

Highland Council Recycling Centre Declaration Form for the Deposit of Household Waste

Please complete this form and bring it with you to the Recycling Centre if you wish to deposit household waste using one of the vehicle types specified below (see section 4 for definition of vehicles affected). **Please select ALL vehicle categories that apply to the vehicle you are visiting the Recycling Centre in:**

Sign-written vehicle Single axle trailer less than 2.4 metres long Van with a gross weight below 3.5 tonnes

Site operatives may also request the completion of this form if the volume of waste or frequency of visits by any permitted vehicle exceed those ordinarily anticipated from a household premises.

Please read ALL notes in Sections 2, 3 and 4 before completing this form.

Section 1

Name of applicant:

Address:

Post Code: Vehicle Registration

Vehicle Model: Vehicle Colour

For sign-written vehicles:
Whose name is on the vehicle?

Is vehicle private hire? Yes No

Date of Visit: Proposed Number of Visits on this date:

Section 2 – Declaration of Origin of Waste

- 2.1 By signing and submitting this form you are declaring to The Highland Council that:
- only waste generated from your own household is being deposited
 - no household waste associated with commercial or trade activities (i.e. work carried out for business or profit) is being deposited
 - the information supplied to The Highland Council on this form is accurate

2.2 In addition, by completing and signing this form you are agreeing that The Highland Council has the right to undertake any further investigations to determine the origin of the waste, including visiting the applicant's property.

Signed Date

Print Name Contact Telephone Number

Please confirm the type of waste(s) being deposited during your visit by ticking the relevant boxes.

Scrap Metal Garden Waste Wood Soil & hardcore Large Domestic appliances
 Engine oil Plasterboard Furniture Electrical items Household waste (loose)

Other Non-recyclables – please specify

Other Recyclables – please specify

Section 3 – Notes

Please carefully read sections 3 and 4 before submitting your Household Waste Declaration Form.

3.1 Please print off this form and ensure that all parts are completed in full and the form is signed and dated before visiting the Recycling Centre. The completed form should be handed to the Site Operative on arrival.

3.2 The Highland Council does not accept commercial, trade, business or any other organisation's waste at any of its Recycling Centres.

3.3 Completion of this form does not automatically grant access. Vehicles found to contain waste generated by commercial, trade, business activities, or any other organisation's waste will be refused access to any of The Highland Council's Recycling Centres.

3.5 By signing Section 2 of this form you are declaring that the information supplied to The Highland Council is accurate.

3.6 The Highland Council may refuse admittance if any information on the form is incomplete or incorrect.

3.7 Information submitted that is later found to be false may result in future access to any of The Highland Council's Recycling Centres being suspended.

3.8 Householders who have completed a Household Waste Declaration Form are not excluded from normal checks on the types of materials intended for disposal at the Recycling Centre.

3.9 The Highland Council reserves the right to investigate and confirm with other agencies as to whether businesses/vehicle owners have the authority for the use of the said vehicle.

Section 4- Types of Vehicles required to provide a completed Household Waste Declaration Form at Recycling Centres.

4.1 Only Light Goods Vehicles with a UK Maximum Gross Weight under 3.5 tonnes are permitted access to Highland Council Recycling Centres. You may be asked to provide evidence to confirm the Maximum Gross Weight of your vehicle.

4.2 Tippers, flat-bed trucks and Luton vans designed for transporting animals are **not permitted** to access Highland Council Recycling Centres.

4.3 Anyone bringing waste to a Recycling Centre using a sign-written vehicle of any kind (for example a car that is used for business purposes) will be required to provide a completed Household Waste Disclaimer Form.

4.4 Vans are defined as any vehicle designed for the carriage of goods as opposed to the carriage of passengers. Anyone bringing waste to a Recycling Centre in a van (with a UK Maximum Gross Weight of less than 3.5 tonnes) will be required to provide a completed Household Waste Disclaimer Form.

4.5 Only trailers with a single axle and less than 2.4 metres (8 feet) in length are permitted to access Highland Council Recycling Centres. Anyone bringing waste to a Recycling Centre using a trailer will be required to provide a completed Household Waste Disclaimer Form.

To find out more about the management of household waste at The Highland Council's Recycling Centres please contact Community Services, The Highland Council, Highland Council Area Office, 84 High Street, Dingwall, IV15 9QN or Tel 01349 886603.

Data Protection Act – the information you have supplied will be used to record incidents of household waste being deposited at The Highland Council's Recycling Centres using a sign-written vehicle, a van of less than 3.5 tonnes gross vehicle weight, a single axle trailer of less than 2.4 metres or in instances where the volume of waste or frequency of visits by a vehicle exceed those ordinarily anticipated from a household premises. This data will be maintained in accordance with the Act and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.