

# Application form for Landlord Permits to use Hazel Court Household Waste Recycling Centre



If you are a landlord and you want to dispose of waste from your tenants at Hazel Court HWRC you need to complete this form to obtain Landlord Permits. Permits are **free of charge** but there are restrictions on their usage.

You will only be able to use these permits for properties in the City of York area. The waste must only be household waste left by your tenants and not from any maintenance/improvement work. You'll also be required to provide proof that you hold a valid waste carrier's licence from the Environment Agency.

The following vehicles are **not allowed** into either of the HWRCs:

- Trailers over 3m x 1.8m
- Horseboxes
- Any vehicle with a payload above 3.5 tonnes

You need to give us the addresses of all the properties you rent out. You will be provided with three permits per property for any 12-month period. Permits are valid for 12 months only. Please use the weighbridge when attending the HWRC.

This form is to be completed in **black ink** and in **CAPITAL** letters. Permits are non-transferable between vehicles. If you change your vehicle please contact us.

\* Denotes a mandatory field which must be completed for us to process your application.

To find out what we do with your information when you apply for a permit and use a HWRC see: [www.york.gov.uk/privacy/HWRCPermits](http://www.york.gov.uk/privacy/HWRCPermits).

## \* Section 1: Correspondence address

\* Forename: \_\_\_\_\_

\* Surname: \_\_\_\_\_

\* Address: \_\_\_\_\_

\* Postcode: \_\_\_\_\_

\* Contact telephone number: \_\_\_\_\_

\* Email: \_\_\_\_\_

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\* **Section 2: Details of your properties**

(continue on a separate sheet if needed)

\* **Property 1**

\* Address: \_\_\_\_\_  
\* Postcode: \_\_\_\_\_

\* **Property 2**

\* Address: \_\_\_\_\_  
\* Postcode: \_\_\_\_\_

\* **Property 3**

\* Address: \_\_\_\_\_  
\* Postcode: \_\_\_\_\_

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\* **Section 3: Vehicle details**

\* Make: \_\_\_\_\_ \* Model: \_\_\_\_\_

\* Registration number: \_\_\_\_\_ \* Size of trailer (if using): \_\_\_\_\_

\* Name of owner of vehicle: \_\_\_\_\_

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

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\* **Section 4: Waste Carrier's Licence UPPER TIER - this is COMPULSORY**

Licence number: \_\_\_\_\_

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\* **Section 5: Supporting evidence**

(this section **must** be completed)

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

☐ Copy in **FULL** 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

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## \* Section 6: Previous applications

Have you made any previous applications for permits?

☐ Yes ☐ No If **no**, go to **section 7**

If **yes**, when did you make this application?

Date: \_\_\_\_\_

Why are you making an additional application and what type of waste do you usually take to dispose of at the site? (continue on a separate page if needed.)

## \* Section 7: Declaration

I confirm that the waste I propose to dispose of originates from waste left over from tenants in my properties, and not from waste produced by maintenance or improvement work at the property. 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 an unlimited fine, as detailed in Section 33 of the Environmental Protection Act 1990. I also agree to abide to the terms of use of the HWRC as defined on the website at [york.gov.uk/household-waste/hazel-court-household-waste-recycling-centre-hwrc/3](http://york.gov.uk/household-waste/hazel-court-household-waste-recycling-centre-hwrc/3)

My details given above are true and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return scanned copies/  
photographs of your completed  
form and supporting evidence to:  
**waste.york@northyorks.gov.uk**

If you need to send by post then please  
return your completed form and a  
photocopy of your supporting evidence to:

Waste York,  
c/o North Yorkshire County Council,  
Business & Environmental Services,  
County Hall, Racecourse Lane,  
NORTHALLERTON DL7 8AH

### Office use only

Date received: \_\_\_\_\_

Details checked: \_\_\_\_\_

Approved: ☐ Yes ☐ No

Permit book number: \_\_\_\_\_

Date permit book sent: \_\_\_\_\_

If you would like this information in an accessible format (such as large print, Braille, on CD or by email) please call **01904 551551**

