

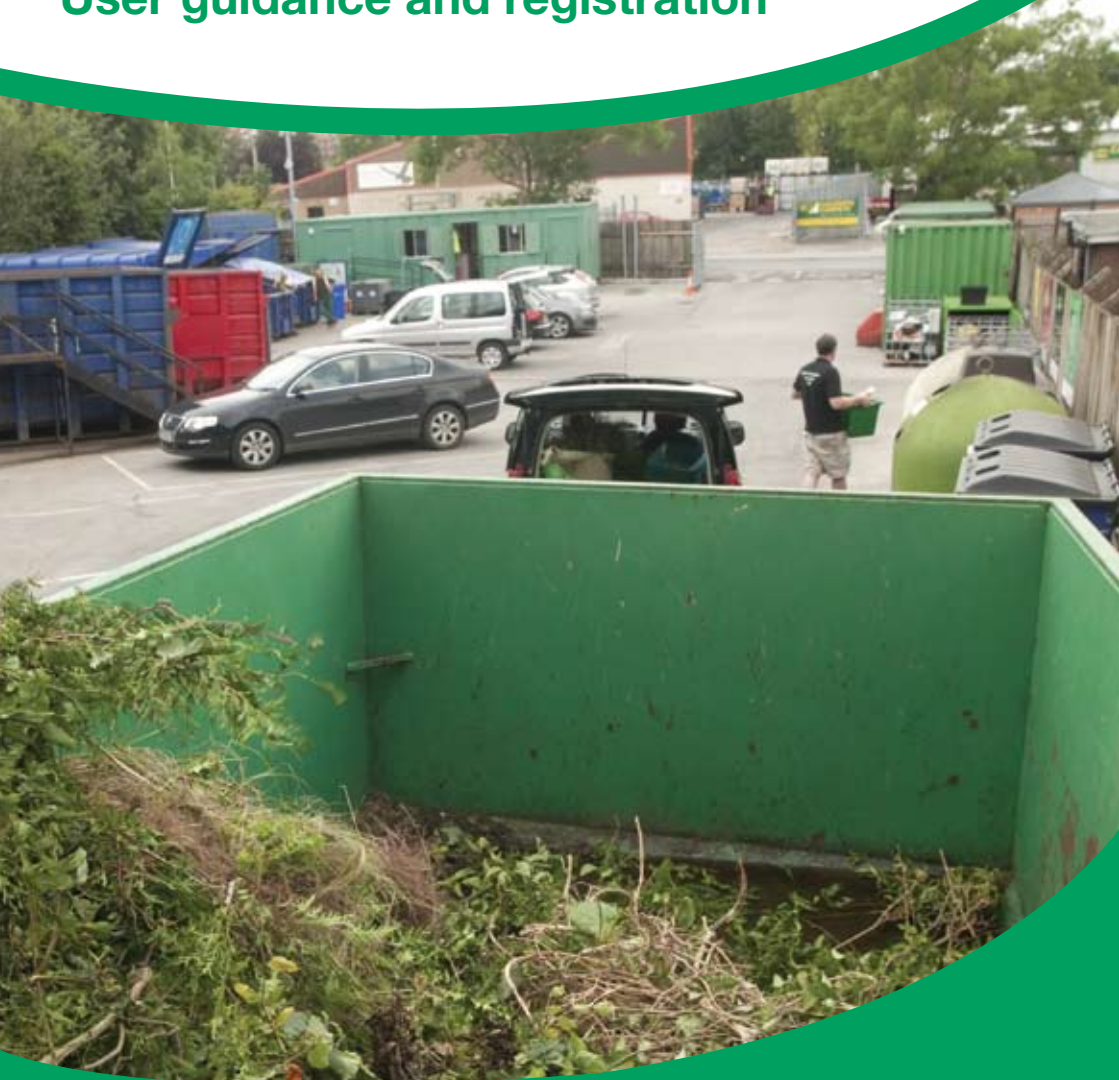


North

Yorkshire County Council

Household Waste Recycling Centres

User guidance and registration



Business and Environmental Services

A responsive County Council providing excellent and efficient local services


Introduction






Household Waste Recycling Centres (HWRCs) are provided *to help you reuse, recycle, compost or dispose of your own household waste*. Over recent years there has been an increase in illegal tipping of commercial waste at HWRCs and to help reduce this and to improve traffic management, health and safety and customer care, a registration scheme has been introduced.

Residents of North Yorkshire can use the vehicle and trailer types in the table below/opposite to deliver their *household waste* to HWRCs. Time restrictions may apply dependant upon the size of vehicle or trailer used.

Access times for large vehicles or large trailers are displayed at the HWRCs and can be obtained from any of the contact points listed at the end of this leaflet.

All waste must be separated and placed in the appropriate reuse, recycling or composting container. If waste brought into HWRCs is not separated and placed in the appropriate container, future entry may not be permitted.

Vehicle/Trailer	Do I need to register?	Do time restrictions apply?
Car/Estate/People Carrier/4x4 that is less than 4.9M long and 2.4M wide and 2.1M high. 	NO	NO

Vehicle/Trailer	Do I need to register?	Do time restrictions apply?
<p>Trailers smaller than 1.9M long and 1.3M wide and have a depth of side panel below 0.7M with only one axle.</p> 	NO	NO
<p>Commercial, commercial like or hired vehicles - eg any vehicle appearing to be used for a trade/business or commercial purpose, van, pickup, flat bed, land rover or jeep (with cargo area), that is less than 4.9M long and 2.4M wide and 2.1M high.</p> 	YES	NO
<p>Large Trailers including hired trailers, larger than 1.9M long and 1.3M wide or have a depth of side panel above 0.7M or have more than one axle.</p> 	NO	YES
<p>Large Vehicles including hired vehicles, larger than 4.9M long and 2.4M wide and 2.1M high.</p> 	YES	YES
<p>Any vehicle delivering commercial/charity waste</p>	YES	YES
<p>Any agricultural vehicles. All vehicles above 3.5 tonnes gross weight.</p> 	NOT PERMITTED	

You cannot use a large vehicle or any trailer at Wombleton HWRC

How to register to use your vehicle to deliver waste

If you use a large vehicle, commercial or commercial like vehicle to deliver your household waste, or you want to deliver commercial or charity waste, you will need to complete the attached registration form and return it to the freepost address shown.

If you are delivering household waste in a large vehicle, commercial or commercial like vehicle you will need to show that you are resident in North Yorkshire by enclosing a copy of an official document for the address you are applying from, for example your vehicle registration document (V5) or a utility bill.

To register a hired vehicle to deliver household waste you will need to show that you are resident in North Yorkshire by handing a completed registration form to the site staff along with a copy of the hire agreement and a copy of an official document (documents must contain the same address details). You will be given temporary registration to use the HWRC but on each visit you must complete a disclaimer form to confirm the waste is from your home.

Once you have registered your own vehicle we will send you *a proof of registration pass* which you must display in your vehicle windscreen.

If you are required to register with us to use HWRCs and are not displaying *a proof of registration pass* you may be unable to use the sites.



What about other types of waste?

1. Construction and Demolition wastes

Residents are allowed to deliver the equivalent of two full car boot loads of soil and rubble free of charge each month. Additional amounts will be charged for as commercial waste and only accepted at HWRCs accepting commercial waste.

Cement bonded asbestos is not accepted at all HWRCs. It must be double bagged or wrapped in two layers of thick plastic. Any joints or openings must be securely sealed with strong tape. Residents wishing to deliver more than 10 sheets of cement bonded asbestos (approx size 1.8M x 1.2M per sheet) or equivalent must contact us, to ensure space is available in the skip. You can find out which HWRCs accept cement bonded asbestos by using any of the contact points listed at the end of this leaflet.

2. Delivering waste on behalf of family, friends or neighbours

If you are a neighbour, family or friend you may deliver household waste belonging to a North Yorkshire resident, *providing you have not advertised the service or received payment in connection with the production, transport or disposal of the waste.*

3. Delivering Charity waste

Any vehicle delivering waste from a Charity, Community or Voluntary group must be registered with us and *a proof of registration pass* must be displayed. 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 HWRCs registration form.

4. Delivering commercial waste

For the purpose of this guidance, commercial waste is waste arising from a commercial organisation, a business, a trade, a person's employment, a

village hall, a place of religious worship, an educational establishment, non-residential caravans and excess construction and demolition waste delivered by residents.

Commercial waste is not accepted at all HWRCs. Details of which HWRCs accept commercial waste can be obtained from any of the contact points listed at the end of this leaflet. *Any vehicle delivering commercial waste must be registered with us and a proof of registration pass must be displayed.* Commercial waste will only be accepted on a weekday (Monday to Friday, with the exception of Bank Holidays).

To encourage the recycling of waste, the County Council has set charges for reuse, recycling and composting of commercial waste at a lower rate than that for disposal at landfill. *Current charges can be obtained from any of the contact points listed at the end of this leaflet.*

We will not accept the following commercial wastes: animal carcasses/excrement, scrap vehicles/caravans/boats etc, Waste Electronic and Electrical Equipment, asbestos, any waste classified as hazardous under the Hazardous Waste Regulations 2005 and excessive/large amounts of commercial waste where it detracts from the service provided to householders.

If you take commercial waste to one of the HWRCs you must:

- Report to site staff *before* emptying your vehicle. If you empty your vehicle without reporting to site staff, it will be assumed that your vehicle was full and you will be charged the maximum waste disposal rate for your vehicle.
- Complete a *Controlled Waste Transfer Note*. You will need to agree the volume and type of waste with site staff before it is entered on to the transfer note and sign the note. Amounts entered are not negotiable after countersigning the note.

- Ensure payment is made according to the terms set out below.
- Ensure you consider health and safety issues by delivering your waste in an appropriate container that you can lift into the opening of the appropriate skip. This will reduce your time cleaning up any waste that you spill.

Payment method

Payment can be made at the HWRC by cheque (made payable to North Yorkshire County Council) or through a credit account. If you would like to apply for a credit account you can obtain an application form from *any of the contact points listed at the end of this leaflet*. An application fee will be charged to process an application. We undertake a credit scoring process to determine all applications and this search may be recorded by credit reference agencies etc. Please note an account will only be granted subject to regular use of the HWRC and the account of any customer who does not use the facility for a period of three months will be cancelled. Account holders are required to pay invoices promptly.

5. Completing a Controlled Waste Transfer Note

If you are delivering waste on behalf of family, friends or neighbours, commercial or charity waste, you may be required to complete a Controlled Waste Transfer Note, which describes the amount and type of waste you are delivering, your name and address, the source of the waste and the transfer/disposal point. This is a legal requirement. Controlled Waste Transfer Notes are available from the HWRC site office and are very easy to complete. However, assistance will be provided if required.

As a carrier of controlled waste you may also need to register as a waste carrier with the Environment Agency. You will be required to confirm that you have registered as a waste carrier or have exemption from having to register as a Waste Carrier when you complete the Controlled Waste Transfer Note.

Household Waste Recycling Centres

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The guidance also covers what you need to do if you want to deliver:

- Construction and demolition wastes
- Waste on behalf of family, friends or neighbours
- Charity waste
- Commercial waste

**North Yorkshire
County Council**
White Rose House
Thurston Road
Northallerton
North Yorkshire
DL6 2NA

Contact us in the following ways...

By telephone: Our Customer Service Centre is open:
Monday - Friday 8.30am - 6.00pm
and Saturday 9.00am - 12.00pm

Call: 0845 8727374

By email: waste.management@northyorks.gov.uk

or you can access all North Yorkshire County Council information online at: **www.northyorks.gov.uk**

If you would like the information in another language or format such as Braille, large print or audio, please ask us.
Tel: 01609 532917 Email: communications@northyorks.gov.uk



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