

Household Waste Declaration Form for the Deposit of Household Waste using a Van*, Pick-up* or Trailer* (*see Section 3 for more information)

Please read ALL notes in Sections 2 & 3 BEFORE completing this Form.

Name of Applicant

Address

Postcode Vehicle Registration No

Vehicle Model* Vehicle Colour

Identification Used: Driving Licence Council Tax Bill Council Tax Ref No

Is Vehicle sign-written? Yes No If Yes, whose name on vehicle?

Is the Vehicle a private Hire Vehicle being hired for more than 7 days? Yes No

Contact telephone number Date of visit*

***Please note:** The following 'commercial type' vehicles are only allowed to access Household Waste Recycling Centres on Sundays between 12 noon and 4.00pm:

- All vans; including small and transit vans,
- Open backed vans and single cab pickup vehicles, and
- People carriers; where permanently adapted to carry large loads
- Access will be denied to any of these vehicles trying to use the site outside the permitted day and times.

Section 1 - Declaration of Origin of the Waste

- 1.1 Both Stock Road and Leigh Marshes Household Waste Recycling Centres (HWRCs) are licensed by the Environment Agency to accept household waste only. Waste generated through business, commercial or trade activities, or through other organisations, **cannot** be deposited at either site.
- 1.2 By signing and submitting this form you are declaring to Southend-on-Sea Borough Council:
- That only waste generated from your own household is being deposited
 - That no waste generated from business, commercial or trade activities is being brought in by you
 - That the information supplied to Southend-on-Sea Borough Council on this form is accurate.
- 1.3 Additionally, by signing and submitting this form you are agreeing that:
- Southend-on-Sea Borough Council has the right to undertake any further investigations necessary to identify the origin of the waste (including visiting the applicant's property) to identify the origin of the waste;
 - Any unlawful deposition of business, commercial or trade waste at either of Southend-on-Sea Borough Council's HWRCs is considered an offence under the Environmental Protection Act 1990 and person(s) responsible may be prosecuted and fined up to £50,000 and/or receive a custodial sentence of up to 5 years upon conviction.

Signed Print Name Date

Please confirm type of waste(s) being deposited during your visit by ticking the relevant boxes:

Scrap Metal Ceramics Black sacks Large Domestic Appliances Wood

Soil & Hardcore Garden Waste Engine Oil Plasterboard/Gypsum products Furniture

Electrical Items Household Waste (loose)

Other Recyclables - please specify

Recycling Advisor's Approval

Signed Date

Section 2 - Notes

Please carefully read sections 2 and 3 before submitting your Household Waste Declaration Form.

- 2.1 Please print off this form and complete in full. The completed form should be handed to the Recycling Advisor at the time of entry to the site.
- 2.2 Please ensure that all parts of this form are completed, signed and dated.
- 2.3 Southend-on-Sea Borough Council does not accept commercial, trade, business or any other organisation's waste or recycling at either of its Household Waste Recycling Centres (HWRCs). Both centres are for household waste only.
- 2.4 Completion of this form does not automatically grant access. Vehicles found to contain waste generated by commercial, trade or business activities, or any other organisation's waste or recycling will be refused access to either of Southend-on-Sea Borough Council's HWRCs.
- 2.5 By signing Section 1 of this form, you are declaring that the information supplied to Southend-on-Sea Borough Council is accurate.
- 2.6 Southend-on-Sea Borough Council or their agent may refuse admittance if any information on the form is incomplete or incorrect. The decision to not grant access is final.
- 2.7 Information submitted that is later found to be false will mean that future access to either of Southend-on-Sea Borough Council's HWRCs is suspended and legal action may be taken against you.
- 2.8 Any evidence of commercial, trade, business waste being deposited by a vehicle will be reported to Southend-on-Sea Borough Council by its contractors and the matter will be investigated.
- 2.9 Householders who have completed a Household Waste Declaration Form are not excluded from normal checks at the Household Waste Recycling Centres and will be subject to identification checks and/or checks on the types of materials intended for disposal at the HWRCs.
- 2.10 The Waste & Environmental Care Team reserves the right to investigate and confirm with other agencies as to whether businesses/vehicle owners have the authority for the use of the said vehicle.

Section 3 - Definition of Commercial Type Vehicles and access with Trailers

What is a 'commercial type' vehicle? 'Commercial type' vehicles are defined as; one with no rear seats and/or no rear windows and/or have an open back, or a back which is separate from the main cab area (closed cab pick-ups). Vehicles falling into any of the above categories are required to complete and submit a Household Waste Declaration Form. Drivers are still required to show a valid driving licence or a current Council Tax bill at the entrance in addition to submitting a completed Form.

Do I have to fill in a form for access with a trailer? Only Cars and 4x4's may bring in a trailer, if the load bed is less than 1.8m (6ft) long a form is not required. If the load bed is between 1.8m and 3m (approx 6ft and 10ft) in length a form must be completed for the trailer. Trailers with a load bed over 3m (approx 10ft) are not permitted access to either HWRC. Please note: There is a further restriction on when certain 'commercial type' vehicles may visit the HWRCs see front of this form for details.

Data Protection Act 1998

Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you.

We will only use personal information you supply to us for the reason that you provided it for.

We will only hold your information for as long as necessary to fulfil that purpose.

We will not pass your information to any other parties (including other Council departments) unless this is made clear to you at the time you supplied it.

When the data is no longer required it will be destroyed in line with the Councils' Document Deletion and Disposal Guidance.

All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality.

Fair Processing Notification

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes