

Scottish Borders Council

Community Recycling Centre Trade Access Permit

TERMS & CONDITIONS

1. GENERAL

Scottish Borders Council Community Recycling Centre (CRC) Trade Access Permit ONLY covers waste and recycling produced by the permit holder and cannot be used by Waste Management Companies to dispose of 3rd party waste. (Waste management companies are defined as companies that as part of their core activities collect commercial or household waste either in a skip or refuse collection vehicle or any vehicle over 3.5 tonnes.)

Permits are intended for businesses registered in the Scottish Borders area, however companies carrying out work in our area can purchase a permit by contacting us to discuss.

2. DURATION

The permit tickets are valid for one year from date of issue.

3. TYPES OF PERMIT

Scottish Borders Council offers four types of CRC Trade Access Permits with differing load size options:

The **Recycling Permit** allows businesses to dispose of Dry, mixed recyclables such as paper, cardboard, card, cans and plastics (in line with the current kerbside collection service), scrap metal, green waste and wood. Tickets are available in small, medium and large load size.

The Recycling & General Waste Permit

allows businesses to dispose of Green waste, rubble, soil, stones, general waste; dry mixed recyclables such as paper, cardboard, card, cans and plastics (in line with the current kerbside collection service), scrap metal, and wood. Tickets are available in small, medium and large load size. Please note disposal of rubble & soil is limited to the equivalent of a small load size per day.

The **Charity Disposing of Donated Household Goods Permit** allows disposal of donated household items charities could not reuse or recycle in their shop, wood (i.e. furniture), scrap metal, general waste and domestic WEEE (Waste Electrical & Electronic Equipment – computers, white goods, fluorescent tubes & light bulbs, TVs, monitors etc.) batteries, books, CDs, and textiles. Tickets are available in small, medium and large load size.

The **Electrical Household Clearance Permit** allows businesses carrying out house clearances to dispose of domestic WEEE (Waste Electrical & Electronic Equipment – computers, white goods, TV's, monitors, small electrical items etc.) obtained during house clearances. Tickets are available in small load size. One ticket will allow disposal of one large electrical item, Fridge, Freezer, Fridge Freezer, Cooker, Dishwasher, Washing machine or multiple small electrical items.

Load Sizes:

1. Small – Up to 4 bags (Small car load)
2. Medium – 5-9 bags (Estate car, Car derived van & 4x4)
3. Large – 10-15 bags (Large & small panel vans, microvans & mini vans & transit vans not exceeding 3.5 tons GVW)

Only the wastes specified for each permit will be accepted.

With the exception of the Electrical Household Clearance Permit where some of the accepted electrical items are hazardous, no hazardous waste is accepted under these permits. Examples of hazardous waste include asbestos, clinical waste and chemicals.

If you are bringing in general waste you must always comply with the provisions of the Landfill (Scotland) Regulations 2003 when disposing of waste under this permit.

Therefore you must comply fully with the schedule "Meeting the Landfill (Scotland) Regulations 2003".

<http://www.legislation.gov.uk/ssi/2003/235/contents/made>

We do not accept any liquid waste under the permit.

Please contact the Trade Waste team (contact details below) regarding the disposal of any material you are unsure of prior to arriving at the Community Recycling Centre.

The Council reserves the right to amend the list of materials that the permit allows you to recycle, upon giving not less than 14 days' notice. Businesses will be emailed with any changes.

No refunds to the charge will be made by the Council if the list of materials is changed.

4. VEHICLES

Permits can be purchased for up to 4 vehicles that require admittance to the CRCs.

The permits are only available for vehicles up to and including a Gross Vehicle Weight (GVW) of 3.5 tonnes. Any vehicles exceeding this will not be eligible to participate in this scheme.

The following vehicles will not be allowed admittance to any of the sites: vehicles over 3.5 tonnes (GVW); agricultural vehicles (e.g. tractors); motorhomes or caravans, tippers or tail-lifts; horseboxes, horse trailers.

5. DISPOSAL SITES

Permit holders will have access to recycle waste at all CRCs, which are licensed to accept trade waste. **Selkirk CRC will accept a 'small' load size only.**

All recycling material must be pre-sorted and only deposited into a container appropriate for that waste type.

It is the responsibility of the permit holder and their employees to clean up any breakages, spillages, etc. on site as they occur.

Scottish Borders Council reserves the right to refuse any material that is deemed unacceptable.

Any CRC may in unforeseen circumstances be closed on a temporary basis at any time. Where there is a planned closure of a CRC, the Council will aim to give not less than 14 days' notice. Businesses will be emailed with any changes.

The permits do not entitle businesses to use Scottish Borders Council's Recycling Points (non-manned containers collecting glass, textiles and occasionally other materials) to recycle material, as these sites are provided for the use of householders only.

Permit holders disposing of waste at the CRCs do so at their own risk. Scottish Borders Council will not accept responsibility or liability for any injury incurred as a result of the disposing of waste or the lifting or moving of waste materials.

6. PARTICIPATING COMMUNITY RECYCLING CENTRES

Galashiels	Langshaw Road, Easter Langlee, Galashiels TD1 2NT
Hawick	Mansfield Road, Hawick TD9 8AW
Peebles	Innerleithen Road, Eshiels, Peebles EH45 8NA
Duns	Station Road Industrial Estate, Station Road, Duns TD11 3HS
Eyemouth	Gungreenhill Industrial Estate, Gungreenhill, Eyemouth TD14 5SF
Kelso	Pinnaclehill Industrial Estate, Kelso TD5 8DW
Selkirk	Riverside, Selkirk, TD7 5DU

Participating CRCs may be subject to change. Businesses will be emailed with any changes.

7. TRADE ACCESS HOURS

When sites are open, trade access hours are:

Summer

Monday to Friday - 10am to 1.15pm and 2pm to 6.45pm

Saturday – 9am to 1.15pm

Trade access will not be permitted on Sundays or Saturday afternoons.

Winter

Monday to Friday – 10am to 1.15pm and 2pm to 4.45pm

Saturday – 9am to 1.15pm

Trade access will not be permitted on Sundays or Saturday afternoons.

Sites will close for lunch between 1.15pm and 2pm.

Each site has one or two days it is closed during the week. The site closure day(s) for each site are as follows:

Duns – Thursday

Eshiels – Wednesday

Eyemouth – Tuesday and Friday

Galashiels – Tuesday

Hawick – Wednesday

Kelso – Monday

Selkirk – Monday and Friday

8. PRICES

Recycling Permit.

Small load - £6.30 per ticket (minimum purchase 5 tickets - £31.50)

Medium load - £9.60 per ticket (minimum purchase 5 tickets - £48.00)

Large load - £12.00 per ticket (minimum purchase 5 tickets - £60.00)

Recycling & General waste permit.

Small load - £11.80 per ticket (minimum purchase 5 tickets - £59.00)

Medium load - £20.60 per ticket (minimum purchase 5 tickets - £103.00)

Large load - £28.60 per ticket (minimum purchase 5 tickets - £143.00)

Charity disposing of donated Household Goods permit.

Small load - £2.10 per ticket (minimum purchase 5 tickets - £10.50)

Medium load - £4.20 per ticket (minimum purchase 5 tickets - £21)

Large load - £6.20 per ticket (minimum purchase 5 tickets - £31)

Electrical Household Clearance items permit.

Small load - £2.10 per ticket (minimum purchase 5 tickets - £10.50)

9. PAYMENT TERMS AND REFUNDS

Full payment must be made in advance by debit or credit card. On receipt of payment your permit tickets will be sent to you within 5 working days.

No refunds will be made by the Council if there are any changes or interruption to service.

No refunds will be made by the Council for any Permits lost, damaged or stolen.

Please Note: at present we can only accept payment with debit or credit card.

10. HOW TO APPLY

You can apply **online** at www.scotborders.gov.uk/tradepermits by visiting one of our Contact Centres to use their computer or by telephoning Customer Advice & Support on 0300 100 1800.

Full list of Contact centre opening times:

https://www.scotborders.gov.uk/directory/4/contact_centres

When applying for a permit, you will need your Waste Carriers Licence or Professional Transport and Carrier of Waste Registration details, your businesses' Standard Industry Classification code(s) and a credit/debit card.

11. DUTY OF CARE – WASTE TRANSFER NOTE

As a business, you have a legal responsibility and duty of care to ensure that you produce, store, transport and dispose of your business waste without harming the environment. You are responsible for your waste until you have transferred it to an authorised person. You must segregate, store and transport your waste appropriately and securely, making sure that you do not cause any pollution or harm to human health and check that your waste is transported and handled by people or businesses that are authorised to do so.

The Trade Permit and attached carbon ticket(s), once accepted, will constitute a Waste Transfer Note for the purposes of the Environmental Protection Act 1990 Section 34 (Duty of Care). You should retain the top part of your Permit booklet, along with the attached carbon copies of the tickets, for your records and keep them for at least two years. This is required to fulfill your duty of care.

12. SPECIAL WASTE CONSIGNMENT NOTE (SWCN)

A Special Waste Consignment Note (SWCN) is needed if you are transporting Hazardous waste.

The hazardous waste items which are accepted at our Community Recycling Centres under the Electrical Household Clearance Permit are as follows (no other hazardous wastes are accepted):

- Fluorescent Tubes and low energy- excluding LED
- Cathode ray tube (CRT), flatscreen (plasma or LCD) TVs
- Laptop computers, tablets, and mobile phones with screens
- Fridges & freezers
- White goods (eg washing machines, dishwashers and tumble driers) with hazardous components
Fridges & freezers
- Mixed batteries – Unsorted (excludes vehicle batteries)

SWCNs are priced at £15 each and can be purchased from any the Scottish Environment Protection Agency (SEPA) offices or via SEPA's website: <http://webpayments.sepa.org.uk/>

Address in the Scottish Borders: Burnbrae, Mossilee Road, Galashiels, TD1 1NF. T: 01896 754797

13. COMPLIANCE

Failure to comply with any requirements in these terms and conditions or inappropriate behaviour (which the Council will determine) by permit holders or their staff may result in your permit being cancelled. Permits cancelled due to non-compliance or inappropriate behaviour will not be eligible for full or partial refunds.

Trade Waste, Neighbourhood Services, Council Headquarters, Newtown St Boswells TS6 0SA

Tel: 0300 100 1800

Email: tradewaste@scotborders.gov.uk

www.scotborders.gov.uk/tradepermits