

# Summary of your obligations as an Environmental Body

March 2016

Form	Title	Detail	What	When
4	Statutory Annual Return	<p>As an Environmental Body (EB) enrolled with us it is a statutory requirement that you submit a Statutory Annual Return (<b>Form 4</b>) by 28 April each year. The Form 4 covers the period of 1 April to 31 March.</p> <p><b>You are required to complete a Form 4 even if you have not received or spent any LCF money during the reporting period. Failure to submit an Annual Return will result in your EB being “frozen” until the missing form is submitted. During the period your EB is “frozen” you will be unable to spend or receive LCF funding.</b></p>	<p>On your Form 4 you will need to provide us with details of:</p> <ul style="list-style-type: none"> <li>• Any changes to your EB’s Directors during the period;</li> <li>• Any changes to your Governing Documents for the period;</li> <li>• Landfill Communities Fund (LCF) monies held and received during the period; and</li> <li>• LCF expenditure during the period</li> </ul>	By 28 April each year
2	Applying to register a project	<p>It is a condition of the Landfill Tax Regulations 1996 that project approval must be obtained from us before Landfill Communities Fund monies (LCF) can be spent.</p> <p><b>All projects must be approved with ENTRUST before LCF expenditure can commence. LCF expenditure can only take place during the period approved for the project. It is non compliant for LCF monies to be spent after the estimated project completion date.</b></p>	<p>On your Form 2 you will need to provide us with details of:</p> <ul style="list-style-type: none"> <li>• The project you wish to complete;</li> <li>• When you expect to start spending LCF monies on the project;</li> <li>• When you expect to complete spending LCF monies on the project;</li> <li>• Whether you are allocating the project to another EB for completion; and</li> <li>• The cost of the project and the value for money the project will deliver.</li> </ul>	Before you spend any Landfill Communities Fund monies
2 A-F	Applying to register a project supplementary information	When you register a project you will also be required to complete an additional form which relates to the Object your project sits under. The six Objects are:	<p><b>Object A</b> To remediate contaminated land</p> <p><b>Object B</b> To prevent pollution to a site or watercourse</p> <p><b>Object D</b> To provide, maintain or improve a general public amenity</p> <p><b>Object DA</b> To conserve biodiversity (either species or habitats) at a site or in water</p>	Before you spend any Landfill Communities Fund monies

			<b>Object E</b> The restoration of a church or other historic building of architectural interest	
<b>3</b>	Contribution received directly from a Landfill Operator	Whenever you receive a contribution from a Landfill Operator you must tell us.	On your Form 3 you will need to provide us with details of: <ul style="list-style-type: none"> <li>• your EB;</li> <li>• the Landfill Operator providing the contribution;</li> <li>• When the contribution was received; and</li> <li>• How much the contribution was for.</li> </ul>	Within 7 days of receiving the contribution.
<b>7</b>	Transfer of monies between Environmental Bodies	Whenever you transfer money to another Environmental Body (EB) you must tell us.	On your Form 7 you will need to provide us with details of: <ul style="list-style-type: none"> <li>• your EB;</li> <li>• the EB you are transferring LCF monies to;</li> <li>• the date and amount of the transfer;</li> <li>• the project number(s) the money will be spent on;</li> <li>• any Contributing Third Party details; and</li> <li>• whether the funds will be used to purchase assets or will be used with connected third parties.</li> </ul>	Within 7 days of the transfer being made.
<b>N/A</b>	Environmental Body Update or Change to the Main Communication Contact	Whenever there is a change to the main contact details for your Environmental Body you need to tell us. Only the main contact can complete the Statutory Annual Return which is why it is important the information we hold is correct.	On this Form you will need to provide us with details of: <ul style="list-style-type: none"> <li>• your EB;</li> <li>• the new contact's name, address and contact details; and</li> <li>• the new contact's employment details.</li> </ul>	Within 7 days of the change taking place
<b>N/A</b>	Directors/Trustees/Elders & 'other contacts' update form additions or retirement	Whenever there is a change to in the board of management for your Environmental Body you need to tell us.	On this Form you will need to provide us with details of: <ul style="list-style-type: none"> <li>• your EB;</li> <li>• the new Directors/Trustees/Elders name, address and contact details; and</li> <li>• the new Directors/Trustees/Elders employment details.</li> </ul>	Within 7 days of the change taking place

You can complete all Forms through ENTRUST online (EOL), our online database, which will pre-populate many of the fields for you. EOL is available at [eol.entrust.org.uk](http://eol.entrust.org.uk)