The Household Waste Recycling Centre Permit Application Form

Got one of these

Then you’ll need one of these

Working in partnership
Nottinghamshire residents wishing to use any of the Household Waste Recycling Centres (HWRC) with a van, pick-up or trailer will require a HWRC permit from January 2009 (application form and terms and conditions are opposite). 

Permits will be enforced from February 2009.

HWRC permits are being introduced in Nottinghamshire because of a range of issues including the illegal disposal of Trade waste. The implementation of this scheme will help reduce congestion, improve health and safety and increase recycling.

Permits are available free of charge for Nottinghamshire householders wishing to deposit household waste and small amounts of construction waste from their own home.

To apply for a permit please complete the form opposite and provide a copy of your Vehicle Registration Certificate (V5C), showing matching personal details.

Residents wishing to use a company van, pick-up or a company car with a trailer will be required to provide a copy of their company insurance and a company letter (as evidence that you are permitted to use the vehicle for personal use) and a copy of a utility bill dated within the last 6 months. (as evidence of residency).

Sign written vans, pick-ups, trailers and hire vehicles are not eligible for long term permits. Please contact 08449 808080 for further information.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Permit required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car</td>
<td>No permit required</td>
</tr>
<tr>
<td>Car and Trailer</td>
<td></td>
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<tr>
<td>Van</td>
<td></td>
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<tr>
<td>Van and Trailer</td>
<td>No permit will be granted</td>
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<tr>
<td>Pick-up</td>
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<tr>
<td>Pick-up and Trailer</td>
<td>No permit will be granted</td>
</tr>
<tr>
<td>Sign written Vans, Pick-ups and Trailers</td>
<td>Please contact 08449 808080</td>
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</tbody>
</table>

- Cars using a trailer to dispose of household waste will require a permit.
- Long wheeled base transit type vehicles (up to 3.5t MAM. also known as gross weight) will be the largest type of vehicle to be granted a permit.
- Vans or pick-ups will not be granted a permit to use trailers.
- A queuing system for vans, pick-ups and trailers may be implemented at some sites during busy periods.

For further information please refer to www.nottinghamshire.gov.uk/hwrcpermit or contact 08449 80 80 80
Application Form for a HWRC permit

Title: 
Forename: 
Surname: 
Address: 

Postcode: 
Telephone: 
Email address: 
Vehicle registration number: 
Vehicle Make/Model: 

Is this your first HWRC permit application:  ☐ Yes  ☐ No
If ‘No’ what is your previous permit number: 
(as stated on the previous permit number)

What is your reason for re application:  ☐ Change of address  ☐ Change of vehicle  ☐ Damaged  ☐ Lost  ☐ Stolen
Type of Vehicle:  ☐ Van  ☐ Pick-up  ☐ Trailer

Terms and Conditions

I understand that the permit is only valid for myself, to dispose of my household waste and I understand that the permit 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 HWRC in accordance with the Environmental Permit (Waste Management Licence). The site operator Veolia Environmental Services Nottinghamshire Ltd have been instructed **not** to accept any trade waste.

**Nottinghamshire County Council** monitor sites through Closed Circuit Television (CCTV) and Automatic Number Plate Recognition (ANPR) 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 1 per household.

I have read and understood the terms and conditions as stated above. I confirm that the waste I wish to deposit is household waste arising from my own house and for which I have not received payment. I understand that any abuse of a permit will lead to it being withdrawn.

Signature ........................................ Date ..................................................
Please return completed Application form and relevant documents in a stamped addressed envelope to:

**HWRC Applications**  
Central Processing Unit  
PO BOX 9452  
Nottingham  
NG15 5BR

Alternatively, applications can be submitted in person at a county contact point, details below:

1. Arnold CCP, Civic Centre  
2. Mansfield CCP, 16 Regent Street  
3. Retford CCP, 17b The Square  
4. Rufford CCP, Rufford Country Park  
5. Sutton CCP, Idlewells Shopping Centre  
6. Worksop CCP, Queens Building

**Check list**

Have you remembered:

- [ ] A copy of V5C vehicle registration certificate.

Or if you wish to register a company van, pick-up or a company car with trailer:

- [ ] A copy of a recent utility bill (dated within the last six months).
  
  and

- [ ] A copy of company insurance (if applicable).
  
  and

- [ ] A company letter stating the vehicle can be used for private use  
  (on headed paper)

This information can be made available upon request in alternative formats and languages.