

Household Waste Recycling Centre Permit Application Form



Section A: Your Details

Applicant 1

Title: Forename: Surname:

Applicant 2

Title: Forename: Surname:

Full Address:

Post Code:

Home Phone Number:

Mobile Phone Number:

E-mail Address:

Section B: Vehicle Ownership *(Tick box to indicate vehicle ownership)*

Registered owner or
borrowed vehicles
(go to section C)

Company vehicle
(go to section D)

Temporary hire vehicle
(go to section E)

Section C: Registered Owner / Borrowed Vehicles

Vehicle 1:

Registration: Vehicle Colour:

Make: Model:

Type of vehicle *(please tick)*:

Car with trailer

Minibus

4x4 pick up

Van *(not exceeding
3 tonnes GVW)*

Campervan

Does this vehicle have any sign writing or company logo on it?

Yes

No

If applicable what does the sign writing say?

Section C (continued): Registered Owner 2nd Vehicle

Vehicle 2:

Registration: Vehicle Colour:

Make: Model:

Type of vehicle *(please tick)*:

Car with trailer

Minibus

4x4 pick up

Van *(not exceeding
3 tonnes GVW)*

Campervan

Does this vehicle have any sign writing or company logo on it?

Yes

No

If applicable what does the sign writing say?

Section D: Company Vehicle

Company Name:

Company Address:

Post Code:

Registration:

Vehicle Colour:

Make:

Model:

Type of vehicle (please tick):

Car with trailer

Minibus

4x4 pick up

Van (not exceeding
3 tonnes GVW)

Campervan

Does this vehicle have any sign writing or company logo on it?

Yes

No

If applicable what does the sign writing say?

Section E: Temporary Hire Vehicles

Name of hire company or vehicle owner:

Date you would like permits to be issued from (they are valid for 14 days):

Number of permits required (maximum of four per application):

Type of vehicle (please tick):

Car with trailer

Minibus

4x4 pick up

Van (not exceeding
3 tonnes GVW)

Campervan

Section F: Waste Declaration

It is a criminal offence to bring trade or business waste to a household waste recycling centre. This includes landlords bringing waste from rented properties. You could be fined and prosecuted. By submitting this form, you confirm that:

- the waste is from your own permanent single place of residence
 - you are not a landlord or property developer
 - you are not a tradesperson or business
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Section G: Terms and Conditions

I confirm that I have read the Terms and Conditions available online www.leeds.gov.uk/recyclingsitepermits and that all information provided is true and accurate to the best of my knowledge:

Please tick box to confirm:

Date:

Section F: Supporting Documentation

Remember to include the following validation documents (do not post us original documents):

- proof of vehicle ownership (e.g. vehicle V5 certificate, lease agreement or hire agreement).
- proof of residency (e.g. council tax bill, driving licence, bank statement or utility bill).

You can submit your completed application form to us either by e-mail or post:

EMAIL: leeds.waste@leeds.gov.uk

POST: HWRC Permit Scheme, Leeds City Council, Evanston Avenue, Kirkstall, Leeds, LS4 2HR
