



**North Yorkshire**  
County Council

# Household Waste Recycling Centres

**User guidance and registration**



## Introduction

Household Waste Recycling Centres (HWRCs) are provided for North Yorkshire residents to re-use, recycle, compost or dispose of their own household waste. This guidance describes what types of waste you can deliver to the sites, what is expected of customers and the requirements for customers wanting to deliver:

- household waste
- hazardous waste
- waste on behalf of family, friends or neighbours
- commercial and other non-household waste such as vehicle tyres and waste from improvements, repairs and alterations to homes and gardens
- waste from charities and voluntary groups

To reduce the amount of waste sent for disposal, you should separate it prior to your visit and place it in the appropriate re-use, recycling or composting container. Be aware of your own and others' health and safety and follow instructions given by staff and on signs, notices or markings. Deliver your waste in something that you can lift into the opening of the appropriate container; please do not shovel waste into the container.

ANPR and CCTV systems are in place for your safety and security, and to help with complaints or disputes.

Ownership of waste passes to the Council when you deposit your waste. Please be aware that once you have handed your waste to staff or placed your waste into a container it may be sorted so we can reduce what we send to landfill (we do not operate a confidential waste service).

If you need help, please ask site staff, but you may have to wait at busy times.

### **Do you need to register to use HWRCs?**

You may need to register the vehicle you use to deliver your waste, depending on what type of vehicle it is. We are also unable to allow certain types of vehicles into HWRCs at all, because they are too big and would be dangerous or inconvenient to other users. A list of these vehicle types are shown in the table opposite.

North Yorkshire residents who want to deliver their household waste to Stokesley HWRC without being charged need to display a HWRC permit (see page 4).

If you are a commercial customer you do not need to register with us but you will be charged for your waste (see page 8).

All charities and voluntary groups wishing to use the HWRCs must be registered (see page 7).

## Household Waste Recycling Centres

Vehicle	Do I need to register?
 <p>Vehicles above 3.5 tonnes gross weight and any agricultural vehicles</p>	<p><b>NOT PERMITTED</b></p>
 <p>Vehicles delivering <b>commercial waste</b>... even a car</p>	<p><b>NO BUT YOU WILL BE CHARGED</b></p>
 <p>Vehicles delivering waste from a <b>charity or voluntary group</b></p>	<p><b>YES</b></p>
 <p><b>Residents</b> using a car/estate/people carrier 4x4 or a camper van to deliver <b>household waste</b></p>	<p><b>NO</b></p>
 <p><b>Residents</b> using a commercial or commercial like vehicle to deliver <b>household waste</b> e.g. any vehicle that appears to/could be used for a trade / business or commercial purpose such as a van, pickup, flat bed, land rover with a cargo area or similar vehicle</p>	<p><b>YES</b></p>
<p><b>You will be unable to use Wombleton HWRC</b> if you use a commercial or commercial like vehicle that is larger than 4.9M long or 2.1M high or if you intend to use a trailer of any size.</p>	

## How to register to use your vehicle

If you use a **commercial or commercial like vehicle** to deliver your household waste, or you are a charity or voluntary group and want to deliver your **charity waste**, you need to complete the HWRC registration form (in the middle of this leaflet) and return it to the address shown at the end of the form.

If you are delivering your own household waste in your own commercial or commercial like vehicle, or a commercial or commercial like vehicle that you have permission and are insured to use for your own domestic purposes, you need to prove that you are resident in North Yorkshire. You can do this by enclosing a copy of an official document for the address you are applying from, for example a copy of your vehicle registration document (V5) or a copy of a recent utility bill.

**We will send you a commercial/commercial like vehicle pass** to display in your vehicle windscreen. If you are required to register with us to use HWRCs and are not displaying a **commercial/commercial like vehicle pass** you may be unable to use the sites or may be charged. Please let us know if you no longer use a vehicle you have registered with us.

If you dispose of waste for which a charge is made, without payment, or are not registered with us and dispose of charity waste at one of our HWRCs, you will be trespassing and we may recover the costs from you for dealing with your waste.

## How to register to use a hired or borrowed vehicle

To obtain **temporary registration** to use a hired or borrowed vehicle to deliver household waste you need to complete a household waste declaration form (available from the site office) and provide a copy of an official document, which identifies you as a resident of North Yorkshire. If the vehicle is hired you must also show a copy of the hire agreement including your address, to site staff. All documents must contain the same address details.

If the vehicle is borrowed you should ensure you have permission and are insured to use the vehicle for your own domestic purposes.

## Residents who want to use Stokesley HWRC

North Yorkshire residents who want to use Stokesley HWRC will need to display a HWRC Permit. If you need to use the Stokesley HWRC and do not have a HWRC Permit or need further information, please contact us using any of the contact points listed at the end of this leaflet. Residents using a commercial/commercial like vehicle do not need a HWRC permit to use Stokesley HWRC, but need to display a commercial/commercial like vehicle pass. Non-residents can still use the site but will have to pay to do so.

## Other types of waste

### 1. Non-household wastes that we charge for

We have no legal responsibility to accept non-household wastes. However as a discretionary service we accept some of these wastes to ensure residents have a disposal option, but this is at a charge. You will have to pay to dispose of vehicle tyres and any hardcore, rubble and plasterboard waste created from improvements, repairs and alteration to a home or domestic property.

Hardcore & rubble includes breeze blocks, bricks, ceramics (e.g. sinks and toilets), concrete, flag stones, gravel, hardcore, pottery, rubble, sand, slates, soil, stones, tarmac, tiles, and window glass. Plasterboard includes plaster, gypsum and similar material. Current charges are available on site or can be obtained from any of the contact points listed at the end of this leaflet.

On arrival on site you will need to agree with a member of staff the amount of hardcore, rubble plasterboard and number of vehicle tyres you have before emptying your vehicle. This will determine how much you will have to pay. 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 disposal rate for your vehicle. All payments must

be made via debit/credit card. **No cash or cheques will be accepted.** If you are delivering chargeable wastes you must pay on each visit.

These wastes should be placed into the designated 'hardcore and rubble', 'plasterboard' and 'tyre' containers/designated areas which will be marked with the signs shown below. This is so these materials can be recycled, or in the case of plasterboard, disposed of safely. If any of these waste materials are mistakenly placed in the 'waste for landfill' or any other container a charge will still be made.



### What happens if I can't pay?

If you are unable to pay you will be asked to leave the site with your waste and to return later with a means of payment. You will not be allowed to dispose of any chargeable materials unless you can pay. You will be allowed to dispose of any household waste free of charge.

### What if I don't want to pay?

If you don't want to pay you will be unable to dispose of any chargeable materials at the HWRC and will have to use another disposal option.

## 2. Non-household wastes we do not charge for

Other waste, from improvements, repairs and alterations are also non-household wastes which we also have no legal responsibility to accept. However we do offer a discretionary service for these wastes currently without charge to residents.

Residents can dispose of **cement bonded asbestos** at the HWRCs indicated in the table below. The cement bonded asbestos must be double bagged or wrapped in two layers of thick plastic and all joints and openings must be securely sealed with strong tape. Contact us before setting off from home if you are delivering **more than ten sheets of cement bonded asbestos** (approx. size 1.8M x 1.2M per sheet) to ensure space is available in the container. This council cannot give advice on whether you have cement bonded asbestos or not; you need to contact a specialist if you are unsure.

## We do not accept commercial or charity cement bonded asbestos.

We currently accept other types of waste that are created from improvements, repairs and alterations to a home or domestic property by residents free of charge, where the amounts are what we would expect from normal DIY activities. This includes:

- Fitted kitchens
- Bathroom cabinets
- Central heating boilers
- Fencing
- Insulation
- Water tanks
- Window frames, doors etc.

If the quantities and frequency with which they are taken to a HWRC is thought to be excessive you may be asked to confirm where the waste has come from.

**Remember we do charge for any hardcore, rubble and plasterboard waste.**

### HWRCs accepting Cement Bonded Asbestos (Residents only)

Harrogate (Stonefall)

Malton and Norton

Northallerton

Seamer Carr

Selby

Skipton

Whitby

### 3. Hazardous Waste

Some wastes such as fridges, televisions, fluorescent tubes, batteries and used engine oils may contain some hazardous materials. We accept these at HWRCs but we do not accept other hazardous wastes such as solvent based paints, garden chemicals, cleaning agents and thermometers containing mercury. Residents who have such waste can contact us to arrange collection, using the details shown at the end of this leaflet. Give as much information as you can about what needs to be collected including quantity, volume, size, type and condition of the containers.

We do not accept commercial or charity hazardous waste. This must be disposed of through a private licensed contractor.

### 4. Delivering waste on behalf of family, friends or neighbours

You are allowed to use HWRCs to dispose of waste belonging to a neighbour, family member or friend who is a resident of North Yorkshire providing you do not advertise the service or receive payment in connection with the waste. You must complete a household waste declaration form (available from the site office). Contact us using the details shown at the end of this leaflet if you need advice about delivering someone else's waste.

### 5. Waste from Charities and voluntary organisations

Any vehicle used to deliver waste from a charity, community group, voluntary group or religious premises, must be registered with us, and a **charity vehicle pass** must be displayed. You need to complete the HWRC registration form (in the middle of this leaflet) and return it to the freepost address shown at the end of the form. You 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. If you are acting as a charity but are not registered with the charity commission, you must provide details of your exemption or exception from registration as a charity. You must also return a letterhead for your organisation with your HWRC registration form.

We do not accept the following types of waste from a charity: animal carcasses/excrement, scrap vehicles/caravans/boats etc., asbestos, any waste classified as hazardous (Hazardous Waste Regulations 2005) including any waste electronic or electrical equipment that is hazardous or excessive/large amounts of any waste where it detracts from the service provided to householders.

**If you take waste to one of our HWRCs on behalf of a charity or other voluntary/ community group, you must:**

- report to site staff, before emptying your vehicle;
- present your waste carrier licence and complete a **Controlled Waste Transfer Note** (see sections 7 and 8);
- separate your re-usable/ recyclable waste. If you are unable to separate your waste you will be charged for the disposal of your waste at the commercial disposal rate;
- pay for hardcore and rubble, plasterboard and vehicle tyres;
- indemnify the council against liability arising from your actions whilst on site.

Please be aware that if the site is busy you may be unable to dispose of your waste and asked to return



at a less busy time. Charity waste is not accepted Sundays or Bank Holidays. (Note: HWRCs are closed on Wednesdays). If you are not registered with us to deliver charity waste and dispose of waste at one of our HWRCs you will be charged for the cost for dealing with your waste.

## **6. Delivering commercial waste**

All of our HWRCs accept commercial waste. Commercial waste is any waste from a commercial organisation, a business, a trade, a person's employment, a landlord, a village hall, an educational establishment or a holiday caravan. We charge for the disposal of commercial waste.

To encourage re-use, recycling and composting some commercial wastes are accepted at a reduced charge and some may be accepted free of charge. Current charges are available on site or can be obtained from any of the contact points listed at the end of this leaflet.

We do not accept the following commercial waste: animal carcasses/ excrement, scrap vehicles/ caravans/boats etc., asbestos, any waste classified as hazardous (Hazardous Waste Regulations 2005) including any waste electronic or electrical equipment that is hazardous or excessive/large amounts of commercial waste where it detracts from the service provided to householders.



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

- before emptying your vehicle agree with a member of staff the type and amount of waste you have. This will determine how much you will have to pay. 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 disposal rate for your vehicle;
- pay on each visit;
- present your waste carrier licence and complete a **Controlled Waste Transfer Note**; (see sections 7 and 8);
- if there is a charge for your waste, pay using the methods shown;
- indemnify the council against liability as a result of your actions whilst on site.

Please be aware that if the site is busy you may be unable to dispose of your commercial waste and asked to return at a less busy time. Commercial waste is not accepted on Sundays or Bank Holidays (Note: HWRCs are closed on Wednesdays).

### Payment method

All payments must be made via debit/credit card. **No cash or cheques will be accepted.**

### What happens if I can't pay?

If you are unable to pay you will be asked to leave the site with your waste and to return later with a means of payment. You will not be allowed to dispose of any commercial waste materials unless you can pay.

### What if I don't want to pay?

If you don't want to pay you will be unable to dispose of any commercial waste materials at the HWRC and will have to use another disposal option.




## 7. Completing a Controlled Waste Transfer Note

It is a legal requirement if you are delivering commercial or charity waste to complete a Controlled Waste Transfer Note, on which you describe the amount and type of waste you are delivering, your name and address, the source of the waste and the transfer/disposal point. Please present your waste carrier licence (see section 8) and complete a Controlled Waste Transfer Note prior to unloading your waste. They are available from the HWRC site office. Please ask if you require assistance. If you do not fully complete a Controlled Waste Transfer Note prior to unloading your waste, it will be treated as commercial waste for landfill and you will be charged a full load. Failure to

comply with your duty of care is an offence subject to an unlimited fine if convicted in the Crown Court.

## 8. Registering as a waste carrier

Any business (including charities and voluntary organisations) transporting waste, whether their own or someone else's, for free or for profit, must now register as a waste carrier with the Environment Agency in England. Depending on the activity, this registration may be free of charge. When transferring waste you must produce your waste carrier licence and complete documentation (Controlled Waste Transfer Note) including your waste carrier registration number. To register visit [www.gov.uk/register-waste-carrier](http://www.gov.uk/register-waste-carrier)

		<b>Controlled Waste Transfer Note &amp; Payment Receipt</b>		Number: 12345678	
<b>Controlled Waste Transfer Note</b>					
Full name and address of current holder of waste (including post code and telephone number)			Vehicle Registration Number		
			Waste Carriers Licence Number		
			Carriers Licence Expiry Date		
Address of where waste was produced or collected (if different from current holder's address)			Tier		
			Driver Name		
			Driver Signature		
			Date		
SIC code		The waste hierarchy has been considered prior to disposal			
Address and Permit Number of Delivery Point			Delivery Point		
			Attendant Name		

## Other information

**The Business Waste Handbook** has been produced to help with reducing, re-using and recycling business waste and provide specific information and tips for offices and businesses involved in catering, construction, retail, leisure and tourism, printing and manufacturing. The handbook gives advice on reducing the amount of waste created, re-using materials and

recycling as much as possible, as well as waste audits and a guide to legislation. There is also a list of organisations which can provide further information, guidance and funding to help businesses make changes. The business waste handbook is available to download [www.northyorks.gov.uk/commercial-waste-disposal-and-charges](http://www.northyorks.gov.uk/commercial-waste-disposal-and-charges)

## HWRC opening hours

The HWRCs are open at the following times:

Month(s)	Opens	Closes	All HWRCs are closed on <b>Wednesdays</b> and on 25 and 26 December and 1 January
April - September	08:30	17:00	
October - March	08:30	16:00	

Please allow sufficient time to unload all of your waste from your vehicle before the above closing times.

You will be unable to use Wombledon HWRC if you use a commercial or commercial-like vehicle that is larger than 4.9M long or 2.1M high or if you intend to use a trailer of any size.

## Household Waste Recycling Centres

Household Waste Recycling Centres (HWRCs) are provided to help North Yorkshire residents re-use, recycle, compost or dispose of their own household waste.

Residents using a commercial or commercial like vehicle to deliver household waste need to register with the County Council and display a commercial/commercial like vehicle pass.

Residents who want to use Stokesley HWRC will need to display a HWRC permit unless they are displaying a commercial/commercial like vehicle pass to deliver household wastes. Non-residents can still use the site but will be charged to do so.

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

- waste from improvements, repairs and alterations (hardcore, rubble and plasterboard)
- waste vehicle tyres
- hazardous waste
- waste on behalf of family, friends or neighbours
- charity waste
- commercial waste

and information about:

- HWRC opening hours
- HWRCs accepting cement bonded asbestos



## Contact us

**North Yorkshire County Council, County Hall, Northallerton, North Yorkshire, DL7 8AD**

Our Customer Service Centre is open Monday to Friday 8.00am - 5.30pm (closed weekends and bank holidays).

Tel: **01609 780 780** email: **waste.management@northyorks.gov.uk**  
Or visit our website at: **www.northyorks.gov.uk**

If you would like this information in another language or format such as Braille, large print or audio, please ask us.

Tel: **01609 780 780** Email: **customer.services@northyorks.gov.uk**