

Summary of your obligations as an Environmental Body

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 (Form 4) by 28 April each year. The Form 4 covers the period of 1 April to 31 March.</p> <p>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.</p>	<p>On your Form 4 you will need to provide us with details of:</p> <ul style="list-style-type: none"> Landfill Communities Fund (LCF) monies held and received during the period; and LCF expenditure during the period 	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>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.</p>	<p>On your Form 2 you will need to provide us with details of:</p> <ul style="list-style-type: none"> The project you wish to complete; When you expect to start spending LCF monies on the project; When you expect to complete spending LCF monies on the project; and The cost of the project; and other details relating to the project’s expenditure. <p>A project’s end date must be extended if it is apparent that the project will not complete by the original estimated end date.</p>	Before you spend any Landfill Communities Fund monies
2 A-E	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 five Objects are:	<p>Object A To remediate contaminated land</p> <p>Object B To prevent pollution to a site or watercourse</p> <p>Object D To provide, maintain or improve a general public amenity</p> <p>Object DA To conserve biodiversity (either species</p>	Before you spend any Landfill Communities Fund monies

			<p>or habitats) at a site or in water</p> <p>Object E The restoration of a church or historic building of architectural interest</p>	
3	Contribution received directly from a Landfill Operator	Whenever you receive a contribution from a Landfill Operator you must tell us.	<p>On your Form 3 you will need to provide us with details of:</p> <ul style="list-style-type: none"> the Landfill Operator providing the contribution; When the contribution was received; and How much the contribution was for. 	Within 7 days of receiving the contribution.
7	Transfer of monies between Environmental Bodies	Whenever you transfer money to another Environmental Body (EB) you must tell us.	<p>On your Form 7 you will need to provide us with details of:</p> <ul style="list-style-type: none"> the EB you are transferring LCF monies to; the date and amount of the transfer; the project number(s) the money will be spent on (if known); any Contributing Third Party details; and whether the funds will be used with connected third parties. 	Within 7 days of the transfer being made.
9	Project completion	After a project has completed.	<p>On your Form 9 you will need to provide us with details of the outcomes of the project such as:</p> <ul style="list-style-type: none"> the increase in visitor numbers (if relevant); and any assets purchased by the project. 	Within 3 months of the project's completion date.
N/A	Environmental Body Update or Change to the Main Communication Contact	Whenever there is a change to your EB's details or a change to your main contact you need to tell us. It is important the information we hold is correct.	<p>You will need to provide us with details of:</p> <ul style="list-style-type: none"> the new contact's name and contact details; and Any change to your EB's details, such as address 	Within 7 days of the change taking place
N/A	Governing Members 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.	<p>You will need to provide us with details of:</p> <ul style="list-style-type: none"> the new Director/Trustee/Governing Member name, address and contact details. 	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. Our Guidance Manual will provide further details regarding your obligations and can be found on the ENTRUST [website](#). Guides to updating the forms on EOL can also be found on our [website](#).