

# 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](mailto: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](mailto:business.rates@leeds.gov.uk))
- Charity registration number  
(as registered on the Charity Commissions website; [www.charity-commission.gov.uk](http://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.

<b>Waste</b>	<b>Percentage</b>
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](http://www.leeds.gov.uk/freeservice).

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