**Household Waste Recycling Centre Charity shop use policy**

1. **Aim**
	1. Medway council currently offer qualifying charities, upon request, the option of disposing of waste using the Capstone household waste recycling centre (HWRC).
	2. This document seeks to formalise the current arrangement and set out a clear policy for charities using the Capstone site.
2. **Legal**
	1. The following legislation has been consulted in the design of this policy:
		* The Environmental Protection act 1990
		* The Controlled Waste Regulations 2012
		* Household Waste Duty of Care regulations 2005
		* Waste Duty of Care code of practice
3. **Policy**
	1. To qualify a charity must:
		* Be a registered charity under the Charities Commission
		* Have a valid waste carriers’ licence or exemption from the Environment Agency (<https://www.gov.uk/waste-carrier-or-broker-registration>)
		* Operate within the Medway Council authority boundary and be disposing of waste generated within the same boundary
	2. Qualifying charities must meet the criteria as per the Controlled Waste Regulations 2012 (Schedule 1) as follows:
		* A charity shop selling donated goods originating from a domestic property
		* A residential hostel which provides accommodation only to persons with no other permanent address or who are unable to live at their permanent address
	3. Qualifying charities will be expected to register with Medway Council with registration lasting for a period of 12 months after which the charity will be expected to re-register.
	4. Once registered, qualifying charities will be granted access to the Capstone site by pre-appointment between Monday and Friday only. Weekend access is not permitted for charities due to the high demand on sites at this time.
	5. Qualifying charities will be expected to follow the site rules when accessing the HWRC.
	6. Qualifying charities will be permitted to access the sites in a vehicle no bigger than a transit van.
	7. Waste being disposed of will be of a domestic nature similar to waste from a household residence.
	8. The wastes detailed below are not eligible for free disposal by charities at a HWRC as they are ‘commercial’ in nature and would not be considered to originate from the charity as per the definition Controlled Waste Regulations 2012 (Schedule 1):
		* Construction & demolition waste
		* Asbestos
		* Chemicals
		* Vehicle batteries
		* Engine oil
		* Tyres
	9. The wastes detailed below are not eligible for free disposal by charities due to the nature of the waste activities:
		* Waste from house clearances that produce an income for the charity
		* Waste generated from outside of Medway
4. **Charity registration**
	1. Qualifying charities will be required to submit a registration form for approval which will include:
		* Charity name
		* Charity address
		* Charity contact details
		* Description of charitable activities
		* Description of waste generated
		* Charity registration number
		* Waste carriers’ licence or exemption number
		* Vehicle details including registration number
5. **Charity access**
	1. Charity shops will be required to fill in a Waste Transfer Note for each load they tip. A copy of the waste transfer note must be given to site staff and a copy must be kept by the charity for their records for 3 years. This is a legal requirement, and the Environment agency can request their records at any time.
	2. Information on how to fill in a waste transfer note including a downloadable version can be found here: <https://www.gov.uk/managing-your-waste-an-overview/waste-transfer-notes>
	3. Upon transfer of the waste, the Capstone HWRC will provide a waste transfer note as proof of disposal. This should be kept for a period of 3 years to satisfy the charities duty of care obligations. This is a legal requirement, and the Environment agency can request your records at any time.