

**HOUSEHOLD WASTE RECYCLING CENTRES**

**APPLICATION FOR VEHICLE / TRAILER ACCESS PERMIT**

**SECTION A – WHY ARE YOU APPLYING - TICK ONE BOX**

Car & Trailer  Van  Van & Trailer  Pick-Up   
 Pick-up & Trailer  Mini-bus (8-11 seats)

**SECTION B - APPLICATION DETAILS**

Name: .....  
 Address: .....  
 .....  
 Post Code: .....  
 Tel. No. ....

**REGISTERED KEEPER DETAILS - IF DIFFERENT FROM APPLICANTS**

Name: .....  
 Address: .....  
 .....  
 Post Code: .....  
 Tel. No. ....

**SECTION C – VEHICLE DETAILS**

Make: .....  
 Model: .....  
 Colour: .....  
 Registration No: .....

Gross Vehicle Weight: ..... See your Vehicle Registration Document

Does the vehicle have a company logo? YES  NO

If yes, an authorisation letter is required from the company allowing private use for transporting your household waste

Trailer Details – (if applicable) Single Axle Trailer

**SECTION D – PROOF OF RESIDENCE & OWNERSHIP**

Vehicle Registration Form V5/V5-C (Log book)

Your Council Tax Letter or utility bill

If you have ticked yes in Section C above, an authorisation letter for private use of a company vehicle for the disposal of your household waste

**SECTION E – DECLARATION**

The vehicle is not used in a commercial capacity of any nature. Any permits issued shall remain the property of Dundee City Council and may be withdrawn at any time. A permit will not guarantee entry into a site, and site staff must be satisfied that the waste for disposal is domestic. All rules and regulations in place at the site must be adhered to at all times. A permit is valid until the holder has used all 12 visits and it is the permit holder's responsibility to renew it. By signing this form I agree that all information provided is correct and I agree with the statement above.

Print Name: ..... Sign: .....

Email: .....

Date: .....

## **PERMIT SCHEME - GUIDANCE NOTES**

**Supporting Documents - Please send photocopies of these with your application form. Please DO NOT send the original documents.**

- **Vehicle Registration Form V5/V5-C (Log book)**
- **Your Council Tax Letter or utility bill**
- **An authorisation letter for private use of a company vehicle for the disposal of your household waste. (if applicable)**

Any applications received without the supporting documentation will be rejected. The vehicle must be registered and insured in your name and not that of a business unless you have an authorisation letter allowing you to use the vehicle to dispose of your household waste. Householders hiring a commercial type vehicle are required to bring their hire agreement to the site they intend to visit.

### **Conditions of issue**

- Permits are valid for 12 visits.
- Permits are restricted to one per household.
- Proof of identity / residency will be required.
- Permits are not transferable.
- Permits valid only for the vehicle described overleaf.
- Permit will not be issued for vehicles over 3500kg gross weight.
- The site attendants reserve the right to refuse access to the site if it is suspected that the waste is commercial in origin (issue of a permit does not give automatic right to tip).
- No trade waste is allowed at any of Dundee City Council's Household Waste and Recycling Centres.
- Only domestic waste from your own property is allowed.
- Double axle trailers are not allowed on site.
- Use of DVLA WEE system and CCTV are in operation at these sites. Information collected will be used for monitoring access to the sites, and it may be shared with other organisations for the purpose of investigating breaches of waste regulations and the prevention and detection of crime. Dundee City Council reserves the right to refuse or cancel the issue of permits if provided with false or misleading information.

Should you require any further help or advice, please contact us on 01382 433063. Please send the completed form along with copies of the required documents to:

**Dundee City Council  
Dundee House  
North Lindsay Street  
Dundee  
DD1 1QE**