

# Information for organisations wishing to apply for free waste disposal and or collection service



To qualify for free waste disposal and or collection you must meet the following criteria, which are 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 we arrange and or container rental will have to be met by you. This is because the Council as the Waste Collection Authority is allowed to levy a charge for collection of waste from these types of premises as set out in schedule 2 part 15 of the regulations. If you think you qualify, you need to apply to Recycling and Waste Services and complete a short application form. This will help us to verify your status and ensure you are eligible for a service.

If you only meet **part 2** you may be asked to consider whether you can deliver your waste to us and dispose or recycle it free of charge at our transfer station on Kirkstall Road. A Waste Carriers Exemption issued by the Environment Agency would be required, contact number 08708 506 506. This option would remove the requirement for you to pay a collection cost and would give you more opportunity to recycle your waste since a large range of materials can be recycled at that site.

## Discretionary Criteria

Leeds City Council operates a 'Discretionary Policy' for voluntary sector groups who do not match all of the above criteria. All additional information asked for in section 8 of the application pack must be provided. A site visit of registered premises may also be carried out by an authorised waste collection authority (WCA) officer. A decision on whether a Voluntary Sector Group qualifies will be based on the additional information provided and the site visit carried out by the WCA authorised officer.

## **Information for organisations wishing to apply for free waste disposal and/or collection service**

If you require waste to be collected from your premises you will be asked to enter into a contract with the council's current commercial waste contractor. They will then make the collections on our behalf. Please remember, if you only meet **part 2** of the regulations you will have to cover the cost of the collection and container rental. If you already have a contract in place with another company you must agree to do this as soon as your current contract ends. An administration charge will apply.

If you meet **part 1** of the regulations everything will be arranged for you but you will still have to agree to use the council's current commercial waste contractor. If you already have a contract in place with another company you must agree to do this as soon as your current contract ends. If you are already using a contractor to collect your waste you will need to provide details of these arrangements to the address below. Please see the application form for further details.

**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.**

If you need further advice before submitting your application please contact a member of the recycling and waste team on 0113 3952014.

If you qualify for a service please complete the application form, which is available at [www.leeds.gov.uk/freeservice](http://www.leeds.gov.uk/freeservice) or call 0113 2224406 for a free service application pack.

Please return completed application form to:

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