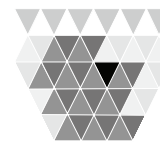


HOUSEHOLD WASTE DECLARATION FORM

Moray Council, Environmental Protection, Ashgrove Depot, Ashgrove Road, Elgin IV30 1UU



the **moray** council

D-00916

Deposit of Household Waste using a Van*, Pick-up* or Trailer* (*see Section 3 for more information)

Please read ALL notes in Sections 2 & 3 BEFORE completing this Form.

Name of Applicant:							
Address							
Postcode		Vehicle Registration No					
Vehicle Colour		Vehicle Model*					
Identification Used:		Driving Licence		Utility Bill		Waste Carrier Licence	
Is Vehicle sign-written?		Yes		No		If Yes, whose name on vehicle?	
Contact telephone number				Date of visit*			

Section 1 - Declaration of Origin of the Waste

1.1 All Moray Council Recycling Centre's are licensed by the Scottish Environment Protection Agency to accept household waste only. Waste generated through business, commercial or trade activities, or through other organisation's, cannot be deposited at either site.

1.2 **By signing and submitting this form you are declaring to The Moray Council:**

- That only waste generated from your own household is being deposited
- That no waste generated from business, commercial or trade activities is being brought in by you
- That the information supplied to The Moray Council on this form is accurate.

1.3 **Additionally, by signing and submitting this form you are agreeing that:**

- The Moray Council has the right to undertake any further investigations necessary to identify the origin of the waste (including visiting the applicant's property) to identify the origin of the waste
- Any unlawful deposition of business, commercial or trade waste at The Moray Council's HWRCs is considered an offence under the Environmental Protection Act 1990 and person(s) responsible may be prosecuted and fined up to £50,000 and/or receive a custodial sentence of up to 5 years upon conviction.

Signed Print Name Date

Please confirm type of waste(s) being deposited during your visit by ticking the relevant boxes:

Large Domestic Appliances	<input type="checkbox"/>	Wood	<input type="checkbox"/>	Scrap Metal	<input type="checkbox"/>	Ceramics	<input type="checkbox"/>
Household Waste (loose)	<input type="checkbox"/>	Black sacks	<input type="checkbox"/>	Engine Oil	<input type="checkbox"/>	Soil & Hardcore	<input type="checkbox"/>
Plasterboard/Gypsum products	<input type="checkbox"/>	Furniture	<input type="checkbox"/>	Garden Waste	<input type="checkbox"/>	Electrical Items	<input type="checkbox"/>

Other Recyclables - Please specify	
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For and on behalf of Moray Council

Signed Date

File copy yellow/Customer copy pink

Section 2 - Notes

Please carefully read sections 2 and 3 before submitting your Household Waste Declaration Form.

- 2.1 Please print off this form and complete in full. The completed form should be handed to the Site Attendant at the time of entry to the site.
- 2.2 Please ensure that all parts of this form are completed, signed and dated.
- 2.3 The Moray Council does not accept commercial, trade, business or any other organisation's waste or recycling at its Recycling Centres, all centres are for household waste only.
- 2.4 Completion of this form does not automatically grant access. Vehicles found to contain waste generated by commercial, trade or business activities, or any other organisation's waste or recycling will be refused access to The Moray Council's HWRCs.
- 2.5 By signing Section 1 of this form, you are declaring that the information supplied to The Moray Council is accurate.
- 2.6 The Moray Council may refuse admittance if any information on the form is incomplete or incorrect. The decision to not grant access is final.
- 2.7 Information submitted that is later found to be false will mean that future access to any of The Moray Council Recycling Centres and Landfill Site is suspended and legal action may be taken against you.
- 2.8 Any evidence of commercial, trade, business waste being deposited by a vehicle will be reported and investigated.
- 2.9 Householders who have completed a Household Waste Declaration Form are not excluded from normal checks at the Recycling Centres and will be subject to identification checks and/or checks on the types of materials intended for disposal at the HWRCs.
- 2.10 The Moray Council, Environmental Protection Section, reserves the right to investigate and confirm with other agencies as to whether businesses/vehicle owners have the authority for the use of the said vehicle.

Section 3 - Definition of Commercial Type Vehicles and access with Trailers

What is a 'commercial type' vehicle?

'Commercial type' vehicles are defined as; one with no rear seats and/or no rear windows and/or have an open back, or a back which is separate from the main cab area (closed cab pick-ups). Vehicles falling into any of the above categories are required to complete and submit a Household Waste Declaration Form. Drivers are still required to show a valid driving license, a current utility bill or waste carriers license at the entrance in addition to submitting a completed Form.

Do I have to fill in a form for access with a trailer?

Only Cars and 4x4's may bring in a trailer, if the load bed is less than 1.8m (6ft) long a form is not required. If the load bed is between 1.8m and 3m (approx 6ft and 10ft) in length a form must be completed for the trailer. Trailers with a load bed over 3m (approx 10ft) are not permitted access to any HWRC.

Data Protection Act 1998

Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you.

- We will only use personal information you supply to us for the reason that you provided it for.
- We will only hold your information for as long as necessary to fulfill that purpose.
- We will not pass your information to any other parties (including other Council departments) unless this is made clear to you at the time you supplied it.
- When the data is no longer required it will be destroyed in line with the Councils' Document Deletion and Disposal Guidance.

All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality.

Fair Processing Notification

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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.