

# Application form for Household Waste Recycling Site Entry Permits



This form can be used to apply for Entry Permits to dispose of your own household waste using a commercial type vehicle or trailer at a Household Waste Recycling Site (HWRS) in East Sussex.

**Only one set of Entry Permits will be issued per household within East Sussex.**

Please complete this form using **block capitals and black ink**. All fields must be completed for your application to be processed.

## NO TRADE WASTE ACCEPTED

### Section 1 – Applicant's details

Forename	<input type="text"/>
Surname	<input type="text"/>
House name or number	<input type="text"/>
Street or Road name	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/> – <input type="text"/>
Contact Tel	<input type="text"/>
Occupation	<input type="text"/>

### Section 2 – Type of Entry Permit required (tick appropriate box)

Commercial type vehicle

Trailer                      Length of trailer body   

Please note that restrictions apply on the size of vehicles and trailers which are permitted at each Household Waste Recycling Site, please refer to the guidance notes overleaf for more details.

### Section 3 – Vehicle details

Make	<input type="text"/>
Model	<input type="text"/>
Colour	<input type="text"/>
Registration Number	<input type="text"/>
Vehicle owner (if different from Section 1)	<input type="text"/>
Owner address (if different from Section 1)	<input type="text"/> <input type="text"/>
Vehicle's normal use	<input type="text"/>

### Section 4 – Supporting evidence (commercial type vehicles only)

**All applications for a commercial type vehicle Entry Permit must be accompanied by at least the V5 Registration Document. Applications relating to trailers are not required to complete this section.** Please tick to confirm you have supplied this information with your application.

**Copy of V5 Registration Document (Log Book)** for the vehicle detailed in Section 3 above

**Letter of authorisation to use a works/friend's vehicle** detailed in Section 3 above

### Section 5 – Declaration

I confirm that the waste I intend to dispose of originates from my own household and I am not delivering waste in the capacity of a proprietor, employee, agent or sub-contractor of a commercial organisation. In signing this form I understand that depositing Commercial or Trade Waste at the Household Waste Recycling Sites (HWRS) is an offence and that I can be liable on summary conviction to a maximum fine of £50,000 and/or 12 months imprisonment for the illegal disposal of waste (Environmental Protection Act 1990, Section 33). The details I have given are correct and true.

Signed \_\_\_\_\_

Date 

D	D	M	M	Y	Y
---	---	---	---	---	---

The information on this form will be used only for the Entry Permit Scheme and will be treated in accordance with the Data Protection Act 1998. The information may be passed to other organisations for enforcement purposes.

## NO TRADE WASTE ACCEPTED

### Guidance notes

**We will not tolerate physical or verbal abuse of site staff, any incidents will be immediately reported to the Police.**

Please allow up to 10 working days for your application to be processed, however this can be longer where the supporting evidence is not provided

Please note that **the following vehicles are not permitted at any HWRS** and will not be issued with Entry Permits:

- All vehicles that are 3500kg or greater in weight (Gross Vehicle Weight)
- All vehicles with a 'Flatbed', 'Tipper', 'Dropside' or similar body style
- Any trailer that is greater than 2.4m (8 feet) in length (trailer sizes are restricted at some sites)

For more details on this and the other restrictions in place please refer to the 'Household Waste Recycling Site Entry Permit Scheme' leaflet.

The Entry Permits allow residents to gain access to the HWRS with a commercial type vehicle or trailer, all site rules and restrictions on certain wastes still apply.

### Returning your completed application form and supporting evidence

Please return your completed form along with your supporting evidence to the following postal address, fax or email:

East Sussex County Council  
Waste Operations  
County Hall  
St Anne's Crescent  
Lewes BN7 1UE

Fax: 01273 486726

Email: [waste.permits@eastsussex.gov.uk](mailto:waste.permits@eastsussex.gov.uk)

### Enquiries

If you experience any problems completing this form, please contact Waste Operations;  
Monday to Thursday 8.30am – 5pm and Friday 8.30am – 4:30pm:

Tel: 01273 482153

Email: [waste.permits@eastsussex.gov.uk](mailto:waste.permits@eastsussex.gov.uk)