

Please detach this page and send to the address below.  
Please ensure that you have enclosed evidence of your address, such as a utility bill.

Please send your completed application form to:

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

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

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

☎ 01492 575337

✉ environment@conwy.gov.uk

FOR OFFICE USE ONLY

Permit Number:

Date Issued:

Expiry Date:

Issued By:



## Single Use Van Permit for Household Waste Recycling Centres

### Do I need a Single Use 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.

Owners of private vans without sign-writing can apply for a Domestic Van Permit. If you wish to use a hired, borrowed or works van to dispose of domestic waste, you will need a Single Use Van permit.

### Am I eligible for a Single Use Van Permit?

You will need to provide evidence that the waste comes from a Conwy household by providing a copy of a utility bill or a bank statement.

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

We offer a waste 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) Entry into the Recycling Centre (RC) is only allowed for the disposal of domestic recycling and waste.
- 2) No commercial waste or waste from areas outside Conwy may be disposed of at the sites.
- 3) CCBC reserves the right to scrutinise waste that that is brought into the centre and to refuse access if it considered to be of a commercial nature.
- 4) Only two Single Use Permits are allowed per household per year.
- 5) Your Single Use Permit must be handed in to the site staff on entry.
- 6) The RC staff will verify that the permit is valid to the registration of the vehicle requiring access to the site. Any discrepancy between the vehicle registration and the permit will result in a refusal to use the site.
- 7) If the vehicle is hired, the hire agreement must be shown to the site staff where the vehicle registration and hire agreement numbers will be recorded.
- 8) If the permit has been tampered with, CCBC reserves the right to refuse entry to the RC and to revoke the permit.
- 9) All vehicles will be logged by the site staff upon entry into the site. Vehicle information is used for monitoring purposes only.
- 10) All material disposed of at the RC must be disposed of in an appropriate manner and as directed by site staff.
- 11) Single use permit applications must be accompanied by the required documentation as evidence that the waste derives from a household within the County of Conwy.
- 12) The terms and conditions of the permit scheme will be reviewed periodically and CCBC reserves the right to alter them as deemed necessary.
- 13) The CCBC will not accept, under any circumstances, verbal or physical abuse directed to any of its staff or property.
- 14) CCBC reserves the right to refuse any application.

## Single Use Van Permit Application Form

To apply for a Single Use Van Permit, complete and return the application below and send to the address overleaf with a proof of address **eg. bank statement or utility bill**. Please ensure that you have read and understood the terms and conditions of the permit and sign the declaration below.

<b>Name</b>	
<b>Address</b> (must be within Conwy)	
<b>Post code</b>	
<b>Telephone</b>	
<b>Vehicle registration</b>	
<b>Colour</b>	
<b>Make and model</b>	
<b>Signage description</b>	
<b>Vehicle owner's name</b>	
<b>Materials to be taken to HWRC</b>	

I accept the terms and conditions and accept that failure to comply with the terms and conditions will result in the revocation of the permit.

**Print Name:**

**Signature:**

**Date:**

