

Household Waste Recycling Sites Permit Application Form



Please write clearly in BLOCK CAPITALS and ensure the application form is completed in full.
Please take time to read the Terms and Conditions at the back of this document.
A guidance leaflet is also available which provides further details.

Section A: Your details

Is this your first application for permits? Yes No

Applicant 1:

Title: _____ Forename: _____ Surname: _____

Applicant 2:

Title: _____ Forename: _____ Surname: _____

Full Address: _____

Postcode: _____

Home Telephone Number: _____ Mobile Number: _____

Email: _____

Section B: Vehicle ownership

Tick box to indicate vehicle ownership
Registered owner or borrowed vehicles
(go to section C)

Company vehicle
(go to section D)

Temporary hire vehicle
(go to section E)

Section C: Registered owner / borrowed vehicles

Vehicle 1:

Registration: _____ Vehicle Colour: _____

Make: _____ Model: _____

Type of Vehicle (please tick):

Car with trailer Minibus 4 x4 pick-up
Van (not exceeding 3 tonnes GVW)* Camper van

Does this vehicle have any sign writing/company logo on it?
(If Yes please complete details below) Yes No

If applicable what does the sign writing say? _____

What kind of business does it relate to? _____

*GVW refers to Gross Vehicle Weight and can be found on your vehicle ownership (V5) or log book document

Section C (continued): Registered owner 2nd vehicle

Vehicle 2:

Registration: _____ Vehicle Colour: _____

Make: _____ Model: _____

Type of Vehicle (please tick):

Car with trailer Minibus 4 x4 pick-up

Van (not exceeding 3 tonnes GVW)* Camper van

Does this vehicle have any sign writing/company logo on it? Yes No
(If Yes please complete details below)

If applicable what does the sign writing say? _____

What kind of business does it relate to? _____

Section D: Company vehicle

Company Name: _____

Company Address: _____

Postcode: _____

Registration: _____ Vehicle Colour: _____

Make: _____ Model: _____

Type of Vehicle (please tick):

Car with trailer Minibus 4 x4 pick-up

Van (not exceeding 3 tonnes GVW)* Camper van

Does this vehicle have any sign writing on it? Yes No
(If Yes please complete details below)

What does the sign writing say? _____

What kind of business does it relate to? _____

Section E: Temporary hire vehicles

Name of hire company or vehicle owner: _____

Date you would like your permits to be issued from (they are valid for 14 days): _____

Number of permits required (maximum of four per application): _____

Type of Vehicle (please tick):

Car with trailer Minibus 4 x4 pick-up
Van (not exceeding 3 tonnes GVW*) Camper van

You must bring your **Lease Hire Agreement Form** to the Household Waste Recycling Site with your permits for our site attendants to check. You won't be able to dispose of your waste without it.

Section F: Declaration agreement

- I hereby apply for Household Waste Recycling Site permits and declare that the information provided is accurate and true.
- I hereby declare that I personally live at the address shown on this application.
- I wish to apply for Household Waste Recycling Site permits for the vehicle(s) specified in this application.
- I certify that I have read and understood that there is a height restriction of 6ft 6in (2.0m) at the entrance to the sites and it is my responsibility to request that the site operatives open the barrier if my vehicle is above this height.
- I understand that any permit(s) issued to me by the council is/are for the vehicle(s) and address specified and that such issue and any subsequent issue of a permit is conditional on my surrendering to the council said permit in the event of any of the following:
 - My ceasing to be a resident at the address overleaf.
 - My ceasing to own or be eligible to drive the vehicle(s) to which the permit relates.
- I understand that any suspected abuse of permits issued to myself will be investigated and, at the discretion of the council, may result in my permit entitlement being withdrawn.
- I understand that the personal information I have provided will be processed in accordance with the principles of the Data Protection Act 2018.

I confirm that I have read the Terms and Conditions (section G) at the back of this document.

I confirm I have enclosed with this application form the relevant validation documents as described in section G overleaf.

Please tick box to confirm that these documents are enclosed

Applicant's signature: _____

Date: _____

Send completed applications to:

HWRC Permit Scheme
Leeds City Council
Evanston Avenue
Kirkstall
Leeds
LS4 2HR

Need help?

 www.leeds.gov.uk/recyclingsites

 leeds.waste@leeds.gov.uk

 0113 37 84695

OFFICE USE ONLY

Residency Check	<input type="checkbox"/>	Number of permits issued	_____	Entered on database	<input type="checkbox"/>
Vehicle Check	<input type="checkbox"/>	First permit number	_____	Staff member	_____

*GVW refers to Gross Vehicle Weight and can be found on your vehicle ownership (V5) or log book document

Section G: Terms and Conditions

Permit Applications

- Only residents within the Leeds city boundary can apply for a set of Large Vehicle and Trailer Permits to use the Household Waste Recycling Sites.
- Residents with valid applications will be issued a maximum of 12 permits per annum.
- There is a charge for soil/inert/rubble type waste, plasterboard and tyres.
- Residents using temporary hire vehicles which are allowed access onto the Household Waste Recycling Sites can apply for up to four permits which are valid for 14 days. You must bring your Lease Hire Agreement to site with your permits.
- Company vehicles will require a letter from the owner (or their representative) on company notepaper giving consent for the applicant to use the vehicle for the transport of household waste.
- Borrowed vehicles will require a letter from the vehicle owner giving permission for the vehicle to be used. Up to four permits will be issued for borrowed vehicles for each application. These will be valid for 14 days.
- Permits remain the property of Leeds City Council and have no cash value and may not be traded.
- Residents must reapply for permits after all 12 have been used, but not before 12 months has elapsed.
- The council retains the right to deny, amend or withdraw permits, or change their conditions of use at any time, without prior notice and accepts no liability for any loss relating to such action.
- **We monitor all waste disposal at our Household Waste Recycling Centres. We'll take enforcement action if you bring trade waste and attempt to dispose of it as household waste. The maximum penalty is a fine of £50,000 and up to 12 months imprisonment in the Magistrates Court or 5 years imprisonment and unlimited fine at the Crown Court.**

Validating Your Permit Application

The council accepts no liability for the loss of original documents and highly recommends that residents only send photocopied documents with their application. All photocopies will be destroyed after processing.

- **All** applicants are required to submit one document from column A. This document must be dated within the last three months.
- Only residents using a vehicle of which they are the registered owner of are also required to submit the documents in column B.
- Only residents using a company owned vehicle are also required to submit the documents in column C.
- Only residents using a borrowed vehicle are also required to submit the documents in column D.

A	B	C	D
Proof of residency	Registered owner	Company vehicles	Borrowed vehicles
<ul style="list-style-type: none">• Council Tax bill• Tenancy agreement/rent book• Utility bill (gas, electricity, water)• Bank statement• Driving licence <p>(Submit one document only)</p>	<ul style="list-style-type: none">• Vehicle registration document (V5 or log book)	<ul style="list-style-type: none">• Vehicle registration document (V5 or log book)• Company letter giving permission for use of vehicle	<ul style="list-style-type: none">• Vehicle registration document (V5 or log book)• Letter from vehicle owner giving permission for use of vehicle

Using Your Permits

- Residents are required to surrender a valid permit to site staff at the Household Waste Recycling Site on each visit.
- Residents who wish to use a trailer to transport their waste will require a permit. Trailers may only be towed by a car. Trailers towed by other types of vehicles will not be accepted on to site.
- Trailers must be of a reasonable size and not be excessively loaded. Residents deemed to be carrying excessive waste risk having their permits withdrawn.
- The charge for soil/inert/rubble-type waste will be calculated at the time of disposal and payment can be made by debit or credit card only.
- Any vehicle which has sign writing or a company logo relating to a business may not dispose of waste which relates to that business. For example a vehicle which has 'Plastering' on the side may not dispose of plaster, gypsum, plasterboard etc.
- **We expect all residents to use the correct containers as directed by site attendants and recycle their waste wherever possible.**

Need help?



www.leeds.gov.uk/recyclingsites



leeds.waste@leeds.gov.uk



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