

VAN AND TRAILER PERMITTING ONE YEAR REVIEW.

POLICY AMENDMENTS TO BE ACCEPTED

- I. The permit scheme is made 'paperless' through the issuing of permits electronically, emails are sent to householders and if they wish to print their own permit they can at home.***

This option would move the cost of printing to the customer and depend on the supply of an email address. Anyone who applied online would be emailed a permit which they could print out if they so chose. They would no longer be sent a physical paper permit.

The record of visits would be maintained by the site staff recording visits as they currently are with the Blackberry devices. The computer record would become the 'official' record. It is proposed that registration numbers are entered on the Blackberry instead of permit numbers.

An alteration to the ICT system would need to be made around sending an automatic email to the customer each time a visit was used to remind them of how many visits remain. However, this would have to be considered carefully to ensure we were not sending customers unnecessary emails.

Waste Management would need to take into consideration the impact on households with no computer access and some postage and printing of permits would still be required.

The overall aim of moving to a paperless system needs to be considered in the wider context of the OCC customer service aims and the Customer Service Centre. Considerations need to be made over how OCC can better use developed and emerging technologies.

The impact on site operatives and potential for abuse of the system needs to be carefully considered.

A business case will be produced to outline the viability of the scheme becoming paperless.

- II. Two towing vehicles named on one permit, still allow 12 visits per household, but increase the number of cars that can be used.***

The policy will be altered to allow householders to register two vehicles to each trailer application. The system for registration as it stands will not be altered as the cost of the database alteration set against the small number of requests for the registration of additional vehicles will be small.

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The system will operate that the one vehicle registration will be used for the application and it will be for the resident to contact us to discuss adding a second registration number to the permit. This will be done on a bespoke permit design, which will have a note added for additional vehicle registration numbers. If the scheme goes paperless then the ICT systems need to reflect the fact that two cars registered at the same address are able to tow a trailer.

The rules on towing with a commercial type vehicle are unaffected by this change.

The purpose of this alteration is to account for households with one or more vehicles that can tow the same trailer.

III. State the length of trailers in metric and imperial.

The trailer bed length was always advertised in metric measurements of 1.8 metres and 3 metres; the conversion used by householders who work in imperial measurements has led to confusion of the exact conversation figure.

For clarification and ease of use the policy stands as:

Length of trailer bed	Permit required?
1.8 metres or less	No
6 feet or less	No
1.8 metres to 3 metres	Yes
6 feet to 10 feet	Yes
Over 3 metres	Not allowed onto HWRC sites
Over 10 feet	Not allowed onto HWRC sites

IV. Procedure for Taxis

Taxis (private hire/hackney carriage/London style black cabs) are licensed and insured to carry goods and passengers. This can include taking a person and a suitcase to a friends house, or just a suitcase on its own. Both are acceptable under taxi licensing laws.

For the purposes of van permitting, we consider them to be vehicles designed primarily to carry people rather than goods and therefore they do not need a permit.

Waste legislation states that as a waste producer (in this case a householder) you need to pass your goods to a suitably licensed carrier, or take it to a permitted site.

Therefore, when householders have waste to take to site they are classed as waste producers and can hire a taxi to take them and their waste to a HWRC. The waste producer then passes the waste to a suitable permitted facility (the HWRC). This is allowable under waste and taxi legislation.

Waste producers (in this case the householder) cannot pass waste to a taxi driver to take to any site (including HWRCs) without going with the waste themselves. The

taxi is not a licensed waste carrier and therefore cannot legitimately be passed the waste by the householder.

For clarity OCC's policy is therefore:

- Taxis are able to access HWRCs, as long as they have the person who produced the waste (the householder who is paying the fare) in the vehicle with them. If they do not have the waste producer with them, they will be turned away.

- If the taxi has waste from their own house, (and therefore the taxi driver is the one who has produced the waste, and they are not carrying a passenger) then they will need to complete a Trade Waste Disclaimer on each visit.

- Larger taxis that have been adapted for disabled use are still designed to carry people rather than goods. They do not need an exemption letter to enter site, but need to follow the above guidelines depending on if they have the waste producer with them.

V. Procedure for Ministry of Defence (MOD) bases and property.

Householders living on a MOD basis or property are required to acquire a permit if they own a commercial type vehicle and wish to visit the HWRCs.

However, where the MOD personnel have access to communal commercial type vehicles on the MOD base, Waste Management will issue the vehicle with a permit, and they will be requested to ensure the permit stays with the vehicle for each driver to use. Additional permits will be granted as required.

In circumstances such as soldiers being sent away on short notice, OCC would accommodate this as far as possible and authorise time limited access to a HWRC.

The waste from the actual MOD buildings and sites is not accepted at the HWRCs. OCC have a Commercial Waste Reduction Officer who is available to provide further information to the MOD on correct and proper waste disposal.

OCC will work through the MOD liaison officer to ensure bases are aware of the scheme in advance and the policy for acquiring permits.

VI. Clarification on the admittance of mini buses to the HWRCs

Mini buses over 3.5 tonnes or with more than 11 seats are not allowed on to the HWRCs. Mini buses with 11 seats or less require a permit, regardless of size.

A people carrier is not classified as a mini bus. OCC maintains a list of people carrier makes and models.

Mini buses are not allowed to tow trailers onto the HWRC sites.

VII. Householders who don't have, or choose not to use their kerbside collection provided by the Waste Collection Authority (WCA)

Householders would need to provide details of their opt-out from the kerbside services. OCC would contact the relevant WCA for confirmation. OCC upon receipt of satisfactory evidence would provide the equivalent number of visits to the householder, as they would have received kerbside collections, which for all areas would be once a fortnight or 26 visits.

Householders would still be required to complete a permit application and to declare it is only household waste. OCC would reserve the right to revoke the permit if it was proven that commercial waste was being deposited.

VIII. Are tractors and quad bikes allowed onto site? Do they need a permit? Are they allowed to tow trailers?

Any vehicle under 3.5 tonnes laden weight can enter the HWRCs, however, there is a secondary operational consideration, as to how vehicles can safely navigate the HWRC.

Tractors in themselves can not carry much waste and the assumption is made that they would need to tow a trailer. Tractors are commercial vehicles and therefore they would not be able to tow a trailer onto the site.

The size of tractors is prohibitive to allow safe movement and parking on the HWRCs, especially on smaller sites, therefore, tractors are not permitted onto the HWRCs in Oxfordshire. OCC would consider in cases where the tractor is exceptionally small to make a concession and it would remain the responsibility of the householder to contact us in advance, but no towing with a tractor would be permitted.

Quad bikes are allowed onto the HWRC, they can tow (within in the 3m bed length limit) and do not require a permit.

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