Cambridgeshire County Council

Household Recycling Centre

Van and Trailer E-Permit Scheme Terms and Conditions

Please read and agree the following terms and conditions before submitting your application for your free e-permit:

1. An E-Permit allows a Cambridgeshire resident to access Cambridgeshire Household Recycling Centres in certain commercial-type vehicles or with trailers within maximum acceptable size. Only household waste from the resident’s own home is accepted.

2. E-Permit users must comply with all site rules and waste acceptance policies for Cambridgeshire Household Recycling Centres. Details can be found at [www.cambridgeshire.gov.uk/hrc](http://www.cambridgeshire.gov.uk/hrc).

3. Intimidating, threatening or abusive behaviour towards staff or other site users will not be tolerated. Action may be taken against offenders to prevent further incidents.

4. Access to Household Recycling Centres will be refused for commercial-type vehicles or trailers of over 1.5m (5 feet) length (excluding towing mechanism) or 570 litres capacity without a valid E-Permit. Commercial-type vehicles towing trailers of any size will require an E-Permit. Vehicles and trailers above maximum allowable sizes cannot be added to an E-Permit.

5. 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.

6. Only one E-Permit will be issued per household for a single vehicle. Households with more than one vehicle must decide which vehicle they apply for a permit for. It is not permissible to apply for an E-Permit for multiple vehicles from the same address or for the same vehicle from multiple addresses.

7. The E-Permit allows access to Household Recycling Centres for disposal of household waste only.

Business waste is not accepted. It is defined as waste arising from any trade, business, industrial or commercial activities. It also applies to anyone who has received payment for carrying waste or produces waste from their work.
If Household Recycling Centre staff suspect that waste might be from business sources they will ask the vehicle driver to complete a declaration form confirming that waste is from their household and that the driver has not been paid to transport or dispose of it.

Site staff have the right to turn away anyone suspected of bringing business waste or excluded materials to a Household Recycling Centre, whether or not an E-Permit has been issued.

8. E-Permits will only be issued to Cambridgeshire residents where the address is registered for Council Tax.

9. Each E-Permit is valid at all Household Recycling Centres in Cambridgeshire and for a period of 12 months from the date of issue, permitting a total of 12 visits for the disposal of the E-Permit holders’ own household waste. An E-Permit cannot be renewed until the 12-month period has ended. An E-Permit holder may 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.

11. If you visit a Household Recycling Centre 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 if both carry waste.

13. Commercial-type vehicles above maximum stated dimensions are not allowed on site at Household Recycling Centres. Vehicle size restrictions are in place due to manoeuvrability, congestion, and health and safety considerations.

14. Commercial-type vehicles which have been hired by a householder to deposit household waste, are permitted to enter the Household Recycling Centres but need to be registered against an E-Permit in advance. Existing E-Permits can be edited to add the hire vehicle or if no E-Permit is held, a new E-Permit must be applied for (subject to a restriction of 1 E-Permit/household). The householder will be required to bring the hire agreement, and proof of Cambridgeshire residence with them, and present them to site staff upon arrival. Restrictions on vehicle and trailer sizes still apply.

15. The E-Permit is valid for the vehicle and address provided during the application process. Any household member may visit the site with this vehicle. Vehicle or address details can be changed online at www.cambridgeshire.gov.uk/hrc-permits or by telephoning 0345 045 5207.
16. When arriving on site, E-Permit users must allow Household Recycling Centre site staff to register their visit. They will do this by either photographing the vehicle registration number or manually entering details into a hand-held device. Site staff will also check that waste carried is of an acceptable amount and type.

17. Borrowed vans can be used as long as a current E-Permit is in place for that vehicle. Each visit will count as a visit against that permit or 2 visits if towing a trailer with waste in van & trailer. The householder producing the waste must be present.

18. Employers vans can be used subject to E-Permit restrictions on the type of vehicle. Only 1 E-Permit can be in place for each vehicle, so if more than 1 person uses the vehicle they will need to share the number of available visits on that E-Permit. The E-Permit for the vehicle must be registered to a residential address in Cambridgeshire.

19. Charities and community groups will not be issued with E-Permits, but can apply for access to Household Recycling Centres by e-mailing wmt@cambridgeshire.gov.uk.

20. Cambridgeshire County Council reserves the right to cancel E-Permits or amend the operation of the E-Permit scheme at any time.

21. Cambridgeshire County Council reserves the right to suspend or cancel E-Permits where abuse of the E-Permit requirements is suspected.


As part of the application process you are asked to provide some personal data. We require this information to validate your permit and in case we need to contact you. The information provided will only be processed for the purpose of providing you with a permit.

Your details will be kept on file for 15 months from the date of your application. Cambridgeshire County Council will not use this information for marketing purposes or share this data with third parties, with the exception of our contractor who operates the Household Recycling Centres on behalf of Cambridgeshire County Council. Site staff will only be provided with Vehicle Registration details to enable them to check that valid permits are in place.

For full details of how we process personal data please see:

By accepting these Terms and Conditions you are agreeing to abide by each clause listed. You are confirming that you will only deliver your own household waste to a Household Recycling Centre, not waste from any type of business activity or that you have been paid to carry or dispose of. You are also agreeing to the way that your personal data provided is used and stored by Cambridgeshire County Council.

If you have any further enquiries regarding the e-permit scheme please contact wmt@cambridgeshire.gov.uk.