

Application to register for free waste disposal and/or collection service



Please read the notes attached before completing the application.

To qualify for free collection and/or disposal of your waste you must meet the following criteria set out in the 'Controlled Waste Regulations 1992 Schedule 1'

Part 1 The waste must be from a hereditament or premises exempted from local non-domestic rating by virtue of:

(a) in England and Wales, paragraph 11(d) of Schedule 5 to the Local Government Finance Act 1988(e) (places of religious worship etc.);

(b) in Scotland, section 22(f) of the Valuation and Rating (Scotland) Act 1956(g) (churches etc).

or

Part 2 The waste must come from premises occupied by a charity and be wholly or mainly used for charitable purposes.

If you meet the criteria set out in **part 1** you will qualify for a free service including disposal and collection.

If you meet just **part 2** you will only receive free disposal. Any charges for collection and or container rental will have to be met by you.

or

Discretionary Criteria The council operates a 'discretionary policy' for voluntary sector groups, please see section 8 of the application form.

Please complete the application as fully as possible regardless of which service you think you may qualify for.

Please note: A one off registration fee will apply to all applications which meet the above criteria for the free service. This will be invoiced directly to your organisation.

Return all completed application forms and any extra information necessary to:

Recycling and Waste
Free Service Applications
Recycling & Waste
Leeds City Council
Knowsthorpe Gate
Cross Green
Leeds LS9 0NP

Alternatively you can email a completed form to: leeds.waste@leeds.gov.uk

Application form

All information must be completed otherwise your application cannot be processed and will be returned.

Please indicate if you are applying for;

Free disposal Free collection and disposal Free disposal at Kirkstall Road

1. Organisation details

Name	of	group/organisation
Address		
.....Postcode		
Contact name	Position	
Phone	E-mail	

2. Premises being registered (if different from above)

Address		
..... Postcode		
Contact name	Position	
Phone	E-mail	

3. You must provide all the following information:

- Evidence of exemption from Local Non Domestic Rates
(for advice tel: 0113 2476983 or email business.rates@leeds.gov.uk)
- Charity registration number
(as registered on the Charity Commissions website; www.charity-commission.gov.uk)
- Signed copy of charitable constitution
- Summary detailing the organisations activities
- Waste Carriers exemption certificate if transporting waste to Kirkstall Road. For advice contact Environment Agency 0870 8506506.
- Registration as Place of Religious Worship
(if you are a Church of England establishment this is not required)

4. If you are only eligible for free disposal (Part 2) it may be more beneficial to you to deliver your waste to us at Kirkstall Road Waste Transfer Station.

If so please give detail of the vehicle/s you propose to use:

Make of vehicle/s
Registration of vehicle/s
Drivers Name

5. Waste types (delivered to the Kirkstall Road site or for collection)

Please give details of waste types produced.

Waste	Percentage
Paper	
Cardboard	
Cans	
Plastic Bottles	
Glass	
Furniture	
Wood	
Bric-a-Brac	
Textiles	
Books	
Toys	
Garden Waste	
Electrical Items	
Other (please state)	

Please give an estimated frequency of visits to disposal site:

Daily Weekly Monthly Yearly

6. Recycling

- Do you recycle your waste by separating recyclable items i.e. paper, glass?

Yes

No

7. Details of your current arrangements for disposal of waste and recycling must be completed:

- Name of contractor
- Termination date
- Amount of notice to be given
- Current costs for:
 - Collection
 - Bin Rental
 - Disposal charges
 - Size and number of current bins/containers
 - Quantity of waste you have sent for disposal April 2010 to March 2011

8. Discretionary Policy

Please complete this section if your organisation does not match all of the standard registration criteria.

		Yes	No
1	Does your organisation provide a service to the residents of Leeds free of charge?		
2	Is the service provided complementing the bulky waste collection service offered by the Waste Collection Authority?		
3	Is the waste produced through your activities household waste generated by the residents of Leeds?		
4	Would the waste generated through your organisations activities have gone to landfill?		
5	Can your group recycle any material from the household waste at the point of disposal?		

A site visit will be undertaken by an authorised officer from the Waste Collection Authority. Based on the additional information provided and the outcome of the site visit a decision will be made as to an applicant being eligible for the service.

9. Applicants signature

I declare that the information provided reflects the activities carried out by the organisation requesting the service. I also agree to a WCA officer to carry out a visit to the registered premises and to provide additional information when requested. I also declare that all waste arising from the premises detailed above is from within the Leeds City Council boundary.

I have read and understood the attached notes provided and can comply with them fully.

Signed:

Print Name:

Date:

Please note: In order to remain on our register you must re-submit your details each year in March using this form. You can request a form from Leeds City Council at the address above alternatively you can download the form from www.leeds.gov.uk/freeservice.

Please provide all requested information as failure to do so could result in a delay in processing your application.