

Commercial Vehicle & Trailer Definitions

CVT permits are required by owners/drivers of the following vehicle/trailer types:



Any panel van (car derived or other) which is not fully glazed.



Any pick-up (including Single Cab, Maxi Cab and Double Cab), **with or without an enclosed rear top**



Any sign written vehicle (excluding hire cars, courtesy cars and taxis).



Any vehicle towing a braked trailer, or non braked trailer over 1.3 metres in length (not including draw bar/tow hitch), including horseboxes.



Any panel van (car derived or other) **of any size** (including horseboxes).

Please note: Camper vans, mini buses and motor homes are exempt from the permit scheme.

Any vehicle exceeding 3.5 tonnes Gross Weight will not be permitted to use Household Recycling Centres.

If you are in any doubt as to whether your vehicle is classed as a commercial type vehicle under this scheme, please call us on **0845 607 2007**.

NO TRADE WASTE ACCEPTED

Household Recycling Centres

Commercial Vehicle & Trailer Permits

Information & Application Form

Important information for commercial type vehicle and trailer owners who use Household Recycling Centres in Herefordshire and Worcestershire



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This publication can be made available in other formats (large print, audio, tape, computer disk and Braille) on request. Please call telephone number 01905 768257.

Commercial Vehicle & Trailer Permits

Information for applicants

Household Recycling Centres (HRC) are provided in Herefordshire and Worcestershire for the residents of the two counties to recycle and dispose of their waste. All residents who bring waste to the HRC in either a commercial type vehicle or vehicle towing a braked trailer, or non-braked trailer over 1.3m in length **will require a permit issued by Worcestershire County Council.**

The permit scheme

Commercial Vehicle and Trailer (CVT) permits, which are FREE, are only available to residents of Herefordshire and Worcestershire who wish to dispose of their **HOUSEHOLD** waste. Each permit entitles the applicant to one site visit using a commercial type vehicle or trailer as defined below, (see 'Who needs a permit?'). **All permits will be checked and collected by the Recycling Assistant.** They will also undertake a visual check to satisfy themselves that the waste is not from a commercial operation, and if the Recycling Assistant thinks it may be commercial waste you will be refused permission to use the site and further enquiries will be made.

Why have permits?

The permits are intended to help prevent the non-legitimate use of the HRC for the disposal of commercial waste. **The sites cannot accept any commercial waste, or any waste carried for commercial gain.** Anyone who disposes or recycles this type of waste at the sites is breaking the law and can be liable on summary conviction to a maximum fine of £50,000 and/or 12 months in prison (or to 5 years' imprisonment and/or unlimited fine on conviction or indictment) for illegal disposal of waste (Environment Protection Act 1990, section 33).

Who needs a permit?

Commercial Vehicle and Trailer (CVT) permits are required by owners or drivers of the following types of vehicles;

- Any pick-up (including single cab, maxi cab and double cab) with or without an enclosed rear top.
- Any panel van (car derived or other) of any size.
- Any panel van (car derived or other) which is not fully glazed.
- Any sign written vehicle (excluding hire cars, courtesy cars and taxis).
- Any vehicle towing a braked trailer, or non-braked trailer over 1.3m in length.
- Camper vans, mini buses and motor homes are exempt from the permit scheme.
- Any vehicle exceeding 3.5 tonnes Revenue Weight (see V5) will not be permitted to use Household Recycling Centres.

If you are using a commercial type vehicle (as defined above) to tow a trailer (as defined above) you will only need a permit for the commercial vehicle.

How do I get a permit?

Commercial Vehicle and Trailer (CVT) permits are not issued at the Household Recycling centres. You will need to apply in advance of your visit. If you are a resident of Herefordshire or Worcestershire then you can apply to Worcestershire County Council for Commercial Vehicle and Trailer permits. You need to complete the application form attached and send it to Worcestershire County Council at the address detailed on the application form.

In an Emergency how do I get a permit?

If you wish to use any Household Recycling Centre with a restricted vehicle at short notice you can obtain TWO Emergency Permits from your local Hub in Worcestershire or Info in Herefordshire centre. In order to obtain these permits for immediate use you will STILL be required to complete an application form and produce the required supporting evidence. You

will then be issued with two Emergency Permits (**Emergency Permits have a two week expiry date**), a further 4 or 8 CVT permits will be posted out to you **upon request.**

Emergency permits should not be used as an alternative to applying for a full set of CVT permits, and will only be issued to an individual once.

What sort of supporting evidence is required?

In order to process your application we require ONE of the following pieces of information

- Copy of the V5 Vehicle Registration Document (log book).
- If your vehicle is new and you are waiting for the DVLA to return the V5 (logbook) you can apply for CVT permits using a copy of the New Keepers Supplement, accompanied by a copy of your Certificate of Insurance to verify that you are the vehicle owner.
- Letter from your Employer/vehicle owner authorising the use of the vehicle.

Permits will not be issued without supporting evidence.

What if I hire a van to dispose of my waste?

You will still need to get a permit before you can use the Household Recycling Centre.

To apply for a permit you must complete and return a signed copy of the CVT Application Form and send it to Worcestershire County Council at the address detailed on the application form. If you do not know the vehicle registration in advance you will still be able to obtain a set of permits. Upon arrival at the Household Recycling Centre you will be required to hand your permit to the Recycling Assistant with proof that you hired the vehicle (i.e. copy of the hire contract) before you will be allowed to enter the site.

What if I borrow a van or trailer to dispose of my waste?

You will still need to get a permit before you can use the Household Recycling Centre. Within the application form you will need to complete the section about the owner of the vehicle. You will still need to provide the supporting evidence in the form of a letter authorising your use of the vehicle.

What if I run out of permits or change my vehicle?

If none of your details have changed you can obtain more permits by quoting your Individual Applicant ID Number (located in the top right hand corner on your permits) by;

- Calling 0845 607 2007
- www.worcestershire.gov.uk/cvt
- Email cvtpermits@worcestershire.gov.uk

If any of your details have changed:

You will be required to complete and return a signed copy of the application form and send it to Worcestershire County Council at the address detailed on the application form, with supporting evidence. To speed up the process please indicate your Applicant ID (located in the top right hand corner on your permits) when making your request.

Alternatively you may go into any Hub in Worcestershire or Info in Herefordshire Centre with your supporting evidence. Details of any changes will be taken by the adviser and passed on to Worcestershire County Council.

All CVT permits are only valid for the vehicle or trailer described, and for the named driver. Permits are non-transferable.

How many permits do I get?

Permits will normally be issued in batches upto a maximum of 8 if you own the commercial type vehicle or trailer (as defined opposite). Four permits will be issued for hired or borrowed commercial type vehicles or trailers (as defined opposite).

NO TRADE WASTE ACCEPTED

If you need information on how to dispose of or recycle your commercial or trade waste, please visit the Environment Agency website found at www.wasterecycling.org.uk or call 08708 506506.