Accounts

Standards of service

Details of our standards of service and our customer charter.

Complaints process

Details of our complaints process.

Privacy policy

This section provides details of how we use information about you, Google analytics and cookies.

Sitemap

The sitemap shows all of the pages and sub pages on our site. It is effectively an online contents list.

ENTRUST online

A link to ENTRUST online is at the top of every page on the website.

Contact us

A link to the contact us page is at the top of every page on the website.

Frequently asked questions (FAQs)

A link to the FAQs is at the top of every page on the website.

FAQs will also be on the relevant page throughout the site, for example questions on compliance inspections will be on the inspections process page.

Alphabetical content listing and relevant page link

A

About ENTRUST

Accreditation

Aim, vision, mission and values

Annual Accounts

Annual Report

Applying to enrol as an Environmental Body (EB) (Form 1)

Applying to register a project (Form 2)

Applying to register a project object A supplementary information (Form 2. A)

Applying to register a project object B supplementary information (Form 2. B)

Applying to register a project object D supplementary information (Form 2. D)

Applying to register a project object DA supplementary information (Form 2. DA)

Applying to register a project object E supplementary information (Form 2. E)

Applying to register a project object F supplementary information (Form 2. F)

Object A

B

Brand guidelines

Board

Object B

C

Case studies

Complaints

Compliance inspection findings

Compliance inspection good practice

Compliance process

Consultations

Consultations (archive)

Contact us

Contributing Third Parties

Corporate documents

Corporate Plans

D

Directors/Trustees/Elders and Other Contacts Update Form

Documents

Object D

Object DA

E

Enforcement

Enforced revocation

Enrolling as an Environmental Body

ENTRUST's Board

ENTRUST online

ENTRUST's role in the Landfill Communities Fund

Environmental Bodies

Environmental Bodies as funders

Environmental Bodies search

Existing Environmental Bodies

Expression of Interest Form

Object E

F

Finding funding

Forms

Form 1: Applying to enrol as an Environmental Body (EB)

Form 2: Applying to register a project

Form 2: Applying to register a project Object A supplementary information

Form 2: Applying to register a project Object B supplementary information

Form 2: Applying to register a project Object D supplementary information

Form 2: Applying to register a project Object DA supplementary information

Form 2: Applying to register a project Object E supplementary information

Form 2: Applying to register a project Object F supplementary information

Form 3: Contribution received directly from a Landfill Operator

Form 4: Statutory Annual Return

Form 7: Transfer of monies between Environmental Bodies

Form: Directors/Trustees/Elders and Other Contacts Update Form

Form: Expression of Interest Form

Form: Main Contact Update Form

Frequently asked questions

Further information

Object F

G

Guidance

Guidance documents

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HM Revenue & Customs

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Inspection good practice

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Landfill Communities Fund brand guidelines

Landfill Communities Fund, Scotland

Landfill Operators

Landfill Tax Regulations 1996

Levy

Logo

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Main Contact Update Form

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Naming and shaming

New Environmental Bodies

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Newsletter

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