

# Application Form for permits to use the Household Waste Recycling Centres

To be able to use the Household Waste Recycling Centres (HWRCs) with any of the following vehicles you will need to fill in this application form for permits. **All** permits are **free** to householders and will only be provided to York residents.

- ▶ 4 x 4 with a pickup
- ▶ Small van with or without a trailer
- ▶ Transit van with or without a trailer
- ▶ Minibus with or without a trailer
- ▶ Campervan with or without a trailer
- ▶ Pickups
- ▶ Box/Luton Van with or without a trailer
- ▶ All trailers, maximum size that will be permitted is 3m x 1.8m
- ▶ Some vehicles have restrictions on which site you can use. This information will be provided with your permits

The following vehicles will **not be allowed** onto any of the HWRCs:

- ▶ Trailers over 3m x 1.8m
- ▶ Horse Boxes
- ▶ Any vehicle with a pay load above 3.5 tonnes.

For more information on this please refer to 'The New Permit Scheme for Household Waste Recycling Centres' leaflet.

If your application is successful you will be provided with 12 permits, each time you use your permitted vehicle you will need to hand in one of these permits.

Permits are non - transferable between vehicles. If you change your vehicle please contact us.

This form is to be completed in **Black Ink** and in Block **CAPITAL** letters.

\* Denotes a mandatory field that must be filled in for your application to be processed.

## \* Section 1: Applicant's details (main driver)

\* Forename:

\* Surname:

\* Address:

\* Postcode

\* Contact telephone number:



### \* Section 2: Vehicle details

\* Make:

\* Model:

\* Registration number:

\* Size of trailer (if using):

\* Name of owner of vehicle (if different from driver named in section 1)

\* Please provide details of any distinguishing vehicle marks or signage (if any)

### \* Section 3: Supporting evidence (this section **must** be completed)

All applicants must be accompanied by one of the following (please tick as appropriate)

Copy of V5 Vehicle Registration Document (log book) of the vehicle in Section 2

Letter of authorisation to use a work/friend's vehicle detailed in Section 2

#### Hire vehicles

Copy of Hire Contract for the vehicle detailed in Section 2.

Alternatively, take the hire contract to Hazel Court Household Waste Recycling Centre and they will issue you permits for a one-off visit.

Please post the completed form to: **City of York Council, Business Support, Eco Depot, Hazel Court, York YO10 3DS**

For further information telephone: York Customer Centre: 01904 551551  
Email: [ycc@york.gov.uk](mailto:ycc@york.gov.uk) Web: [www.york.gov.uk](http://www.york.gov.uk)

If you would like this information in an accessible format (for example in large print, in Braille, on CD or by email) please call (01904) **551550**

This information can be provided in your own language.

Informacje te mogą być przekazywane w języku ojczystym.  
Polish

Bu bilgi kendi dilinizde almanız mümkündür.  
Turkish

此信息可以在您自己的语言。  
Chinese (Simplified)

此資訊可以提供您自己的語言。  
Chinese (Traditional)

 01904 551550

### \* Section 4: Previous applications

Have you made any previous applications for permits?

Yes  No  If no go to **Section 5**

Each vehicle is allowed only one booklet of permits in a 12 month period. We will assess each re-application individually.

If **Yes** when did you make this application?

Date:  :

**Please provide** information of what kind of waste you usually dispose of and why you need additional permits (continue on a separate page if needed.)

### \* Section 5: Declaration (this section **must** be completed)

I confirm that the waste I propose to dispose of originates from my own household and I am delivering this waste in my capacity as a private individual and not as a proprietor, employee, agent or sub-contractor of a commercial operation.

In signing this form I understand that the depositing of commercial waste at a Household Waste Recycling Centre without the correct permit and failing to make appropriate payment for disposal of commercial waste is an offence and I can be liable on summary conviction to a maximum fine of £50,000, as detailed in Section 33 of the Environmental Protection Act 1990.

My details given above are true and correct.

Signed:

Date:  :

### Office use only

Date Received:

Details checked:

Approved: Yes  No

Permit book number:

Date permit book sent:

