

Household Waste Recycling Centre (HWRC) Permits

Terms and Conditions relating to the issue and use of Commercial Type Vehicle Permits

1. The permit remains the property of West Berkshire District Council ('the Council'). The permit is not transferrable. The Council reserves the right to withdraw the permit. You must notify us if you change address and return the permit to us or you must register your permit to your new property if you move within the West Berkshire area.
2. The vehicle must comply with the site restrictions stated within the Household Waste Recycling Centre User Guide ('HWRC User Guide').
3. All applications for a Commercial Type Vehicle Permit must be made on the official application form. To obtain a copy of this form visit the Council's website or contact Customer Services.
4. All applications must be supported by:
 - a) Evidence that you are a resident in the area. For example, two of the following showing your name and address like a bank statement, gas/electricity bill or Council Tax bill.
 - b) Proof that you are the registered keeper of the vehicle, which is usually done by providing a copy of the V5 vehicle registration document. If the vehicle has recently been purchased, a sales receipt or insurance certificate can be provided to obtain a temporary permit until the vehicle registration document is received. If the vehicle is under a lease agreement or hire purchase, a copy of the relevant documents should be produced. If making an application by post send only photocopies of the documents. The Council cannot accept responsibility for the safe return of original documents. If the vehicle belongs to a company you will need to provide a letter from the company stating that you are entitled to take the vehicle home.
5. A household may only hold one permit at a time and this can be used within any of the accepted vehicle types – see the HWRC User Guide for more details.
6. You will only be permitted to apply for a Commercial Type Vehicle Permit if this is the only vehicle you have registered at your address – see the HWRC User Guide for more details.
7. When requesting a permit a legally binding disclaimer will be signed by the applicant as to the terms and conditions of its use.
8. The permit must be clearly displayed in the vehicle to which it is registered whenever you use a HWRC.

9. The permit may not be used in any vehicle other than that to which it is registered. The permit must not be copied, changed or defaced in any manner. If it is, the waste will not be allowed to be deposited at the HWRC, the permit will become invalid and the person disposing of the waste may become liable for any cost incurred in relation to the disposal of this waste.
10. If the permit is lost/stolen/damaged the Council may issue a replacement following an application from the resident and the payment of a £5.00 administration cost.
11. A permit allows permission to enter the Councils HWRCs only; it is not a permit to deposit any type or quantity of waste which will be subject to the rules stated in the HWRC User Guide.
12. Depending on the frequency of visits and/or the nature of the waste you may be asked to complete a Household Waste Declaration Form to confirm that the waste is your own household waste and is not being disposed of for profit.
13. Waste will be checked upon arrival and the site attendants have the right to turn away anyone suspected of bringing commercial, industrial or building waste on to site – see the HWRC User Guide for more details.
14. The HWRC site rules must be adhered to at all times, failure to do so may result in the withdrawal of the permit issued to you – see the HWRC User Guide for more details.
15. The Council reserves the right to withdraw individual Permits in cases of misuse and abuse by the holder. The Council will notify you of its decision in writing to the address given at the time of application. The permit must then be returned to the Council within 48 hours.
16. The Council reserves the right to amend the operation of the HWRC Permit Scheme, including these terms and conditions at any time.