



## **Neighbourhood Services - Procedure for Checking for commercial waste at Household Waste Recycling Centres**

### **Background:**

As a Local Authority, Dundee City Council has an obligation to provide a place for its residents to dispose of their household waste free of charge. Traders however are not entitled to use the site for disposing of commercial waste.

Residents are entitled to reasonably use vans / trailers to bring their material to the sites however this will require a permit. In order to ensure that this public service is not detrimentally affected by being used by traders, we are entitled to enquire about the source of any waste which appears to be commercial.

### **Procedure:**

No commercial vans are entitled to use the sites.

Residents have to register their non commercial van / pick up / minibus or vehicle with single axle trailer prior to visiting any HWRC to obtain a permit. Permits are free to householders wishing to dispose of small quantities of bulky household waste, or to access reuse and recycling facilities. They are valid for 12 visits.

If a resident has hired the van; they will be requested to provide proof of hire.

If the vehicle being used has a company logo an authorisation letter is required from the company allowing private use for transporting of household waste.

Site staff are encouraged to take responsibility for seeing all other vans. The site staff can then use their discretion as to whether to allow the vehicle to dispose of its waste. Site staff have the right to refuse entry to the site if the waste being carried is trade or commercial waste.

### **Vehicles that don't require a permit**

- car, estate car, people carrier;
- MPV;
- 4x4.

### **Vehicles that do require a permit**

- van;
- pick-up;
- car, van or pick-up with single axle trailer;
- mini-bus (8-11 seats).

### **Vehicles not allowed on site**

- commercial vans;
- a vehicle over 3500kg gross weight;
- a tipper;
- a vehicle with a twin axle trailer;
- a vehicle with more than 4 wheels;

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- a vehicle or pedestrian carrying commercial waste.

The service reserves the right to investigate site usage and, if necessary, withdraw a permit.

**Breaches of policy:**

If a vehicle is seen depositing suspected commercial waste at the household waste recycling centre and the incident(s) are witnessed the details will be recorded by the site attendants on an incident form and via a body camera. Site attendants will record the following details: type of waste; date; location; description of incident including vehicle registration mark; witness details and details of evidence. This will be passed onto the Operations Controller.

The Operations Controller will pass the incident form to the Assistant Waste Services Manager and an enquiry will be made on the DVLA WEE system to obtain the registered keeper details. CCTV images of the vehicle entering and/or leaving the site on that particular day would be retained along with body camera footage for the "casefile" as supporting evidence. The "casefile" would include a form of signed statement by the witnesses as indicated above.

If the enquiry confirms the registered keeper's details as a business address then the case file will be passed to the environmental compliance team for consideration in relation to potential enforcement action under the Environmental Protection Act 1990. A follow up letter would be issued concurrently by the Assistant Waste Services Manager banning the vehicle from the site.

If the enquiry confirms the registered keeper's details as a householder then no further action will be taken.