

## Highland Council Recycling Centre Declaration Form for the deposit of Household Waste using a Van, Pickup truck, Sign-written Vehicle or Trailer

Please complete this form and bring it with you to the Recycling Centre if you wish to deposit household waste using a van, pickup truck, sign-written vehicle or trailer – see section 4 for definition of vehicles affected.

**Please read ALL notes in Sections 2, 3 and 4 before completing this Form.**

### Section 1

Name of applicant:

Address:

Post Code:  Vehicle registration:

Vehicle make and model:  Vehicle colour:

Do you have a trailer?: Yes  No  Trailer registration:

Is vehicle sign-written?: Yes  No   
If yes, whose name is on the vehicle?

Is vehicle private hire?: Yes  No

Contact telephone number:  Proposed number of visits on this date:

Date of visit:  Site location:   
(Please enter both dates if intending to access a Recycling Centre over a weekend period)

### Section 2 – Declaration of Origin of Waste

- 2.1 By signing and submitting this form you are declaring to The Highland Council that:
- only waste generated from your own household is being deposited
  - no household waste associated with commercial or trade activities (i.e. work carried out for business or profit) is being deposited
  - the information supplied to The Highland Council on this form is accurate
- 2.2 In addition, by completing and signing this form you are agreeing that The Highland Council has the right to undertake any further investigations to determine the origin of the waste, including visiting the applicant's property.

Signed:  Date:

Print Name:

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

<input type="checkbox"/> Scrap metal	<input type="checkbox"/> Garden waste	<input type="checkbox"/> Wood	<input type="checkbox"/> Soil & hardcore	<input type="checkbox"/> Large domestic appliances
<input type="checkbox"/> Engine oil	<input type="checkbox"/> Plasterboard	<input type="checkbox"/> Furniture	<input type="checkbox"/> Electrical items	<input type="checkbox"/> Household waste (loose)

Other non-recyclables – please specify

Other recyclables – please specify

### **Section 3 – Notes**

**Please carefully read sections 3 and 4 before submitting your Household Waste Declaration Form.**

3.1 Please print off this form and ensure that all parts are completed in full and the form is signed and dated before visiting the Recycling Centre. The completed form should be handed to the Site Operative on arrival.

3.2 The Highland Council does not accept commercial, trade, business or any other organisation's waste at any of its Recycling Centres.

3.3 Completion of this form does not automatically grant access. Vehicles found to contain waste generated by commercial, trade, business activities, or any other organisation's waste will be refused access to any of The Highland Council's Recycling Centres.

3.5 By signing Section 2 of this form you are declaring that the information supplied to The Highland Council is accurate.

3.6 The Highland Council may refuse admittance if any information on the form is incomplete or incorrect.

3.7 Information submitted that is later found to be false may result in future access to any of The Highland Council's Recycling Centres being suspended.

3.8 Householders who have completed a Household Waste Declaration Form are not excluded from normal checks on the types of materials intended for disposal at the Recycling Centre.

3.9 The Highland Council 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.

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### **Section 4**

**Types of vehicles and trailers affected by the introduction of changes to the current practice at the Recycling Centre.**

4.1 Vans are defined as any vehicle designed for the carriage of goods as opposed to the carriage of passengers. Anyone bringing waste to a Recycling Centre in a van will have to complete a Household Waste Declaration Form.

Only Light Goods Vehicles with a UK Maximum Gross Weight of up to 3.5 Tonnes will be permitted. You may be asked to provide evidence to confirm the Maximum Gross Weight of your vehicle.

4.2 Anyone bringing waste to a Recycling Centre using a sign-written vehicle, such as a pick-up truck that is used for business purposes, will have to complete a Household Waste Declaration Form.

4.3 Anyone bringing waste to a Recycling Centre using a trailer will have to complete a Household Waste Declaration Form.

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To find out more about the management of household waste at The Highland Council's Recycling Centres please contact Community Services, The Highland Council, Ross House, Dingwall, IV15 9RY or Tel 01349 886603.

Data Protection Act – the information you have supplied will be used to record incidents of household waste being deposited at The Highland Council's Recycling Centres using a van, pickup truck, sign-written vehicle or trailer. This data will be maintained in accordance with the Act and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.