

Household Waste Recycling Centres

Emergency Permits

A one-off Emergency Permit may be issued by the Site Attendant if the vehicle and type of waste meets the acceptance criteria within this leaflet. An emergency permit is only valid for the day the site is visited, for one visit only on the date of issue. If you are hiring a vehicle please check that the vehicle you hire is allowed on site. Please note the conditions under the Alternative Disposal Arrangements section in this leaflet.

To Obtain a 3 Day Hire Permit

You can apply for a 3 day hire permit by downloading a form at www.north-ayrshire.gov.uk or by visiting Cunninghame House, Irvine KA12 8EE or by **calling 01294 310 000**. You must complete all the sections in the on-line form and ensure the vehicle you hire is allowed on site as detailed on the inside of this leaflet. If approved you must present your printed Hire Permit to the Site Attendant along with proof of address (utility/Council Tax bill) and your Hire agreement to the site attendant. Hire Permits will only be valid for three consecutive days you intend to visit the site. After the last day the hire permit will be invalid.

Trade and Commercial Waste

- The disposal of Trade and Commercial Waste is the responsibility of the trader or commercial operator producing the waste.
- If a business is carrying out work to your home it is their responsibility to dispose of the waste.
- You may not use an HWRC site if you are a business (commercial or trade waste)

Businesses must use;

- a Private Waste Contractor or
- Use Shewalton Transfer Station, 4-6 Metcalfe Place, Oldhall West Industrial Estate, Irvine KA11 5DF (charges apply)
Please contact us on 01294 310 000 to arrange access.
- Businesses removing or carrying waste must be registered with SEPA (www.sepa.org.uk) and provide a Duty of Care Waste Transfer Note for all movements of waste.
- Go to www.north-ayrshire.gov.uk to find out more about the commercial waste and recycling collection service we can offer to businesses within North Ayrshire.

Alternative Disposal Arrangements

- If you are carrying out a large renovation project in your home or a house clearance, you can not use an HWRC however you can hire a skip from a licensed waste removal company or for house clearances from Council housing please contact your local Housing Office. However, the Council takes a pragmatic view and will accept a small quantity of these materials at its HWRC's sites for disposal.
- Take waste to a Private Waste Contractor.
- Private sites will charge for waste disposal. Please contact them in advance for details on prices and waste accepted by the site.

Important Notice

Any person who disposes of commercial waste at a Household Waste Recycling Centre may be committing a criminal offence and may be prosecuted and become liable for the cost of disposal.

HWRC site operatives will retain all expired permits and details of suspected commercial waste abuse will be investigated by North Ayrshire Council.

Automatic Number Plate Recognition

Automatic Number Plate Recognition (ANPR) monitors vehicle number plates and operates at all of North Ayrshire's HWRCs to deter illegal use.

Information collected by ANPR is also used for monitoring and track count data to assist planning and future site development.

This information may be shared with other organisations for the purpose of investigating breaches of waste regulations and the prevention and detection of crime. North Ayrshire Council reserves the right to refuse or cancel the issue of permits if provided with false or misleading information.

For more information on the legal requirements for carrying or disposing of commercial/trade waste visit www.netregs.gov.uk.

All information will be stored in a database registered under the Data Protection Act 1998.

Household Waste Recycling Centres are located at:

Bartonholm HWRC
Sandy Road Irvine KA12 8SN

Kilbirnie HWRC
Paddockholm Road Kilbirnie KA25 7JW

Largs HWRC
Haylie Brae Largs KA24 5LE

Opening hours - please check our website for any updates:
10am to 4:30pm (7 days a week - all year round)
Please note that last entry is at 4.15pm.

Household Waste Recycling Centres



Permit Scheme User Guide



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath



Vehicles **NOT** allowed on site



- A vehicle with more than four wheels
- A vehicle over 3,500kg gross weight
- A tipper
- A vehicle with a twin axle trailer
- A vehicle or pedestrian carrying commercial waste



Vehicles allowed on site **WITH** a permit



- Van
- Pick-up
- Car, Van and Pick-up with a single axle trailer
- Mini-bus (8-11 seats)



Vehicles allowed on site **WITHOUT** a permit



- Car
- Estate Cars
- People Carriers
- 4x4 less than 6'3" (1.9m) in height
- MPV

Height Barrier 1.9m

North Ayrshire Council's Household Waste Recycling Centres (HWRCs) allow householders to dispose of small quantities of bulky household waste and access a wide range of re-use and recycling services.

Commercial Waste **can not** be deposited at Household Waste Recycling Centres.

If you are a resident of North Ayrshire and wish to visit a centre with a van, pick-up or a trailer you may require a **FREE** household waste permit.

There are 3 types of permits available; an **Annual Permit, 3 day Hire Permit and an Emergency Permit**



How to apply for an Annual Permit

You can apply for a permit by visiting a customer service centre, please provide a copy of the documentation required to process your application (see below). The following customer service centres can take your application and confirm documentation:

- Irvine: Customer Service Centre, Bridgegate House, Irvine, KA12 8BD,**
- Saltcoats: The Town Hall, Countess Street, Saltcoats, KA21 5HW**
- Largs: Brooksby Medical & Resource Centre, 31 Brisbane Road, Largs, KA30 8LH.**

Alternatively you can contact us on **01294 310000**.

Opening hours for our Customer Service Centres are Monday to Thursday 9:00am to 4:45 pm, Friday 9:00am to 4:30pm.

When applying for your permit at a Customer Service Centre or by post please provide the following documentation:

- Proof of address (recent utility bill or council tax notice)
- Proof of vehicle ownership (registration document)
- Authorisation letter from company granting private use of company van for your household waste
- **For postal applications please send copies of documentation and your application to:**

**Business Support - Tip Permits
North Ayrshire Council, 3rd Floor West
Cunninghame House, Friars Croft
Irvine KA12 8EE**

Once your application has been approved, you should receive your annual permit within 5-7 working days.

Annual permits are valid for 12 months and for no more than 12 visits during that period **allowing householders to dispose of small quantities of bulky household waste.** Should you wish to use a HWRC more frequently contact us on **01294 310 000** to discuss. North Ayrshire Council reserves the right to investigate site usage and, if necessary, withdraw a permit.

Please note that HWRC's are for household waste only and site staff have the right to inspect your waste and refuse entry to the site if the waste you are carrying is trade or commercial waste. Large quantities of waste may be rejected if on inspection they are non-household waste.