

# 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 (England and Wales) Regulations 2012 Schedule 1'

**(1) Place of Worship:** 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 of Schedule 5 to the Local Government Finance Act 1988 as amended by the Local Government Finance Act 1992 section 104 and paragraph 3 of Schedule 10;

or

**(2) Charity Shops:** the waste must come from a hereditament used wholly or mainly for the sale of goods donated to a charity where the proceeds of sale (after deduction of expenses) are applied for the purpose of a charity.

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

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

**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:

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

Alternatively you can email a completed form to: [jaspal.panesar@leeds.gov.uk](mailto:jaspal.panesar@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 only  Free collection and disposal  Free disposal at Seacroft or Kirkstall Road HWSS

### **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 copies of all the following information (if applicable):**

- Evidence of exemption from Local Non Domestic Rates – Charities Only (for advice tel: 0113 3760359 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/ Seacroft HWSS. For advice contact Environment Agency 03708 506506
- 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 (Charity Shops) it may be more beneficial to you to deliver your waste to us at Kirkstall Road or Seacroft HWSS.**

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

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

**5. Waste types for collection or being delivered to the Kirkstall Road/Seacroft HWSS.**

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)	

Size and number of current bins/containers.....

Please give an estimated frequency of collections/visits to disposal site:

Weekly       Monthly       Yearly

## 6. Recycling

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

Yes  No

If so, please list what you recycle .....

## 7. Details of your current arrangements for disposal of waste and recycling:

- 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 2016 to March 2017 .....

## 8. Discretionary Policy

Please complete this section if your organisation does not match all of the standard registration criteria for Place of Religious Worship and Charity Shops. Please provide details.

		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 as defined in Controlled Waste Regulations 1992 Schedule 1?		
4	Would the waste generated through your organisations activities have gone for disposal?		
5	Does your group recycle any material from the household waste generated 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. Charitable status does not automatically qualify you for a free waste disposal and/or collection 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. A renewal form will be sent out to your organisation at the beginning of the new financial year.

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