

# CHARITY Application Form to dispose of commercial waste (trade) at Hazel Court Household Waste Recycling Centre (HWRC)



Thank you for your interest in disposing of CHARITY commercial waste (trade) at Hazel Court HWRC **Before completing the application for you must:**

1. Ensure you have checked the website for the latest information about waste disposal **[www.york.gov.uk/commercialwastedisposal](http://www.york.gov.uk/commercialwastedisposal)**
2. Read and understand ALL of the information below about using the site and complying with the site rules

## Keep this first section for reference

You must apply to dispose of your commercial waste at Hazel Court

- Once your application is received we will make appropriate checks to verify all the details on your application. Please allow up to 10 working days to complete the checks and set up a debtor account for billing
- You must comply with the Environment Agency's waste carrier's licence regulations, details can be found at **[www.gov.uk/waste-carrier-or-broker-registration](http://www.gov.uk/waste-carrier-or-broker-registration)**  
We will not allow you to use the site without a valid licence.
- If your application is approved, we will send you a confirmation letter and window sticker(s) for the vehicles you have registered. These must be displayed
- We will pass information to site operators Yorwaste Ltd, to set up an account on their weighbridge system
- Any change of details regarding your business must be sent to us in writing to allow us to update the systems

## Opening hours

Registered businesses or charities can dispose of waste at Hazel Court HWRC during these opening times only:

- Monday to Friday, 8.30am to 4.30pm
- Commercial waste is not accepted **at weekends**
- Commercial waste is not accepted at Towthorpe HWRC at any time
- the maximum trailer size permitted on site is 3m x 1.8m

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

Types of commercial waste **we cannot accept** at Hazel Court HWRC are:

- waste electrical equipment (for example: computers, refrigeration equipment, TVs)
- asbestos
- gas cylinders
- fluorescent tubes
- fridges and freezers
- chemicals, petrol/diesel
- tyres

Types of commercial waste **we can accept** at Hazel Court HWRC are:

- plastic (HDPE 2/PET 1) and hard plastic items e.g. garden furniture
- glass bottles and jars
- metal cans and tins
- paper and cardboard
- wood
- garden waste
- plasterboard
- carpets
- mattresses
- window frames
- scrap metal
- doors
- bathrooms and kitchens
- brick rubble
- general rubbish

### **Site procedures**

A site attendant will advise you on the procedures you must follow. We will charge you for 1,000kg of non-recyclable waste if you fail to follow the procedures.

When disposing of commercial waste at Hazel Court HWRC:

- upon entering the site, you must stop on the weighbridge so that we can weigh your vehicle on every visit
- you must wait at the weighbridge until we give you your **transfer note** which is a paper copy of the weighbridge ticket (**please note that we cannot issue paper tickets during the Covid pandemic. Electronic copies are available on request from waste services**)
- Upon exiting the site, you must stop on the weighbridge. We will check the unloaded weight of your vehicle so that we can apply the correct charges for your waste

*Keep this first section above for reference*

# CHARITY Application form

**You must fully complete all fields of the application form. It may take up to 10 working days to complete all checks and register you to use the HWRC.**

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## Your Business Details

Trading name: \_\_\_\_\_

Full address: \_\_\_\_\_

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

Main contact name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Second contact name (if applicable): \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Nature of business: \_\_\_\_\_

Charity number: \_\_\_\_\_

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## Site Usage Details

Estimated frequency of site usage: \_\_\_\_\_

Types of waste for disposal (please specify): \_\_\_\_\_

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## Waste Carrier's Licence

Do you have a waste carrier's licence from the Environment Agency?  Yes  No

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

*Please attach a photocopy of the licence to this form*

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## Vehicle Details

please provide details for all vehicles used, continue on a separate sheet if needed.

1. Make and Model: \_\_\_\_\_

2. Registration Number: \_\_\_\_\_

**Use of a trailer** - the maximum trailer size permitted on site is 3m x 1.8m.

Do you wish to use a trailer?  Yes  No Size of trailer: \_\_\_\_\_

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## Terms & Conditions

By signing this registration form, you will be agreeing to the following:

- There will be no abusive behaviour, verbal or physical, towards site attendants or members of the public using the site.
- You agree to comply with any direction given to you by site attendants, in regards to the process of weighing and signing for the waste you are taking to the site.
- You agree to comply with any direction given to you by site attendants, in regards to directions to containers to dispose of your waste.
- You agree to comply with any direction given to you by the site manager, in regards to any restrictions needed for health and safety reasons.
- You agree to where possible not to make a mess on the site while using the facilities.
- If you do cause a mess on site you agree to either a) clear this up yourself or b) make a site attendant aware that the mess needs to be cleared up.
- You agree to adhere to the speed restrictions and one way system in operation at the site.
- You agree that you will not remove or attempt to remove any items from the site.
- You agree that no child or animal is let out of your vehicle while you are on site.
- You agree that all your employees will be informed about the terms and conditions of using the site and that they will adhere to them.
- **You agree to pay for all disposed waste signed for.**
- **You agree to pay your invoice within 21 days of the date of the invoice.**

If any of the above terms and conditions are not adhered to, City of York Council will write to you to inform you that the agreement has not been kept. In extreme cases you might not be allowed to continue using the waste management facilities at Hazel Court Household Waste Recycling Centre.

Signature: \_\_\_\_\_

Name (please PRINT): \_\_\_\_\_

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

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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

