

# VAN PERMIT

Application form



To apply for a van permit to dispose of personal household waste please complete the following application form. Please note that no vehicle over 3.5 tonnes gross weight allowed on site

## What would you like to apply for?

First application	<input type="checkbox"/>
Renewal	<input type="checkbox"/>
Change of address	<input type="checkbox"/>
Change of vehicle	<input type="checkbox"/>
Only 1 visit required	<input type="checkbox"/>

## About you

Title	
Name	
Address	
Postcode	
Daytime phone number	
Email address	

## About your vehicle

Vehicle registration		
Vehicle colour		
Vehicle description e.g. Transit, etc.		
Approximate weight		
Are you the owner of the vehicle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Is the vehicle sign written?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the vehicle used for business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, what is the nature of the business?		

### Company / owner of vehicle

Please state the owner's name and address. Please note that we will require a letter on company headed paper, giving consent for the applicant to use this facility.	
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### Checklist

Do you pay your council tax to Plymouth City Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the vehicle a hire van?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you using the vehicle to dispose of personal household waste only?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you held a van permit before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what was the permit number?		

### Finally

I have read and understood the conditions for the receipt of my permit. I confirm that I will be carrying household waste from my home. I confirm that I will not be carrying commercial waste in this vehicle. I confirm that I live in the Plymouth City Council area.

Signed	
Date	

### For Office Use Only

Docs	Initials	Comments
V5/L.O.A		
P.O.A.		

## **Return address**

When you have completed the form, please return it to:

Van Permit Applications, Chelson Meadow Recycling Centre, The Greenhouse  
The Ride, Plymstock, Plymouth PL9 7JA

If you have any queries, please telephone 01752 304080 or email [vanpermits@plymouth.gov.uk](mailto:vanpermits@plymouth.gov.uk)

## **Data Protection**

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within the Authority for the prevention and detection of fraud, it may also share this information with other bodies administering public funds solely for this purpose. The Data Controller for Plymouth City Council is the Head of Legal and Democratic Services, Civic Centre, Plymouth PL1 2EW.

## **Supplementary information**

Our Civic Amenity Sites are provided for Plymouth council tax payers to dispose of household waste. Unfortunately, we know that people from outside our area are using our sites. Traders wishing to avoid paying for the disposal of their waste are also abusing the site. This is illegal, unfair to other businesses and puts extra pressure on our budgets. We want to provide good services for legitimate Plymouth residents. Experience in other local authorities has shown that permit systems are fair and effective.

## **Useful information before you apply for a van permit**

- We will not issue permits to hire vans.
- No permits will be issued to vehicles greater than 3.5 tonnes
- Permits will be issued once the applicant has provided proof of address (recent utility bill) and proof of vehicle ownership (registration document).
- Your permit will last for 12 months and allow you to use the site up to 12 times during that period. If you use the site more frequently, we reserve the right to investigate and if necessary withdraw your permit.
- The permit will be issued free of charge, but if you lose it, we will charge £10 for a replacement.
- Permits are not transferable - please let us know if you change your vehicle or your address. There is no charge for updating your permit in this way.
- We reserve the right to withdraw permits at any time.
- We will only issue one permit per household. Only one permit will be issued per vehicle.