



## LONGSHOT LANE & SMALLMEAD WASTE MANAGEMENT PARKS

### Charity Registration Form for the Disposal of Charity Waste

This application form can only be used for the disposal of Charity Waste from premises located in **one** of the following Council areas.

Please tick the Council area that your premises are located in.



Bracknell Forest Borough Council



Reading Borough Council



Wokingham Borough Council

If you require Charity Waste disposal from premises located in different Council areas then please use a separate application form for each Council.

## Terms and Conditions

Please read the following terms and conditions before completing the application form.

To qualify for free disposal of your Charity Waste you must:

1. be a registered charity based in at least one of the three Council areas and
2. meet the following criteria set out in The Controlled Waste Regulations 1992, Schedule 1, Waste to be Treated as Household Waste:
  - The waste must come from premises occupied by a charity and be wholly or mainly used for charitable purposes.

Also under the Control of Pollution (Registration of Carriers and Seizure of Vehicles) Regulations 1991 you should be registered with the Environment Agency as a waste carrier or exempt from having to register as a waste carrier. If you need to register as an exempt waste carrier please contact the Environment Agency on 08708 506 506 or see their website at <http://www.environment-agency.gov.uk/business/sectors/37137.aspx>

Also you will have to complete a waste transfer note in accordance with The Environmental Protection (Duty of Care) Regulations 1991.

Before we accept any Charity Waste at the re3 Waste Management Parks you must pre-register by completing this application form.

If your application is successful the Council will issue a sufficient number of permits to use at the designated sites.

Charity Waste Permits can only be used at the following sites:

- |  |                          |  |
|--|--------------------------|--|
| 1. Longshot Lane, Bracknell RG12 1RL       | <input type="checkbox"/> | ) <i>Please tick the</i>               |
| 2. Smallmead, Island Road, Reading RG2 0RP | <input type="checkbox"/> | ) <i>site(s) that you wish to use.</i> |

Charity Waste can only be delivered to the sites when the weighbridge is open at the following times:

Monday to Friday      7.30 to 16.30

Saturday                7.30 to 12.30

Please note that the sites are closed on Sundays, Christmas Day, Boxing Day and Bank Holidays for Charity Waste disposal i.e. when the weighbridge is closed.

Your vehicle must go to the weighbridge at the site and one permit handed to the weighbridge operator. Your vehicle will be weighed both in and out of the site.

Free waste disposal will be refused without an official permit. If you wish to dispose of waste without a permit then the current trade waste price will be charged. No refunds will be given to any charges levied through not having an appropriate permit.

Your driver must obey the site rules and comply with all instructions given by the site staff. Appropriate PPE (Personal Protective Equipment) must be worn when unloading the vehicle.

We reserve the right to withdraw free waste disposal for your Charity Waste if any of these terms and conditions are not complied with.

Application Form for free disposal of Charity Waste. (Registered Charities)

**Contact Details**

Charity name:	
Address:	Postcode
Registered Charity number:	
Phone:	
E-mail:	
Contact name:	
Position in organisation:	

**Duty of Care**

Charities have to comply with the Duty of Care with respect to waste under Section 34 of the Environmental Protection Act 1990.

Please provide evidence that your organisation is registered with the Environment Agency as a waste carrier or is exempt from having to register as a waste carrier. A copy of your certificate confirming your registration or exemption will be acceptable.

Waste Carrier Number	
Or Exemption Number	

A Duty of Care - Controlled Waste Transfer Note for the current financial year must be completed before delivery of your waste. For your convenience the back of the permit will act as a waste transfer note. Please complete all the details before you arrive at the weighbridge.

**Number of Trips**

To enable the Council to supply an appropriate number of permits please give an estimated frequency of visits to the disposal site(s).

Number of trips per Week  Other (please state)

OR

Number of trips per Month

**Type of Waste** – Please give a brief description of the Charity Waste e.g. Books, Clothing etc.

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**Vehicle Details**

Please give the following details of the vehicles you propose to use to deliver Charity Waste.  
(Please use an additional sheet for more than two vehicles.)

	Vehicle 1	Vehicle 2
Registration Number		
Make		
Model		
Gross Vehicle Weight (GVW)		
Trailer	Yes / No	Yes / No
Sign written with Charity Name	Yes / No	Yes / No

**Premises**

Please state the premise(s), name and address, where the Charity Waste comes from:


**Applicant's Signature**

I confirm that I have read and agree to the Council's terms and conditions as contained in this application form.

Signed:

Print Name:

Date:

Please return the completed form, including a covering letter on your organisation's headed paper, to the Council that you have ticked on the front page of this application form.

Environmental Services, The Commercial Centre (Building C), Bracknell Forest Borough Council  
Central Depot, Old Bracknell Lane West, Bracknell RG12 7AE  
Tel. 01344 352000

Streetcare Admin, Reading Borough Council, 19 Bennet Road, Reading RG2 0QX  
Tel. 0800 834 035 e-mail [streetcareadmin@reading.gov.uk](mailto:streetcareadmin@reading.gov.uk)

Waste Services, Wokingham Borough Council, PO Box 153, Council Offices, Shute End,  
Wokingham RG40 1WL Tel. 0118 974 6000 e-mail [wokinghamdirect@wokingham.gov.uk](mailto:wokinghamdirect@wokingham.gov.uk)

For additional copies of this application form please see [www.re3.org.uk](http://www.re3.org.uk)

**Data Protection**

In order to safeguard personal data we endorse and adhere to the principles of data protection as set out in the Data Protection Act 1998. The information collected on this form will be dealt with properly whether it is recorded on paper, computer or other material and will only be used for the purpose of issuing permits for Charity Waste and recording at the weighbridges the disposal of Charity Waste. The information will be shared with a third party who is acting on the Council's behalf.