



## Vehicle Permit Policy



 **Sir y Fflint yn ailgylchu**  
**Flintshire recycles**

## Overview

Policy	Vehicle Permit Policy
Portfolio	Streetscene and Transportation
Service Area	Waste Strategy
Related Documents	Household Waste Collection and Household Recycling Centre Operations Policy

## Revision History

Version	Issue date	Summary of Changes
1	April 2022	Standalone policy implemented following review of the Household Waste Collection and Household Recycling Centre Operations Policy
2	April 2023	S1-Includes definition of trade/business waste S1.1-Update to permit criteria for sign written vehicles S2.1- Defines mobility vehicle access S2.2-Defines access for trailers with caged sides S3.1 & 3.2 – Defines documents needed on application S3.3-Defines access criteria for sign written vehicles S4-Defines action to be taken on permit administration and collection of soil conditioner S7(c) - Defines process when borrowing a vehicle
3	November 2024	S1 Updated text to reflect trade waste procedure. S 1.1 – Added clarity regarding permit re-application S 2.2 – Added mobility/disability vehicles S 3.2 – Added application process for mobility/disability vehicles

## Consultation

Version	Who	Date
1	Operatives, management, Chief Officer Team, Elected Members, Environment and Economy Overview and Scrutiny Committee, Cabinet	2021/22
2	Operatives, management, Chief Officer Team, Elected Members, Environment and Economy Overview and Scrutiny Committee	September – November 2022
3	Management, Chief Officer Team, Cabinet Member for Streetscene and Transportation,	September - November 2024

	Environment and Economy Overview and Scrutiny Committee	
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## Approval

Version	Who/Where	Date
1	Cabinet	18 January 2022
2	Cabinet	20 December 2022
3	Cabinet (subject to approval)	17 December 2024

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## 1. Flintshire Vehicle Permit Scheme

The Household Recycling Centres (HRCs) are provided for householders to dispose of household waste safely and conveniently, as well as encouraging increased participation in recycling.

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 only accepted through a permit scheme at the Greenfield HRC in line with the conditions of the Environmental Permit.

The Council's HRCs are not permitted to accept trade, commercial or business waste, which can be defined as any waste that comes from a commercial activity. If you use part of your home to run your business, then any waste from that part is business waste. Business waste also includes any waste that comes from construction, demolition, industry and agriculture. This waste can be disposed of at a charge through a permit scheme, subject to compliance checks, at Greenfield HRC.

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 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. either all in one month or spread the visits over the year.
- A full application must be resubmitted following the permit expiry or, if all twelve visits have not been used on expiry, once all the permit allocation has been fully utilised.
- Only one permit is to be issued per residential address.
- 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.
- Trailers **will not** be allowed access if towed by a vehicle requiring a permit (E.g. van)
- Certain sign written vehicles may be eligible for an annual permit subject to certain conditions (see Section 3.3)

- Vehicles registered to a business address or associated with business, trade or commercial waste **are not** eligible for a standard permit.
- Domestic vehicles **are not** eligible if they are linked to businesses (as above).
- The vehicle/owner must **not be** a registered waste carrier with either Natural Resources Wales or Environment Agency (England) when disposing of household recycling and waste materials.
- Permits are available to Flintshire residents only and only **one** permit can be issued per household.
- Permits issued apply to a vehicle at a specific Flintshire address and not the waste. Therefore, even with a permit, HRC site staff can still turn away anybody suspected of bringing in waste of a commercial nature or waste related to the business of the sign written vehicle. If this does occur then the permit will be withdrawn from the resident as the terms and conditions of its issue will have been breached.
- Householders will **not** be permitted to use a permit to bring in any waste that relates to the business activity for which the vehicle is normally used.

## 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
- Mobility vehicle (size must be within restrictions of policy - standard or low roof elevation below 7 feet or 2.14 metres and must have mobility aid modifications)

### 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 7 feet or 2.14 metres)
- Single axle trailers up to 6.6 feet / 2 metres in length with/without caged sides\*
- Twin axle trailers up to 6.6 feet / 2 metres in length with/without caged sides\*
- Minibus (with internal fixtures intact)

- Camper vans and motor homes (with internal fixtures intact and below 7 feet or 2.14 metres)
- Mobility vehicles that exceed the size restriction as set out in this policy, but have mobility aid modifications to support a customer with a disability to facilitate their day to day lives.
- Vehicles that exceed the size restriction as set out in this policy but are needed by a customer with a disability to facilitate their day to day lives.
- Vehicles that have been adapted to accommodate a disability, which would not ordinarily meet the criteria for a standard vehicle permit.

*\* The policy may allow trailers with caged sides to have access to the HRC as long as they do not exceed the dimensions indicated above (either at the point of purchase or retrofitted) and providing that the waste can be removed without removing the sides completely or without lowering the ramps.*

### **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 7 feet or 2.14 metres)
- Trailers longer than 6.6 feet / 2 metres in length
- 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, model and colour
- Height of the vehicle / dimensions of the trailer
- 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. Before considering an appeal, residents must refer to this policy and only appeal if they deem that the policy has not been applied correctly.

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**

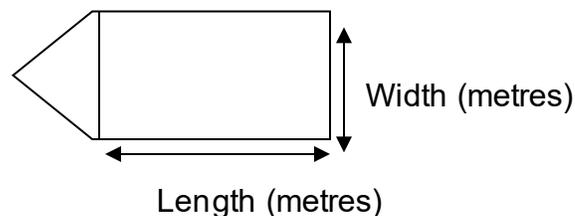
- Completed e-form.
- Full vehicle log book / A copy of the V5 Vehicle Registration document
- Driving licence
- 1 x utility bill or council tax bill to prove you live within the County of Flintshire (current and within the last 12 months)
- The addresses on the documentation must match and must detail the property where the vehicle is registered.
- Photos of the vehicle for which the permit is requested:
  - Rear interior view from rear doors showing registration plate (additional picture required if registration plate cannot be seen if doors are open)
  - Side view (one side)

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

- Complete e-form
- Full vehicle log book / A copy of the V5 Vehicle Registration document

- Trailer dimensions (see diagram below)
- Driving licence
- 1 x utility bill or council tax bill to prove you live within the County of Flintshire (current and within the last 12 months)
- The addresses on the documentation must match and must detail the property where the vehicle is registered
- Photos of trailer for which the permit is requested clearly showing:
  - Rear of trailer showing registration plate
  - Side view showing full length and height.

The trailer dimensions required to be submitted with the application are:



No alternative or self-interpreted dimensions will be accepted.

### **3.3 Certain sign written vehicles may be issued an annual permit (allowing a maximum of 12 visits), on condition that:**

- the vehicle is registered to a Flintshire residential address for council tax;
- the waste deposited is not associated with any trade waste activity
- the waste deposited at the HRC has not been or is unlikely to have been produced by the activity of that business or associated business;
- the only waste presented at the HRC is domestic household waste

The new annual permit would be available for Flintshire residents only and only one permit will be issued per household. Permits issued apply to a vehicle at a specific Flintshire address and not the waste. Therefore, even with a permit, HRC site staff can still turn away anybody suspected of bringing in waste of a commercial nature or waste related to the business of the sign written vehicle. If this does occur then the permit will be withdrawn from the resident as the terms and conditions of its issue will have been breached. Householders will not be permitted to use a permit to bring in any waste that relates to the business activity for which the vehicle is normally used.

### **3.4 Mobility/Disability vehicle documentation required on application:**

Where a resident has a disability and utilises a vehicle not permitted under this policy then adjustments can be made to allow that vehicle to obtain a permit.

A full permit application must be made so that an assessment of the vehicle can be undertaken.

Assessment is subject to the submission of a standard permit application plus one of the following:

- Provide a copy of a valid blue badge if in receipt of one.
- Letter from an appropriately qualified medical, health or social care professional to support the application and confirming the disability e.g. GP, Occupational Health Nurse, Occupational Therapist, Specialist Consultant

In all cases, the applicant will need to confirm the following: -

- Make a declaration that there is no other vehicle at the property that could be used for the disposal of waste at the sites.
- Provide a declaration that the disability is long term (over 12 months, for example)
- Provide an explanation as to why the vehicle is required to be used as a result of the disability (documentation may be requested to substantiate this).

Applications will be assessed on a case-by-case basis. The Council reserves the right not to grant a permit or withdraw a permit if it is deemed that the vehicle could cause a health and safety issue while using the site.

#### **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

##### **4.1 Changing/Selling a vehicle**

When a resident sells a vehicle which has been issued with a vehicle permit they must return the permit to the following address with a covering letter explaining the situation. The permit is not transferable with the vehicle at the point of sale.

**Flintshire County Council,**

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

If the resident purchases another vehicle that requires a permit then a new application must be made to ensure that the vehicle is compliant with this policy.

##### **4.2 Lost or Damaged Vehicle Permits**

If a resident loses or damages a permit they must contact the council immediately to notify of the situation. The permit will be immediately cancelled and site staff notified. A replacement permit can be issued; however, the number of uses already taken place will be deducted from the permit.

**Streetscene Contact Centre 01352 701234**

**Email: [streetsceneadmin@flintshire.gov.uk](mailto:streetsceneadmin@flintshire.gov.uk)**

### **4.3 Collection of Soil Conditioner**

Soil condition is available free of charge from the HRCs. If a resident wants to collect this product in a vehicle that is subject to this policy then they must have a valid permit to gain access to the site. This is to ensure that only vehicles accessing the HRCs are of the approved height or length.

If the resident is only attending site to collect soil conditioner, and not to dispose of any recycling or waste, then they will have to show their valid permit however a visit will not be deducted from the allocated twelve.

## **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.

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.

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).

#### **c) Borrowing or using family/friend's vehicle**

Householders from Flintshire may make use of a family member or friend's vehicle (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.

Proof of residency in Flintshire will still be required by the householder, but it is not a requirement that the vehicle must be registered within Flintshire.

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.

To obtain a temporary permit an application must be made in advance by contacting **Streetscene Contact Centre on 01352 701234 / [streetsceneadmin@flintshire.gov.uk](mailto:streetsceneadmin@flintshire.gov.uk)** so that an assessment can be made and a permit issued.

### **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.

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**