

# HWRC Registration Form for Residents and Charities

All sections of this form must be completed in **black ink** and **BLOCK CAPITALS**.

Failure to fully complete this form may result in delays to your application being processed.

You can register by email using the registration web form available to download [www.northyorks.gov.uk/vehicles-allowed-use-household-waste-recycling-centres](http://www.northyorks.gov.uk/vehicles-allowed-use-household-waste-recycling-centres).

## Type of Waste

Please indicate where your waste is coming from:

1) Your charity  Charity name

We will treat any charity waste originating from activities carried on outside of North Yorkshire as commercial waste.

2) Your home where you are resident

3) Other  please specify:

**Charities must supply their registered charity number, community interest group (being a company which is registered as such with the registrar of companies) their registration number, or as a not for profit body a signed copy of your formally adopted constitution and a letterhead for your organisation. If you are acting as a charity but are not registered with the charity commission, we will be unable to register you to use our HWRCs unless you provide details of your exemption or exception from registration as a charity.**

## Details

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

Email address: \_\_\_\_\_

Charity No: \_\_\_\_\_

**Please provide details of the name and nature of any business or commercial activity carried out using this vehicle:**

## Vehicle Details

If you have another vehicle(s) registered with us already please let us know that vehicle's

Registration Number: \_\_\_\_\_

Do you still need to have the above vehicle registered with us to use a HWRC?  Yes  No

## New Vehicle Details

Please give us details of the vehicle you need to register

Vehicle Registration Number: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

## Vehicle Sizes

Length (M): \_\_\_\_\_ Height unladen (M): \_\_\_\_\_ Gross Vehicle Weight (KG): \_\_\_\_\_

**Supporting Evidence** for registering to deliver household waste as a resident. It is essential that you include a copy of one of the following documents as proof that you are a resident at the North Yorkshire address given on this form. Please indicate which one you have included. If you are registering by email using the web form you must include digital copies (pdf) of your supporting information.

Vehicle Registration Document (V5)  Yes  No

Utility Bill  Yes  No

Other (please detail)  Yes  No

## Terms & Conditions for all applicants

I understand that

- The Council may contact me using the contact details I have given on this form to review the details held as part of its routine data protection checks and (re)registration processes.
- As the applicant I am responsible for the use of the vehicle when it is used to deliver waste to a HWRC and that the proof of registration pass is not transferable between vehicles.
- I must inform you in writing of any changes to the information given and that failure to do so will invalidate my registration and will mean I am unable to use the HWRCs in this vehicle.
- Proof of registration allows disposal of the types of waste(s) indicated overleaf. If the vehicle is used to dispose of commercial, hardcore & rubble, plasterboard waste or vehicle tyres I will be charged.
- If I no longer use this vehicle to dispose of household waste at the HWRCs, I will return my proof of registration pass to the address listed below.
- Any abuse of the proof of registration will lead to it being withdrawn.
- It is an offence under section 33 of the Environmental Protection Act (1990) to deposit controlled waste, or knowingly cause or knowingly permit controlled waste to be deposited in or on any land unless a waste management licence (permit) authorising the deposit is in force and the deposit is in accordance with the licence (permit).
- If I transport commercial, charity or as a resident waste other than my own household waste, I am required to possess a Waste Carriers Licence.
- It is an offence under section 34 of the Environmental Protection Act 1990 if I fail to furnish a controlled waste transfer note when transferring certain wastes.
- As a charity customer I must ensure that the charity has indemnified the Council against liability arising from the actions of the charity and its representatives whilst on site.
- I need to complete all sections of this form as the Council will be unable to complete the registration process if not all the required details are received.

**I have read and understood the terms and conditions as stated above and confirm the details I have given are correct**

Signed:

Date:        /        /

We collect the personal data so we can comply with our responsibilities under the Environmental Protection Act 1990. Where personal data is supplied to us and we have recorded it as part of our Waste Management Service the processing will be based upon the Public Task, Legal Obligation and Consent lawful bases. Further information on how and why we process your personal data is available in the Waste Management Service privacy notice, a copy of which is available in the site office or on the County Council website, [www.northyorks.gov.uk/privacy-notices](http://www.northyorks.gov.uk/privacy-notices). Please contact us on the details below if you require this information in another format.

**Please return your completed form including your supporting evidence to:**

**waste.management@northyorks.gov.uk**

or

HWRC Vehicle Registration  
Transport, Waste and Countryside Services  
Business and Environmental Services  
North Yorkshire County Council  
County Hall  
NORTHALLERTON  
DL7 8AH