

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.

Vehicle type	Hazel Court	Towthorpe
4 x 4 with a pickup	Yes	No
Small van without trailer	Yes	Yes
Small van with trailer max size 1.82m x 1.2m	Yes	Yes
Small van with trailer max size 3m x 1.8m	Yes	No
Mini bus with or without trailer	Yes	No
Camper van with or without trailer	Yes	No
Pick up truck	Yes	No
Box or Luton van with or without trailer	Yes	No

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 our website at www.york.gov.uk/household-waste/hazel-court-household-waste-recycling-centre-hwrc

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 as soon as possible so we may reissue correct permits. You may not be permitted access to the HWRC until this is done.

If you change your vehicle or trailer size you must inform us so we can review your permits.

This form is to be completed in **Black Ink** and in Block **CAPITAL** letters. All sections must be completed or your application could be delayed or refuse.

Please allow ten working days to process your application and send your permit booklet to you.

* Denotes a mandatory field which must be completed in order 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 please see www.york.gov.uk/privacy/HWRCPermits

* Section 1: Correspondence address

* Forename: _____
* Surname: _____
* Home address: _____
_____ * Postcode: _____
* Contact telephone number: _____
Email: _____

* Section 2: Vehicle details

* Make: _____ * Model: _____
* Registration number: _____ * Size of trailer (if using) in m/cm: _____
* Height of vehicle in m/cm: _____
* 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)

If the vehicle is owned by you we require a Copy **in FULL** of the V5 Vehicle Registration Document (log book) of the vehicle in Section 2

If the vehicle is not owned by you we require a copy **in FULL** of the V5 **AND** a Letter of authorisation from the owner or lease company to use the vehicle detailed in Section 2

* 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.

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

Date: _____

Please provide information of what kind of waste you usually dispose

* Section 5: Declaration

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: _____

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**

