

Please detach this page and send with copies of two recent utility bills or bank statements for the same address and in the same name, a copy of your V5 registration document and a photograph of the vehicle to:

Environment, Roads and Facilities  
Conwy County Borough Council  
Conwy Road  
Mochdre  
Colwyn Bay  
LL28 5AB

Alternately, you can come in and see us at our Mochdre offices with your proof of address and documentation.

If you have any queries, please contact the Environment Advice Team on:

☎ 01492 575337

✉ erf@conwy.gov.uk

FOR OFFICE USE ONLY

Permit Number: \_\_\_\_\_

V5 document checked:

Proof of address checked:

Photograph received:

Date Issued: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Issued By: \_\_\_\_\_



## Domestic Van Permit for Recycling Centres

### Do I need a Domestic Van Permit?

If you own a van or commercial-type vehicle and wish to use this vehicle to dispose of domestic waste (waste from your own household) at our Recycling Centres, you will need a Van Permit.

Our Recycling Centres accept domestic waste only from Conwy residents. The Van Permit shows that you live in Conwy and are not a business seeking to dispose of commercial waste. Cars do not need a permit to use the Recycling Centres.

### Am I eligible for a Domestic Van Permit?

- Your vehicle must be registered to you, not a business or organisation.
- Your vehicle must be registered to a domestic address in Conwy County.
- Your vehicle must be below 2m in height and must not be sign written or display any advertising.

### What can I do if I'm not eligible?

We offer collection service for bulky waste and a range of trade waste collection services. For more details, call 01492 575337 or e-mail erf@conwy.gov.uk

Alternatively, your waste can be dealt with at a commercial waste disposal site or a commercial waste collection service. See the Yellow Pages under 'Waste Disposal-Commercial.'

# Terms and Conditions

- 1) Access to the site will be refused if the vehicle is sign written. Where a permit is issued to a vehicle that subsequently becomes sign written, access to the site will be refused and the permit will be revoked.
- 2) Permits will not be issued to vehicles greater than 2 metres in height.
- 3) Entry into the Recycling Centre (RC) is only allowed for the disposal of domestic recycling and waste.
- 4) A valid permit which is registered to the vehicle entering the site must be displayed on the windscreen prior to gaining access to the site.
- 5) A book of 20 vouchers will be issued with the permit, only four of which permit the disposal of rubble. The driver must bring in the voucher book each time they visit and to show the vehicle registration hand in one voucher on arrival. Only one book of vouchers is allowed per household per year. If the book of vouchers is lost, no replacement will be provided. Please ensure that the vouchers are kept safe.
- 6) Access to the RC will not be allowed without a permit and voucher.
- 7) If the permit holder changes vehicle, the old permit and vouchers must be surrendered prior to the issue of a new permit and vouchers.
- 8) If the permit or voucher appears to have been tampered with, CCBC reserves the right to refuse entry to the site and to revoke the permit.
- 9) If the permit has expired, the site staff will refuse entry to the site.
- 10) This permit does not allow the disposal of commercial waste. CCBC retains the right for site staff to scrutinise and refuse any material that is deemed to be from a commercial activity.
- 11) No waste from areas outside Conwy may be disposed of at the RC.
- 12) The onus is placed on the permit holder to renew the permit annually. For each application and renewal, the required documentation must be supplied.
- 13) These terms and conditions will be reviewed periodically and CCBC reserves the right to alter them as deemed necessary. All permit holders will be advised in writing of any changes to the terms and conditions.
- 14) All material that is disposed of at the RC must be in accordance with site rules and as directed by site staff.
- 15) CCBC will not accept verbal or physical abuse directed to any of its staff or property. Any such behaviour will result in an immediate ban from the site.
- 16) CCBC reserves the right to reject any application.

# Domestic Van Permit Application Form

To apply for a Domestic Van Permit, complete the details below and return to the address overleaf with a copy of your V5 vehicle registration document, a copy of two recent utility bills or bank statements and a photograph of the vehicle you wish to register.

Alternately, you can visit us at our Mochdre office with the required documentation. Please see over for our address and contact details.

<b>Name</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Telephone number</b>	
<b>Colour</b>	
<b>Vehicle Registration</b>	
<b>Make and Model</b>	

I have read and accept the terms and conditions and accept that failure to comply will result in the permit being revoked.

**Print Name:**

**Signature:**

**Date:**

