

Section 3: Description of your waste

Note - no construction waste can be accepted from charities at the HWRC and only the equivalent of two standard sized black domestic bins (or sacks) containing ceramics will be accepted per permit.

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Section 4: Geographical area(s) where waste originates

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Section 5: Do you make a charge for any of the services that you provide and if so to whom?

(If you carry out house clearances, will any of this waste be taken to the site?)

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Section 6: Supporting evidence

A photocopy of your Lower Tier Waste Carriers Licence must be enclosed with your completed application form.

Section 7: Declaration

I declare that all details submitted above are correct and confirm that only waste arising from charity donations from domestic properties will be disposed of at the HWRC. I understand that it is an offence under the Environmental Protection Act (1990) to deposit waste illegally.

Trade or Commercial Waste, even recyclable materials, cannot be deposited at the HWRC. The site operator has been instructed not to accept any trade waste.

I agree to the Terms and Conditions (see overleaf).

Permit applications are limited to one per charity.

Signature

Date

Print name

This application form must be completed in full and a copy of your Lower Tier Waste Carriers Licence supplied before you will be allowed to deposit waste at the household recycling centre.

Please return the completed application form and relevant documents by email to **waste.disposal@dudley.gov.uk** or by post to Dudley Council, Waste Care, Lister Road Depot, Lister Road, Dudley, West Midlands DY2 8JW.

Data Protection Statement

The information you provide on this form is subject to the provision of the Data Protection Act 1998. The information will be held confidentially and will be retained for the purposes of processing your request and meeting our statutory obligations.

Please refer to our Privacy & Disclaimer Statement **www.dudley.gov.uk/privacy-disclaimer-statement** for our Information Charter and general information on our approach to security, confidentiality, data collection, etc.

Further data protection information can be obtained from the Information Commissioner's website at **www.ico.org.uk**

Van and trailer permit scheme

Permit application terms and conditions for charities

Please read the following terms and conditions

1. A Household Waste Recycling Centre (HWRC) van and trailer permit is free.
2. The permit allows Dudley borough charities to access the Council's HWRC in Birmingham Street, Stourbridge in a commercial-type vehicle (such as a van) or with a car towing a trailer.
3. The permit is issued against charity vehicle registrations and the registered charity address. The vehicle registration cannot be used against two addresses and a charity 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. Vans towing trailers will not be allowed access to the site.
4. The HWRC is strictly for household waste and recyclables (originating from within the borough of Dudley) only and trade waste is not accepted. Trade waste 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 the HWRC.
5. The permit provides permission to enter the HWRC only and is not a permit to deposit waste. Depending on the frequency of visits and/or type of waste being deposited, permit holders may be asked to complete a Trade Waste Disclaimer Form to confirm that the waste is from a household source and is not being carried for profit.
6. Waste produced from house clearances, hospices (e.g. beds and other items) or waste items arising from the charity's day to day business will not be accepted as this is classed as trade waste.
7. Waste brought into the site will be inspected. Any that is found to be unacceptable will be refused.
8. Permit holders must make the permit available for staff to check on arrival at the HWRC.
9. If you visit the HWRC more than once in one day, each visit will be counted separately.
10. Height barriers are in operation at the HWRC. The height barrier is set at 6ft 6" (1.98 metres) at the entrance to the car park complex. Any vehicles above 6ft 6" in height will need to make an appointment.
11. Towed trailers (maximum of 1.8 metres load area) are also required to book in advance.
12. Non permitted vehicles cannot be parked outside the HWRC and waste carried onto the site as there is no pedestrian access allowed.
13. The permit allows for 12 visits using either a van or trailer per year. The permit does not have an expiry date, so if after one calendar year you have used fewer than 12 visits, your permit will still be valid and you will not need to reapply until all 12 visits have been used.
14. Charities 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.
15. If you change your address or vehicle you will need to apply for a new permit and destroy your original permit. Defacing or amending will invalidate the permit.
16. It is the permit holder's responsibility to ensure that they take the permit with them and to ensure that the details are correct. No permit will result in you not being able to tip your waste and you will be turned away.
17. Should you lose or damage your permit at any time, please reapply online at **www.dudley.gov.uk/charitywastepermits**
18. Dudley Council reserves the right to cancel permits or amend the operation of the permit scheme at any time.