Household waste and recycling centre vehicle permit application pack

Updated March 2018



**About recycling centres**

The centres are provided for North Somerset residents to recycle and dispose of waste or items that can be recycled but are not collected at the kerbside.

**About the permit scheme**

Permits for certain types of vehicles have been introduced to help reduce commercial waste from businesses being brought to the sites, which costs the council and council tax payers £105 per tonne to dispose of. This scheme brings us in line with neighbouring councils, preventing waste coming in from outside North Somerset.

Permits are free and are valid for 12 months, but you will need to apply for it at least a month before you want to use it. The permits allow 12 visits a year and you can’t apply for another permit in the same year.

Checks on vehicles may be made using our automatic number plate recognition system and CCTV.

**Responsibilities for disposing of waste**

By law, it is the responsibility of the property owner to check that anyone taking away waste from their property for disposal (including builders and gardeners etc) is registered with the Environment Agency. If waste is illegally dumped, the property owner is liable and may face prosecution or a fine, and might be asked to pay the costs to have it collected from where it was dumped.

**Trade waste from businesses**

Business and trade waste should be collected by registered waste carriers and taken to other appropriate recycling and waste facilities, such as Cory Environmental at Aisecome Way, Weston-super-Mare.

**Waste from charities**

Only waste from charity shops that was originally household waste is allowed to be disposed of at the recycling centres. If a charity wishes to dispose of this waste they must apply for a permit. Any waste generated through the activities of a charity other than those above or waste that was originally from a business is not accepted at the recycling centres. This will have to be disposed of commercially through a commercial waste collection (see [www.n-somerset.gov.uk/businesswaste](http://www.n-somerset.gov.uk/businesswaste) for more information).

**Applying for a permit**

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| ➊ | Check to see if you need a permit for your vehicle. |
| ➋ | Read the terms and conditions carefully and tick the box to show your agreement. |
| ➌ | Complete the application form in full, including the declaration. |
| ➍ | Return your completed form online or by post with copies or scans of requested documents. |

Vehicle definitions and restrictions

Pick-up trucks or panel vans with trailers are not allowed access to recycling centres at any time. Vehicles with a permit can access the centres at any time during normal opening hours, except on Sundays, where they are not allowed access at all.

Vehicles with a Gross Vehicle Weight/revenue weight of 3.5 T or more are not allowed to access the centres at any time. This weight is often stated on your V5 document (depending on age of vehicle).

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| **Vehicle type and description** | **Permit requirement** |
| CarNormal household vehicles including saloons, estate cars, hatchbacks. | No permit required. |
| People carriers and campersVehicles with up to seven seats, or recreational vehicles designed and built for camping, not including vans with aftermarket seating fitted into the rear of the vehicle. | No permit required. |
| Car and trailer…  | with a trailer box up to 1.8m in length, not including the hitch | No permit required. |
| with a trailer box over 1.8m in length, not including the hitch | Permit required. |
| with a trailer box over 2.4m in length | Not permitted at recycling centres. |
| 4x4 vehicles including Land Rovers  | with windows all around and rear seating fitted by the vehicle manufacturer | No permit required. |
| with pick-up or panel bodies, including vehicles with aftermarket seating fitted into the rear of the vehicle | Permit required. |
| Panel vanAny type of van that has a payload and panels instead of windows, including vans with aftermarket seating in the rear and after market windows fitted, unless it is taxed as a minibus. | Permit required. |
| Pick-up truckAny type of pick-up vehicle. | Permit required. |
| Commercial vehicleVehicles up to 3.4 tonnes, flat beds or tipper backs.  | Permit required. |

**Using hired vehicles**

If you have hired a vehicle to take something to a recycling centre, you can apply for a hire vehicle permit at any of the site offices when you visit. You must take with you: a copy of your hire agreement from the hire company, your driving licence and a copy of your council tax bill. Hire vehicle permits are also limited to a total of 12 visits a year per household.

**Terms, conditions and declaration**

1. A permit allows North Somerset householders to access household waste recycling centres in a commercial-type vehicle, such as vans or trailers.

2. A permit provides permission to enter the household waste recycling centre only and is not a permit to deposit waste, which will be subject to North Somerset Council’s waste strategy policy and the discretion of the site supervisor. Depending on the frequency of visits and/or type of waste being deposited, permit holders will be asked to complete a disclaimer form to confirm that the waste is from a household source and is not being carried for profit.

3. Household waste recycling centres are strictly for household waste and recyclables only – trade waste is not permitted, and is defined as waste arising from any trade, business, industrial or commercial activities. Anyone who has received any payment for carrying waste or produces waste from their work cannot take this waste to a household waste recycling centre. Waste generated by a trader carrying out work in or on your home, or a landlord bringing in waste from their rented properties is classified as trade waste.

4. By using the household waste recycling centre you are automatically giving permission for a representative of North Somerset Council or its contractor to visit the property/dwelling to ascertain the nature of the waste arising.

5. A household may hold only one permit at a time. It is not permissible to apply for a permit for both a commercial-type vehicle and a trailer.

6. The permit is free.

7. Permit holders must make the permit available for staff to check and mark on arrival at the household waste recycling centre.

8. If you visit the household waste recycling centre network more than once in one day, each visit will be counted separately and your permit will be marked accordingly.

9. Access to household waste recycling centres will be refused for vehicles or trailers over 6’6” or 1.98m high.

10. The permit is only valid for the commercial-type vehicle or trailer described in the application. Permits are issued per vehicle/trailer, so any member of your household or driver you designate may visit the site with this vehicle/trailer using the permit.

11. Permits are valid at all household waste recycling centres in North Somerset. These household waste recycling centres are operated by Biffa on behalf of North Somerset Council.

12. The permit is valid for one year from the date of issue. If after one year you have used fewer than 12 visits, your permit will not be valid and you will need to re-apply for a new permit.

13. Householders who use all 12 visits in less than a calendar year will not be able to apply for a renewal until one year has passed from the original issue date.

14. If you change your address or vehicle you will need to re-apply for a new permit and return your original permit with the new application with your new details. It is not acceptable to amend the permit yourself and defacing or amending will invalidate the permit. If you sell/return your vehicle, you must not pass on the permit to the new owner.

15. Should you lose or damage your permit at any time, re-apply by calling Council Connect on 01934 888 802.

16. North Somerset Council reserves the right to cancel permits or amend the operation of the permit scheme at any time.

17. Violence, aggression, threatening behaviour or harassment towards council employees, contractors or their partners is unacceptable and will not be tolerated. No employee should be required to accept it as a part of their job and incidents will be reported to the police and investigated. The council has the right to withdraw a permit and/or ban any individual found behaving in this way towards site staff.

18. Any vehicle delivering waste from a charity, community or voluntary group must be registered with North Somerset Council and display a permit. You will have to show that you are not acting for commercial gain by including details of your registration as a charity, or a signed copy of your constitution and by returning a letterhead for your organisation with your permit application form. All previous exemptions will be revoked in August 2013 and you must apply for a vehicle permit in advance.

19. Vehicles with a permit can access the centres at any time during normal opening hours, except on Sundays, where they are not allowed access at all.

20. If your application is for a commercial vehicle (vans, 4x4 or pick-up truck) owned or insured by a business, you will need to provide evidence of a commercial waste agreement that arrangements are in place for disposal of commercial waste from the business. Only then will a permit be issued. All visits to the sites will be scrutinised for trade or business waste. North Somerset Council reserves the right to refuse access to household waste recycling centres.

**I have read and agree to these terms and conditions.** [ ]

Vehicle permit application



**Reason for application**

[ ]  first application

[ ]  renewal

[ ]  change of vehicle

[ ]  replacement – lost or stolen

[ ]  replacement - damaged

Previous application number if this is not your first application:

**Your details**

Title:

[ ]  Mr [ ] Mrs [ ]  Ms [ ]  Miss [ ]  Other (please specify)

First name:

Last name:

Address:

Postcode:

Telephone number(s):

Email address:

**Your vehicle details**

Vehicle type:

Manufacturer:

Model:

Colour:

Registration number:

Are you the registered keeper of the vehicle? [ ]  Yes [ ]  No

If you are not the registered keeper, provide their details:

Name:

Address:

Postcode:

**Vehicle insurance details**

Name of insurance company:

Policy number:

Policy expiry date:

We need this information to check the vehicle is not insured as a commercial vehicle. A photocopy or scan of the original document must be supplied, which we will destroy as soon as we have completed our checks.

**V5 document or hire agreement**

V5 document number:
Hire company name:

We need this information to check the vehicle is not registered as a commercial vehicle. A photocopy or scan of the original document must be supplied, which we will destroy as soon as we have completed our checks.

**If the permit is for a trailer**

Length of trailer:       m

[ ]  I understand that if the length given above exceeds the maximum length allowed (2.4m) my permit will be withdrawn with immediate effect

[ ]  I understand that a trailer of any size cannot be towed by a vehicle requiring a permit itself to access the centres

**Proof of residency**

[ ]  driving licence

[ ]  council tax bill

We need this information to verify you are a resident of North Somerset. A photocopy or scan of the original document must be supplied, which we will destroy as soon as we have completed our checks.

Declaration

I understand that the permit is only valid for me, to dispose of my household waste and it is not valid for anybody else’s waste or any type of business/trade waste. It is an offence under the Environmental Protection Act (1990) to deposit waste illegally.

Trade waste, even recyclable materials, cannot be deposited at any household waste recycling centre in accordance with the Environmental Permit (Waste Management Licence). The site operator, Biffa, has been instructed not to accept any trade waste.

North Somerset Council monitors its sites through CCTV and automatic number plate recognition and reserves the right to make further enquiries to the owner of the vehicle or at the premises from which the waste originated. Details may be passed onto the relevant enforcement authorities.

Waste needs to be carried safely and vehicles bringing waste to site should at all times comply with the Road Traffic Act 1988. Permit applications are limited to one per household.

I have read the privacy notice overleaf, and understand how my personal data is used for the purposes of applying for the permit.

Name:

Date:

Signature (if completing a paper application):

Return completed application form and copies or scans of your V5 document, driving licence, certificate of insurance and proof of residence by email or post to:

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| 🖰 | BusinessSupport.ServiceRequests@n-somerset.gov.uk |
| 🖃 | HWRC Applications, Waste Management, North Somerset Council, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ  |

**How we use your personal data**

North Somerset Council is registered with the Information Commissioner’s Office for the purposes of processing personal data. The permit scheme is administrated on our behalf by our partners Agilisys Ltd [www.agilisys.co.uk](http://www.agilisys.co.uk)

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your permit file, and held for 12 months (the length of the permit), with the exception of the copies of your documents that you send with the application, which are destroyed as soon as we have verified your eligibility.

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service; we do not capture any special category personal information, or information relating to criminal convictions or offences.

North Somerset Council has a statutory duty to provide a waste and recycling service for our residents, and to meet this duty we provide the kerbside household waste collections, and the recycling centres for residential waste that can’t be collected kerbside. We consider the information we collect to be lawful in accordance with Article 6(1)(f) of GDPR, as it is in our legitimate interests to be able to verify the users of the recycling centres are North Somerset residents, disposing of their residential waste. If we didn’t capture this information, there is a significantly increased risk of businesses using the recycling centres to dispose of their commercial waste, at a cost to the tax payer.

The information provided may be shared with Biffa who manage our recycling centres, who have demonstrated that they have a lawful and legitimate interest in the information, for the purposes of verifying a permit if in doubt. At no point is your data shared or processed outside of the UK, and we will not use your personal information in a way that may cause you unwarranted nuisance.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, and restriction. For details of how to make such a request, please visit <http://www.n-somerset.gov.uk/my-council/data-protection-foi/data-protection/rights-data-subjects/>

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at DPO@n-somerset.gov.uk