



**Permit
Scheme
and Waste
Helpline
Policy**

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Introduction

The aim of this policy is to define terms and conditions of the Household Waste Recycling Centres (HWRC) Permit Scheme and Waste Helpline, for CUMBRIAN HOUSEHOLDERS, who wish to access HWRCs when using larger vehicles and trailers to dispose of their household waste.

The objective of the HWRC Permit Scheme and Waste Helpline is to control the access of vehicles and trailers used by commercial operators to access Cumbria County Council's HWRCs; preventing the inappropriate disposal of TRADE WASTE by businesses. By limiting access to CUMBRIAN HOUSEHOLDERS using such vehicles to dispose of household waste also reduces congestion and improves health and safety standards.

The Permit Scheme and Waste Helpline supports the Councils vision of:

"A Council that works with residents, businesses, communities and other organisations to deliver the best services possible within the available resources."

Purpose

This policy is for the benefit of CUMBRIAN HOUSEHOLDERS using the Permit Scheme and Waste Helpline which provides transparency and sets out how CUMBRIAN HOUSEHOLDERS can access the HWRC network in Cumbria to dispose of their household waste using larger vehicles such as VANS, UTILITY VEHICLES, flatbeds and double axle trailer.

Waste Definitions

Trade waste - means waste produced and/or transported by commercial operators (including sole traders, landlords, property developers, Cumbria County Council Services and other public sector organisations) even if it originates from a house.

Permit - means an Annual PERMIT, General waste PERMIT or Pedestrian PERMIT issued in advance of the visit to the HWRC by Cumbria County Council.

Van – means a small or medium road vehicle used for carrying loads, without side windows and/or rear windows and has one row of seats in the front. This includes vehicles where the owner has removed seats. This excludes vehicles adapted for disabled access (e.g. mobility vehicles).

Utility Vehicles – means a vehicle with low sides designed for carrying small loads (whether enclosed or not). This includes pick-ups, flat beds, vehicles with crew cabs and some 4 X 4 vehicles.

Cumbrian Households – means any person registered to a property paying council tax to a Cumbrian Council.

Principles

1. **Application Review**
Each PERMIT application is reviewed on an individual basis
2. **Waste types**
HWRC are provided for CUMBRIAN HOUSEHOLDERS to dispose of their household waste. TRADE WASTE is not accepted.
3. **HWRC Site Safety**
All vehicles and trailers accessing the HWRCs need to adhere to the site rules and can be safely manoeuvred around the sites. All vehicles should be road worthy, taxed and have a valid MOT as appropriate. The driver must also be insured for personal use of that vehicle and have permission to use it (if borrowed).
4. **Vehicles not requiring a PERMIT**
Subject to 5 and 6 below, there is no restriction on CUMBRIAN HOUSEHOLDERS delivering Household Waste as a cyclist, motorcyclist, with a motor car, towing a single axle trailer, minibuses or a campervan; (the vehicles logbook (V5) may be requested to prove campervan status).

The following examples of vehicles are also allowed access to the HWRC network to dispose of household waste only:

- 4.1 Any vehicle attending the HWRC under a Blue Badge must have the Blue Badge Parking permit holder present and displaying a valid Blue Badge (Blue Badges must be available for inspection on the request of site staff to check that the Blue Badge holder is present).
- 4.2 Any other specified vehicle the Council may add to this list from time to time.

5. Vehicles Requiring a PERMIT

Subject to section 6 below, PERMITS are issued for Customers who wish to deliver their own Household Waste to an HWRC in a VAN, UTILITY VEHICLE (pick-up, flatbed or crew cab) or a car towing a twin axle trailer of bed length not greater than 3.2 metres (10 feet).

- a. It is acknowledged that at the time of applying not all details of a hire vehicle will be known in advance (e.g. registration), however provided the hire company is supplied on the PERMIT and the hire agreement or proof of hire, which carries the same company name must be made available for inspection at the HWRC.
- b. Access to the HWRCs will be refused for VANs, UTILITY VEHICLES and twin axle trailers without a PERMIT. In the case of exceptional circumstances a discretionary PERMIT may be issued.

6. Prohibited Vehicles - PERMITS will not be issued for:

- Vehicles over 3.5 tonnes gross weight,
- Vehicles with more than four (4) wheels (including vehicles with four wheels on a single axle),
- Vehicles with tipping load beds,
- Vehicles with a tail lift
- Luton VANs

Other vehicles included in the list are:

- Agricultural vehicles (e.g. horse boxes, tractors and trailers),
- A motor car towing any trailer of bed length exceeding 3.2 meters (10 feet),
- Any vehicle requiring a PERMIT towing a trailer of any length,
- Vehicles carrying TRADE WASTE

Any vehicle which because of its particular nature, in the reasonable opinion of the site staff cannot be safely manoeuvred around the site.

7. Borrowed Vehicles

Borrowed vehicles may be used, however the householder of where the waste originated must be present in the vehicle when attending the HWRC. This applies to any borrowed vehicles requiring a permit or not.

8. Trade Waste

No TRADE WASTE can be deposited at the HWRC network in Cumbria. This includes but is not limited to:

- Waste from tradesmen
- Waste from sole-traders
- Waste generated through any work or business activity
- Waste from landlords' tenanted properties
- Holiday home 'to let' including domestic properties used in the course of a business for the provision of self-catering accommodation
- Tip-runs, rubbish-removals/house clearances

As well as:

- Waste generated through organised events

(To dispose of TRADE WASTE please contact your District Council, a waste management company or a skip hire company).

9. Bereavement Support

In case where relative need to clear properties due to bereavement please contact the Permit Scheme and Waste Helpline for information

10. Renovation Waste

Waste from properties purchased for the sole purpose of renovation and onward sale or rental will not be issued a PERMIT. This is classed as TRADE WASTE. If the owner is not living in the property during the renovations but plan to move in PERMITS will be issued on a case by case basis. Please contact the Permit Scheme and Waste Helpline.

11. PERMITS Available

There are three types of PERMIT available: an annual PERMIT, a general PERMIT and a pedestrian PERMIT:

- Annual PERMIT - For disposal of paper, glass, card, cans, plastics, and green waste. Each PERMIT is valid for one (1) year from the date of issue. There is no restriction on the number of times the holder can visit the named HWRC in that year or the amount of material that may be deposited.

- General waste PERMIT – These PERMITS are issued for a single visit to the HWRC. The PERMIT being applied for must state the type of waste that is intended to be deposited. At the time of the visit the waste being carried will be checked against the document (PERMIT) to ensure the description matches. A General Waste PERMIT is valid for 31 days from the date of issue and allows for one visit. Three (3) PERMITS may be issued for any month however not PERMITS will be issue for the next two months. For example if 3 PERMITS are issued in May no PERMITS will be issued in June and July. A maximum of twelve PERMITS (12) will be issued in any year. The number of PERMITS that can be issued is restricted to discourage TRADE WASTE entering the sites.
- Pedestrian PERMIT - enables householders who either live within walking distance of the site or are using public transport to access the site on foot with either recyclable materials or general waste. These PERMITS are valid indefinitely; it would only need to be changed if an address or name was to change.

12. PERMIT Availability

All PERMITS must be made available for site staff to check on arrival at the HWRC.

13. Household Waste Recycling Centre

Locations

PERMITS are only valid at the HWRCs operated by or on behalf of Cumbria County Council. The sites can be found on our website: <https://www.cumbria.gov.uk/planning-environment/waste-management/servicesincumbria/hwracs/hwrc.asp>

14. Waste Ownership

Only the householder of where the waste has originated can apply for the PERMIT (irrespective of whether they will be driving the vehicle or not) using their own personal details.

15. Information Management

Cumbria County Council is committed to protecting your privacy when you use its service. For more information please visit <https://cumbria.gov.uk/admin/privacy.asp>

16. Additional Information

Cumbria County Council reserves the right to cancel PERMITS or amend the operation of the HWRC Permit Scheme and Waste Helpline at any time.

PERMIT applications and further information can be found on our website at <https://www.cumbria.gov.uk/planning-environment/waste-management/permitscheme/default.asp>

Alternatively, please contact the Permit Scheme and Waste Helpline on 0300 003 1118.