

# 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 at Hazel Court HWRC you need to complete this form to obtain Landlord Permits. The waste must only be from your tenants and not from any maintenance/improvement work. It doesn't matter what type of vehicle you use, you will need a permit. All permits are **free of charge**. You will only be able to use these permits for properties in the City of York area.

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.

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 in order for us to process your application.

## \* Section 1: Correspondence address

\* Forename:

\* Surname:

\* Address:

\* Postcode

\* Contact telephone number:

## \* 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



### \* 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):

### \* Section 4: 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

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 5: Previous applications

Have you made any previous applications for permits?

**Yes**  **No**  If no go to **Section 6**

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 6: Declaration (this section **must** be completed)

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 which would be **commercial waste**.

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.

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:

