



## Application for a Temporary Vehicle Permit 2018/19

This form should be completed by anyone who would like to apply for a Temporary Vehicle Permit to dispose of household/domestic waste at the Porthmellon Waste Site using a commercial vehicle. This permits allows you to dispose of your household waste from your main residential property up to 12 times in a twelve month period, commencing from the date of issue of the Permit.

You will receive confirmation by email or telephone within 5 working days of your application.

Please select from the following options:

- ☐ I have never had a permit before. ☐ I have had a permit before and it has expired.
- ☐ I have used all 12 of the visits on my permit and it has been less than 12 months since applying for it.
- ☐ I have changed my vehicle and/or address and need to replace my permit.
- ☐ I have lost my original permit.

Vehicle registration number:

Vehicle make, type, model:

Vehicle colour:

Business name identified on the vehicle:

☐

Yes

☐

No

If yes, please state details:

Legal gross weight

Trailer size (if applicable):

Are you the owner of the vehicle?

☐

Yes

☐

No

Existing permit details (if applicable/known)

Permit number:

Number of visits used:

Date of issue:

PTO

...working for a strong, sustainable and dynamic island community

Town Hall, St Mary's, Isles of Scilly, TR21 0LW ☎0300 1234 105 ✉enquiries@scilly.gov.uk

**Title and forename:**

**Other users of Permit at named address below:**

**Surname:**

**Address:**

**Postcode:**

**Contact telephone number:**

**Email:**

**Data protection:** The data provided on this form is collected by the Council of the Isles of Scilly (the "Council") as data controller in accordance with the Data Protection Act 1998. The Council shall keep the information given on this form on a database and may use the information for one or more of the following purposes: processing your application for a permit, monitoring and administering the permit system; preventing or detecting unlawful disposal of commercial or industrial waste; and/or taking any enforcement action relating to the unlawful disposal of waste (the "Purposes").

The Council will not disclose the information to any third party except where such disclosure is a legal requirement or is lawful or is in furtherance of the Purposes.

**Declaration:** I confirm that the information provided by me on this form is correct. I have read the Terms and Conditions for use of a Temporary Vehicle Permit for the disposal of Household waste at the Porthmellon Waste Site and agree to be bound by them. I give consent for the processing of my data:

**Signature:**

**Date:**

**Please send your completed application form to:**

Infrastructure Department, Council of the Isles of Scilly, Town Hall, St Mary's, Isles of Scilly, TR21 0LW

**For further information please visit our website:**

[www.scilly.gov.uk/waste](http://www.scilly.gov.uk/waste), call **01720 424450** or email [infrastructure@scilly.gov.uk](mailto:infrastructure@scilly.gov.uk)



# Waste & Recycling - Privacy Notice

- The Data Controller for the information you provide on any Waste & Recycling service form, is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294
- Information you provide on any Waste & Recycling Service form is private and confidential, and will be used so that we can:
  - Provide the service that you have requested, at the correct address
  - Ensure that we take the correct payment (if applicable)
  - Notify you if we need to renew your subscription to the service (if applicable)
  - Contact you in case of another query or an issue concerning the service you have requested.
- Forms will be held securely at our premises and/or on our electronic network for a period of up to 12 months after completion. Information will not be transferred outside of the EEA or used for marketing purposes. We will not share information with any other organization unless required to do so by law.
- Under GDPR and the DPA 2018 you have the right to:
  - access information that we hold about you or have it rectified if it's inaccurate or incomplete (but you will need to provide evidence before we can do so)
  - have your information erased where we don't have a legal requirement to retain
  - withdraw your consent for us to hold your information
  - restrict how we process your information, e.g. object to us using your information for marketing or research purposes or in relation to a legal task or in the exercise of an official authority
  - request that a person reviews an automated decision where it has had an adverse effect on youIf you would like to exercise these rights, please contact the Data Protection Officer (Cornwall Council, County Hall, Treyew, Truro, TR1 3AY Tel: 01872 326424 Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)) and request a 'Rights of Access, Rectification and Erasure Request' form.
- If you choose not to provide the personal information we have asked for, we will be unable to provide the service requested.
- Please refer any complaints to us initially so we can try to put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your data rights, you can raise your concerns with the Information Commissioner's Office Tel: 0303 123 1113  
<https://ico.org.uk/concerns>

## Temporary Vehicle Permit Terms and Conditions









### Terms and Conditions for use of a Temporary Vehicle Permit (the “Permit”) to dispose of Household Waste using a commercial vehicle.

The Permit entitles the applicant(s) (“you”) to dispose of your Household Waste up to twelve times in a twelve month period, using a commercial vehicle, commencing from the date of issue of the Permit, at the Porthmellon Waste Site free of charge subject to the following terms and conditions:

1. You may only use the Permit to dispose of Household Waste. This permit is restricted to one vehicle and limited to the permit holder’s main residential property.
2. This permit is non-transferable to any other property or vehicle.
3. Household Waste does **not** include commercial or industrial waste.
4. You may only dispose of Household Waste on Domestic Waste days.
5. Leaving waste outside the gates is considered fly tipping. The Council of the Isles of Scilly reserves the right to investigate and initiate legal proceedings.
6. You must present the Permit to staff on each and every visit for verification and marking. You must comply with site instructions and conditions, as per the Council’s Waste Operating, Access and Waste Acceptance Policy, use which may be notified to you by the Council of the Isles of Scilly operatives at the time of your visit.
7. A Permit is required in respect of the vehicles listed in the attached vehicle schedule.
8. You may be asked to complete an Origin of Waste Declaration Form to confirm that the waste is Household Waste and is not being disposed of commercially or for profit.
9. More than one person in a household may use the Permit provided that each person seeking to do so is named as an applicant and has signed to confirm they have read and will comply with these terms and conditions. Where more than one householder uses the permit you undertake to inform the Council of the Isles of Scilly of the identity of the person in the application form provided.
10. The Permit allows twelve visits per household in a twelve month period from the date of issue of the Permit. On expiry of the twelve month period or, if later, the completion of twelve visits, a new Permit must be obtained.
11. If any of the details you have supplied on the application form change you must inform the Council of the Isles of Scilly Infrastructure Department, Town Hall, St Mary’s, Isles of Scilly TR21 0LW immediately. If your vehicle has changed you must return your Permit and a replacement Permit will be issued. It is not acceptable to amend the Permit yourself. Defacing or amending the permit will invalidate it.
12. The Council of the Isles of Scilly has a policy of zero tolerance to violence, aggression, threatening behaviour or harassment toward staff/contractors or other site users. Any incidents will be recorded and investigated.
13. The Council of the Isles of Scilly may record details relating to your visit including the type of waste of which you are disposing. The Council of the Isles of Scilly may use these details for the purposes of preventing or detecting crime and taking enforcement action.
14. The Council of the Isles of Scilly will monitor site usage and reserve the right to investigate any suspected breach of these terms and conditions. Details may be passed on to the relevant enforcement officers and/or third parties in accordance with the Data Protection Act 1998.
15. The Council of the Isles of Scilly reserves the right to cancel your Permit or amend the operation of the Temporary Vehicle Permit scheme at any time.
16. You may be charged for extra-ordinary waste as described in the Council’s Waste Council’s Waste Operating, Access and Waste Acceptance Policy.

**Signed:**.....**Print Name:**.....**Date:**.....

# Vehicle Schedule

Vehicle	Allowed on site	Permit Required
Car- including estate cars 	Yes	No
4X4 	Yes	No
4x4 with open back or separate cab 	Yes	Yes
Van under 3.5 tonnes 	Yes	Yes
Van and LGV over 3.5 tonnes 	Yes	Yes
Any van with any trailer 	Yes	Yes
A vehicle with a trailer under 1.22m (4 feet) internal length 	Yes	No
A vehicle with a trailer above 1.22m (4 feet) internal length 	Yes	Yes