

Household recycling centre voluntary and community group permit scheme - terms and conditions

Any voluntary, community or social enterprise sector (VCSE) group visiting Wiltshire Council's household recycling centres will need to obtain a permit from Wiltshire Council in order to use these facilities. Please read the following terms and conditions **before** you apply for a permit:

1. A recycling centre permit allows certain voluntary and community groups to access Wiltshire Council's recycling centres and to dispose of recyclable materials only. No non-recyclables are to be brought to the centres.
2. You will only be able to apply for a recycling centre permit if you are a charity whose goods have been donated by or for reuse by residents, but you have been unable to reuse or resell these items. Other organisations who may apply are places of worship, residential hostels, a prison or other penal institution, premises used wholly or mainly for public meetings.
3. The following vehicles are not permitted at any recycling centres:
 - Any vehicle over 3.5 tonnes gross/laden weight;
 - Trailers over 3.0 metres in length;
 - Horse boxes
 - Vans or commercial type vehicles, which require a permit, also towing any size of trailer.
4. Access to recycling centres will be refused for any voluntary and community group without a valid permit.
5. Recycling centre permits will only be issued to voluntary and community groups operating in the local authority area of Wiltshire. This excludes Swindon Borough Council.
6. Permits will not be issued to Housing Associations, schools or colleges
7. A permit will not be issued to groups who do not fully complete the application form. Any incomplete information may mean that a permit is not issued.
8. The council reserves the right to check the accuracy of any vehicle information provided with the DVLA.
9. Voluntary and community permits are strictly for recyclable materials only.
10. Permit holders must make the permit available for staff to check and stamp on arrival at the recycling centre. Permits must be stamped on each visit.
11. If you visit the recycling centre network more than once in one day, each visit will be counted separately and your permit will be stamped accordingly.
12. Permits are only valid for the vehicle documented on the permit. Permits are issued per vehicle, so any member of the voluntary and community group may visit the site with this vehicle using the permit. Please see point 17 for information regarding a change in vehicle.
13. Permits are valid at all recycling centres operated by Wiltshire Council. Please note this excludes any sites located in Swindon, or other neighbouring counties.
14. You can reapply for a new pass after a minimum of 12 months from date that your first pass was issued.
15. The maximum number of permitted visits is 12 per year. This could be through 1 purchase of a 12 visit permit, or 2 purchases of a 6 visit permit. If you choose to purchase a permit for 6 visits but then make a second purchase of a 6 visit permit part way through the year, then the second pass will be backdated to your original purchase date for renewal purposes. (For example, if your original purchase of 6 visits was issued on the 5 September 2016 your pass will show 5 September 2017 as your earliest renewal date. If you later purchase 6 more visits in March 2017, the earliest renewal date will still show 5 September 2017. This gives you a maximum of 12 visits per year.)
16. If after one year you have used fewer than the purchased visits, your permit will still be valid and you will not need to reapply until all visits have been used.

17. If you change your address or vehicle please return your permit to the council, along with details of the changes required. You will not be issued a new permit until the council has received your old permit. Your new permit will be pre-stamped to reflect the visits already recorded on your old permit. Do not amend the permit yourself. Defacing or amending your permit will invalidate the permit. If you sell/return your vehicle, you must not pass on the permit to the new owner.
18. You are responsible for keeping the permit safe. If your permit gets damaged at any time, please return it to the council. You will be issued with a replacement permit. Replacement permits will be pre-stamped to reflect the visits already recorded on your old permit.
19. If you lose your permit please contact the council. You may be issued with a replacement permit.
20. The council reserves the right to cancel permits and amend the operation of the household recycling centre permit scheme at any time.
21. The council reviews its charges annually, but reserves the right to vary charges with reasonable notice at any time.
22. If the voluntary and community group wishes to cancel their permit they can do so by contacting the council. No refunds will be given.
23. The recycling centre staff reserve the right to query the original and nature of the waste you are bringing into the site.
24. The recycling centre staff reserve the right to refuse access if a pass cannot be produced.
25. The recycling centre staff reserve the right to ask anyone who abuses them, either verbally or physically, to leave the site. Both Wiltshire Council and Hills Waste Solutions will not tolerate violent, aggressive, abusive or threatening behaviour towards site staff.