



Vehicle Permit Policy 2021



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Approved

## 1. Flintshire Vehicle Permit Scheme

Flintshire County Council currently manages and operates five Household Recycling Centres (HRCs) for Flintshire residents to recycle or reuse household items that cannot be collected by the kerbside collections vehicles. The centres are situated at the following locations across the County:

- Greenfield
- Sandycroft
- Mold
- Buckley
- Rockliffe (Oakenholt)

The HRCs are solely for the disposal of small scale household waste from domestic properties. Commercial and/or business waste is not accepted in line with the conditions of the Environmental Permit.

To control access and manage the waste volumes being delivered to a HRC, the Council operates a vehicle permit scheme.

This policy sets out the parameters of the vehicle permit scheme.

### 1.1 Vehicle Permit Scheme Criteria

- A full permit is issued on a rolling twelve month basis
- Twelve visits are permitted every twelve months - a householder can choose when to use the permits e.g. all in one month or spread over the year.
- A complete application must be resubmitted following the permit expiry
- Only one permit to be issued per residential address
- Trailers **will not** be allowed access if towed by a vehicle requiring a permit (E.g. van)
- Sign written vehicles **are not** eligible for a full\*12 month permit (this includes vehicles with business signage, logos or other advertising) (*\*please refer to section 6 and 7*)
- Vehicles registered to a business **are not** eligible for a full\* 12 month permit (*\*please refer to section 6 and 7*)
- Domestic vehicles **are not** eligible for a full\* 12 month permit if linked to businesses e.g. highlighted through business signage, logos or other advertising. (*\*please refer to section 6 and 7*)
- The vehicle/owner must **not be** a registered waste carrier with either Natural Resources Wales or Environment Agency (England)

## 2. Vehicle Eligibility

The type of vehicle will dictate whether a permit is required.

### 2.1 Vehicles that do not require a permit

- Small car
- Standard car
- Large family car

- Sports Utility vehicles (SUV)
- 4x4 vehicles (also known as All-Wheel drive)
- Motorbike

## **2.2 Vehicles that do require a permit**

- Pick up (two and four seats) i.e. a small vehicle with an open/closed part at the back in which goods can be carried
- Car derived van
- Small van
- Medium van (standard or low roof elevation below 7ft or 2.14 metres)
- Single axle trailers up to 6 foot (1.83 metres) in length
- Twin axle trailers up to 6 foot (1.83 metres) in length
- Minibus (with internal fixtures intact)
- Camper vans and motor homes (with internal fixtures intact and below 7ft or 2.14 metres)

## **2.3 Vehicles that are not eligible for a permit**

- Large box van (Luton type)
- Large goods vehicles (LGVs)
- Heavy goods vehicles (HGVs)
- Tipper vehicles
- Flatbed vehicles
- Large vans (XLWB; LWB)
- Vans with high roof elevations (over 7ft / or 2.14 metres)
- Trailers longer 6 feet (1.83 metres) in length
- Caged trailers / boxed trailers / trailers with extended side panels / modified trailers
- Trailers with access ramps
- Minibus (with internal fixtures removed)
- Camper vans and motor homes (with internal fixtures removed)
- Agricultural vehicles
- Horse boxes / trailers

## **3. Application process**

Householders paying standard council tax in Flintshire will be entitled to apply for permits by fully completing an application form. Permits will only be issued to Flintshire households. (Only households in Flintshire paying standard Council Tax are entitled to use the Council's Household Recycling Centres).

All applications for a vehicle permit will be made via the online e-form available on the Council's Website.

On application, all required documentation must be submitted so that an assessment of eligibility can be made.

Householders will be required to provide the following information:

- Name of applicant
- Address
- Telephone number
- Vehicle registration number
- Vehicle make and colour
- Type of Vehicle: as specified in Section 2.2
- Confirmation of acceptance of Terms and Conditions of the permitting scheme

For applicants who repeatedly do not provide the required documentation their application will be refused and they will not be eligible to re-apply for a period of six months.

A resident will be allowed one appeal should a vehicle permit be refused. To lodge an appeal the resident must complete the relevant e-form on the Council's website clearly stating the grounds for appeal.

Terms and Conditions apply and can be viewed on the Council's website along with the privacy notice.

### **3.1 Vehicle documentation required on application**

- Completed e-form
- Full vehicle log book / A copy of the V5 Vehicle Registration document
- Driving licence
- 2 x utility bills / council tax bill to prove you live within the County of Flintshire (current and within the last 12 months)
- Photos of the vehicle for which the permit is requested:
  - Rear of vehicle showing number plate (doors closed)
  - Rear interior view from rear doors
  - Front view showing number plate
  - Side view (both sides)

### **3.2 Trailer documentation required on application:**

- Complete e-form
- Full vehicle log book / A copy of the V5 Vehicle Registration document
- Trailer dimensions
- Driving licence
- 2 x utility bills / council tax bill to prove you live within the County of Flintshire (current and within the last 12 months)
- Photos of trailer for which the permit is requested clearly showing:
  - Rear of trailer showing number plate
  - Side view showing full length and height.

#### **4 Permit Holder Access**

To better control access to HRCs and prevent abuse of the permit scheme, permits will be issued to a designated HRC site. The permits will be issued for the site in closest proximity to the resident's property or, where a valid business case is presented, for the resident's site choice.

This will assist in the control of larger more complex vehicles at each site meaning that one site is not overwhelmed with permitted vehicles.

Permits will only be issued to individual addresses once per annum.

Vehicles cannot be issued permits against multiple addresses.

A permit is only valid for the vehicle described on the permit

If a householder changes their address or vehicle they must notify the Council before reapplying with new details. Amended permits will invalidate the old permit.

#### **5. Withdrawing from the vehicle permit scheme**

Residents can withdraw from the vehicle permit scheme at any time by returning their permit to the following address with a covering letter explaining their wish to cancel:

**Flintshire County Council  
Alltami Depot, Mold Road, Alltami, Flintshire CH7 6LG**

Should unused permits not be handed back, the Council will treat this situation the same as if a householder has lost the permits.

#### **6. One-Off Permit**

For those vehicles that do not conform to the vehicle eligibility criteria, such as a vehicle registered to a business, whose owner(s) require to use their vehicle/trailer to dispose of larger, bulky items, then a one-off permit can be issued if it is clearly demonstrated that the waste being disposed of is not related to the business or activity of the business to which the vehicle is registered or used e.g. a vehicle registered to a plumber wanting to dispose of household garden waste.

To obtain a one-off permit an application must be made in advance of the visit via the specified e-form on the Council's website so that an assessment can be made and a permit issued.

The vehicle type for the application of a one-off permit must conform to one of the vehicle types stated in Section 2.2.

A one-off permit may be issued a maximum of two times in a twelve month period.

## **7. Temporary Permit**

### **a) Using a Hired Vehicle to remove household waste**

A temporary permit can be issued to a Flintshire resident who hires a vehicle to remove their own household waste.

To obtain a temporary permit an application must be made in advance of the visit via the specified e-form on the Council's website so that an assessment can be made and a permit issued.

The householder will be required to provide the vehicle hire agreement to demonstrate that the vehicle is on hire.

### **b) Borrowing or using a workplace or company van and commercial type vehicle**

Householders from Flintshire may use their employer's van or commercial type vehicles (subject to the vehicle complying with the type and size restrictions detailed in Section 2.2) to deposit their own household waste at Household Recycling Centres subject to a maximum of 2 Single Use Van Permits per year.

However, the householder will require a letter from the owner (or their representative) on company notepaper giving permission to the applicant to use the vehicle to move their own domestic waste, which will be used in place of the Vehicle Registration Document V5 for verification purposes (proof of residency in Flintshire will still be required by the householder).

The vehicle type for the application of a one-off permit will be required to conform to one of the vehicle types stated in Section 2.2. If the vehicle does not meet the vehicle sizing or type requirements it will not be allowed access onto the HRC site.

A temporary permit will be issued a maximum of one time in a twelve month period and will allow for three visits over a seven day period.

## **8. Abuse of the vehicle permit scheme**

Flintshire County Council reserves the right to terminate all concessions afforded by the permit scheme if the permit holder is in contravention of any stipulations contained within this policy and the Terms and Conditions of use.

Abuse, aggressive behaviour or threats to members of staff or other residents will not be tolerated and may result in a permit either being revoked with immediate effect or the permit holder being excluded from access to Flintshire County Council HRCs.

HRC staff members are authorised and permitted to confiscate a permit should certain circumstances make this necessary, for example:

- Abuse, aggressive behaviour or threats towards site staff or other residents.
- Not adhering to site rules including breach of site safety rules, speeding restrictions, staff directives.
- Permits defaced, altered or with illegible details are invalid.

- Not declaring hazardous waste within a load.
- Depositing non-conforming or waste types that are not permitted on site.

Permits issued apply to a vehicle at a specific Flintshire address and not the waste, therefore, even with a permit the site staff at HRCs are still able to turn away anybody suspected of bringing in waste of a commercial nature.

### **Lost or Damaged Permits**

If any permits are lost or damaged the householders should contact the Council to report the loss or damage.

The Council will monitor visits to HRC sites to prevent and control duplicated requests for replacement of lost or stolen permits, that is, householders that continue to use the supposedly lost permits, after receiving new ones.

The Council will monitor visits to identify any permits that have been copied or faked.

The Council will have the right to reject any person from a HRC site if it suspects that the person has contravened any of the conditions highlighted within this Policy.

Householders who turn up at a Household Recycling Centre site without a permit for their van or small commercial-type vehicle will be turned away.

Any person bringing trade waste to site with or without a permit will be reported to Natural Resources Wales.

**This Policy supersedes the Household Waste Collection and Household Recycling Centre Operations Policy 2017, Sections 12.7 to 12.13**