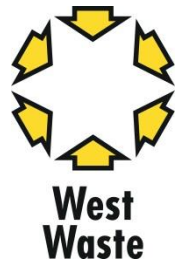


2016/2017 Not-For-Profit Permit Application



Please complete **all** sections of this form. Applications missing any information will not be processed.

Organisation Details		
Name of organisation		
Registered charity number (if applicable).		
Address of organisation		
Borough	Brent <input type="checkbox"/> Ealing <input type="checkbox"/> Harrow <input type="checkbox"/> Hillingdon <input type="checkbox"/> Hounslow <input type="checkbox"/> Richmond <input type="checkbox"/>	
Address the permit is to be sent to if different from above		
Contact name		
Contact phone number		
Email address		
Describe the nature of your activities		
Your waste		
Type of waste material to be deposited		
Estimated number of visits per year		
What other arrangements do you have for disposing of waste?		
Vehicles	Vehicle 1	Vehicle 2
Vehicle registration		
Make		
Model		
Vehicle type (e.g. van, estate car)		
Owned or hired		

I confirm that the organisation making this application has read and understood the terms and conditions of not for profit permits shown later in this application .

Signed:

Print Name:

Position:

Date: [Click here to enter a date.](#)

IMPORTANT: WLWA will only issue your new permit when your 2015/2016 permit is returned to us.

Information for applicants

All organisations (including charities and not for profit groups) are legally required to ensure any waste they produce is disposed of properly so that it does not cause harm to the environment. There is a cost attached to disposing of waste, the cost of waste disposal from commercial activities should not be subsidised by council tax payers which is why WLWA makes a charge to businesses or other commercial activities to deposit waste at our sites so that the costs of correct treatment and disposal are covered. For 2016/2017 this charge is **£195 per tonne**.

We are legally able to make a charge to charities and not-for-profit organisations for disposal of waste. By completing this application you are requesting that we consider waiving our charges to allow your organisation to deposit your waste without charge.

Your organisation

Please complete all the details requested on the form as this will help the processing of your application. Also provide proof of your charity or not for profit status when you return the form, e.g. letterheaded paper clearly showing your organisation's name, address and registered charity number (this can be emailed). We will make checks to confirm your information.

If your organisation holds a free allowance with any of these London Boroughs - Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond you will not be eligible to have a permit from WLWA too.

Changes to information

If any of your information changes during the term of this permit you need to let us know by emailing finance@westlondonwaste.gov.uk. Changes could include vehicle registrations, contact persons, email addresses etc.

If WLWA need to change anything about the not for profit permit scheme we will email your organisation using the details provided. We will give as much notice as we are able to and accept no responsibility for you not receiving information if you fail to let us know about of a change of contact details.

Vehicles

To bring waste to our sites you need to tell us the details of the vehicles that will deliver the waste. You can register 2 vehicles using this form. If you are transporting waste that you have produced you do not need to register with the Environment Agency as a waste carrier. However, if you are transporting waste produced by anyone else you need to make sure you have a waste carriers licence. More details can be found at www.environment-agency.gov.uk.

Reduce, Re-use and Recycle more

West London Waste want to help residents reduce, reuse and recycle everything they can. All organisations granted free disposal will be expected to work with us to encourage residents to reduce, re-use and recycle. This could include hosting a clothes swapping event, promoting local re-use schemes, having a talk, providing community contacts and giving out leaflets to customers. We will contact you to discuss this as part of the process of granting permits.

Making your application

Completed forms should be emailed to finance@westlondonwaste.gov.uk or posted to WLWA, Pavilion AF, Pink Zone, Civic Centre, Lampton Road, Hounslow, TW3 4DN. You will be contacted within 10 working days to discuss any queries about the content of your application and the 'reduce, re-use and recycle more' actions your organisation could undertake.

One application should be completed for each location producing waste. For example a charity with two shops within our area should submit two forms, one for each address.

With your application you need to submit (these can be scanned and emailed):

- Proof of your charitable or not for profit status
- A statement or copy of policy explaining how you ensure that the items you bring to us are waste with no further re-use value
- Your existing permit (if applicable) and the allowance that has been used

Limitations

- Each location being issued with a permit will be restricted to a 1 tonne limit per year, any waste above this limit will be charged for at the standard trade waste rate.
- Not-for-profit permit allowances cannot be used to dispose of hardcore, soil or asbestos.
- The only location waste can be taken to using the permit is our Waste Transfer Station on Abbey Road, Brent, NW10 7TJ.

Summary of Terms and Conditions

- Your organisation must be a not-for-profit organisation or charity and be able to provide proof of this
- The place the waste is generated must be based within the geographical area of the WLWA (the London Boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond)
- WLWA must be satisfied that the waste does not arise in the course of an activity your organisation is being paid a fee to undertake e.g. a house clearance or gardening work
- The amount of waste you can deposit will be limited. Alongside this application please submit details of how you ensure that only items that cannot be re-used will be brought to our site.
- If your organisation holds a free allowance with any of these London Boroughs - Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond you will not be eligible for a permit from WLWA too.
- Using this permit you will not be able to dispose of hardcore, soil or asbestos.
- You must sort your waste before coming to the site and recycle as much as possible.
- The permit must be taken to the Waste Transfer Station every time you wish to deposit waste using this free allowance.
- The person delivering the waste must also show proof they are part of the organisation named on the permit, this could be with an ID badge or another appropriate documentation.
- Permits must not be shared with any other organisations.
Procedures at the Waste Transfer Station must be followed, permits will be cancelled if health and safety rules are knowingly broken or members of our staff are physically or verbally abused.
- WLWA reserve the right to alter these terms and conditions but we will advise you if any changes are made.