



## Northamptonshire County Council Household Waste Recycling Centre (HWRC) Van and Trailer E-Permit Scheme

### Terms and Conditions

**Please read and agree the following e-permit policy terms and conditions as part of completing the application form to obtain your free e-permit:**

1. Householders must comply with the site rules and all waste acceptance policies for the HWRCs in Northamptonshire. Details of current waste acceptance policies can be found on the county council website:  
<https://www3.northamptonshire.gov.uk/councilservices/waste-and-recycling/Pages/what-can-i-recycle.aspx>
2. Intimidating, threatening or abusive behaviour towards staff or other site users will not be tolerated. Action may be taken to pursue offenders and prevent a recurrence.
3. Access to HWRCs will be refused for commercial-type vehicles or trailers without a valid e-permit.
4. An HWRC e-permit allows Northamptonshire residents to access HWRCs in a commercial-type vehicle or trailer to dispose of their own household waste.

Commercial-type vehicles are classed as any one of the following:

- designed to carry goods, not people
  - no rear windows (this means rear windows which are side-facing)
  - no rear seats
  - an open back
  - a back which is separate to the main cab area.
5. Only one permit will be granted per household and per nominated vehicle registration number. If a household has more than one commercial-type vehicle they will have to decide which vehicle they apply for a permit for. It is not permissible to apply for a permit for multiple commercial-type vehicles from the same address or for the same vehicle registration to be issued with a permit from multiple addresses.
  6. The e-permit is for vehicular or trailer access to the HWRC and for household waste only. Therefore, site staff have the right to turn away anyone suspected of bringing trade waste to site, whether or not an e-permit had been issued.
  7. E-permits will only be issued to householders who intend to deposit their own household waste and applicants will be required to verify this as part of the application process.
  8. E-permits will only be issued to people whose main residence is in Northamptonshire.
  9. Each e-permit is valid at all HWRCs in Northamptonshire and for 12 months from the date of application, permitting a total 6 visits for the disposal of household waste. A permit cannot be renewed until the 12-month period has ended. A householder can choose when to use the visits, e.g. all in one month, or spread over the year.

10. An e-permit will automatically expire on its 12 month anniversary date and any unused visits will be lost. Upon expiry of the e-permit an email notification will be sent out confirming expiry and a reminder to re-apply if a new permit is required.
11. If you visit the HWRC network more than once in one day, each visit will be counted separately.
12. A commercial-type vehicle towing a trailer will count as two visits under the e-permit scheme.
13. Commercial-type vehicles over 3.5 tonnes gross laden weight are not allowed on site. The HWRCs have vehicle size restrictions in place due to manoeuvrability and health and safety considerations.
14. Commercial-type vehicles or trailers, which have been hired by a householder to deposit household waste, are permitted to enter the HWRC but will also need an e-permit. The householder will be required to bring the hire purchase agreement with them and present them to site staff upon arrival. The restrictions on the vehicle sizes, weight, and trailer length still apply.
15. The e-permit is only valid for the commercial-type vehicle and/or trailer as described on the application. e-permits are approved per address and by vehicle/trailer, so any member of your household may visit the site with this vehicle and/or trailer. Alternatively, you may designate a driver to help you bring your household waste to the site, provided that you, as the producer and owner of the waste, accompany them and you have not paid for this service. If for any reason you are unable to accompany your own household waste to the site, please email [epermits@northamptonshire.gov.uk](mailto:epermits@northamptonshire.gov.uk) to seek further advice. If you change your vehicle or address it is possible for the e-permit holder to amend the details via the online form.
16. HWRC site staff will check a vehicle or trailer for a valid permit record by either taking a photo of the vehicle registration number or by manually entering the registration number onto a device.
17. Northamptonshire County Council reserves the right to cancel permits or amend the operation of the HWRC household waste e-permit scheme at any time.
18. The HWRC e-permits scheme is strictly for household waste and recyclables: trade waste is not permitted to be disposed of free of charge under this scheme. Trade Waste is defined as waste arising from any Trade, business, industrial or commercial activities. Furthermore, anyone who has received any payment for carrying waste or produces waste from their work cannot take this waste to a HWRC. Details on the Trade Waste Scheme at HWRCs can be found here:  
<http://www3.northamptonshire.gov.uk/councilservices/waste-and-recycling/Pages/trade-or-commercial-waste.aspx>

**By accepting these Terms and Conditions you are agreeing to abide with each clause. By accepting the Household Waste Declaration disclaimer, you are confirming that the waste is from a household source and is not from a business or being carried for profit.**

If you have any further enquiries regarding the HWRC household e-permit scheme please contact [epermits@northamptonshire.gov.uk](mailto:epermits@northamptonshire.gov.uk)