

# Household Recycling Centre (HRC) Commercial Vehicle / Trailer (CVT) Permit Policy

## For Herefordshire Council and Worcestershire County Council, August 2013

This document sets out the policies relating to the acceptance of household waste delivered by residents using commercial type vehicles – Vans – Pick-ups and trailers, to a Household Recycling Centre (HRC) in the administrative areas of Herefordshire Council and Worcestershire County Council.

### 1. General Policy

- 1.1. Only household waste will be accepted at Household Recycling Centres.
- 1.2. A 3.5 tonne vehicle gross laden weight restriction operates at all HRCs and vehicles over this weight limit will not be allowed entry.
- 1.3. No vehicle with a 'tipping' mechanism, regardless of Gross Laden Weight, is allowed to enter a HRC.
- 1.4. Only single axle trailers are allowed entry to a HRC. No double axle trailers will be allowed entry from 01 September 2013, even if previously issued with CVT Permits.
- 1.5. Residents are required to apply for CVT Permits on an annual basis.
- 1.6. A maximum of 12 CVT Permits per annum will be issued to a household and only be valid for use during the year of issue - April to March.
- 1.7. All CVT Permit applications are required to be completed / submitted / processed in advance of the resident visiting a HRC allowing 10 working days for applications to be processed and CVT Permits to be despatched.
- 1.8. All valid CVT Permits presented to gain entry to a HRC will be surrendered to the HRC Recycling Assistant and returned to Worcestershire County Council, Waste Services Unit.
- 1.9. No 'emergency' CVT Permits will be issued as from 01 October 2013.

### 2. Privately owned vehicles and trailers

2.1. All residents who bring their household waste to the HRC in either a privately owned commercial type vehicle or vehicle towing a braked trailer, or non-braked trailer over 1.3m load length (not including draw bar/tow hitch) will require a permit issued by Worcestershire County Council to gain access.

2.2. Valid CVT applications for privately owned commercial type vehicles and trailers will be accepted throughout the year and Permits issued on a 'Pro Rata' 1/12<sup>th</sup> basis.

## 3. Hire Vehicles

3.1 The use of a Hire Vehicle is permitted, subject to a maximum of 12 visits per annum during April to March. On application, a batch of 3 CVT Hire Permits will be issued subject to a maximum of 4 Applications per annum – April to March.

3.2 All commercial type Hire Vehicles are required to apply and obtain CVT Hire Permits in advance and present both the CVT Hire Permit and a copy of the current Hire Agreement per visit to gain access to a HRC.

## 4. Works / Company vehicles

4.1 Residents who wish to use a commercial type vehicle that is owned by their employer can gain access to a HRC, subject to a maximum of 12 visits per annum – April to March.

4.2 In addition to completing the CVT Application Form in advance of visit, a signed letter of authorisation from their employer is required as supporting evidence.

4.3 The accompanying letter of authorisation should be on official company letter headed stationery, stating that the employer acknowledges that their vehicle - 'make/ model / registration number' is being used by 'name of employee' to dispose of household waste at a HRC facility.

4.4 Valid CVT applications for works / company owned commercial type vehicles will be accepted throughout the year and Permits issued on a 'Pro Rata' 1/12<sup>th</sup> basis.

## 5. Application Process

5.1 Year 1 – 01 October 2013 to 31 March 2014 - New and renewal CVT customer Applications received as from 01 September 2013 will be processed under the new Policy arrangements via contact channels - WCC internet / email / telephone / in person.

CVT Permits will be issued on a pro rata basis:

- CVT Permit 7 September 2013/14
- CVT Permit 6 October 2013/14
- CVT Permit 5 November 2013/14
- CVT Permit 4 December 2013/14
- CVT Permit 3 January 2013/14
- CVT Permit 2 February 2013/14
- CVT Permit 1 March 2013/14

5.2 Year 2 – 01 April 2014 onwards - All customers who require CVT Permits to continue to gain access to a HRC are required to reapply via existing contact channels each year.