



Van Trailer Permit (VTEP) Pictorial Document

Van and trailer permit scheme

The Van Trailer Permit (VTEP) scheme has been operating successfully at all of Oxfordshire's Household Waste Recycling Centres since 1st November 2010.

Certain vehicle models can and do vary and the booklet has therefore been designed to assist you and try to reduce problems associated with vehicles accessing the site.

The pictures within this booklet are for guidance ONLY and relate to the kinds of vehicles that can be accepted on site with and without a permit, and the kinds of vehicles that are not allowed to access the site. It is NOT a specific nor exhaustive list.

Oxfordshire County Council may allow vehicles onto site at their discretion; this will be carried out on a case-by-case basis.

Please refer to Oxfordshire County Council Waste Management Team for further advice or clarification.

Permits will only be issued to Oxfordshire residents. Should you not have a permit but require one, a grace visit may be allowed if you have a small amount of waste.

Key for the example photos below

Cross = needs a permit or not allowed on site.



Tick = allowed on to site without permit.



Is a permit required?



| Vehicle Type | Permit Yes or No |
|---|---|
| 4 x 4 with open back | YES |
| 4 x 4 with separate cab | YES |
| Vehicles with no windows in the back | YES |
| Vehicles with no seats in the back (designed to carry goods, not people) | YES |
| Vehicles with seats in the back that have been removed | YES |
| Vehicles with seats in the back (designed to carry goods as well as people) | YES |
| Any vehicle over 3.5 tonnes laden or larger or longer than a long wheel base transit van | NOT ALLOWED ON SITE |
| Box vans | NOT ALLOWED ON SITE |
| Vehicles hired for 3 days or less (with hire agreement and address details) | NO |
| Vehicles hired for 4 days or more | YES |
| Specially adapted vehicle for disabled users | Exemption letter from OCC |
| People carriers | NO – However if seats are removed then a non-standard permit is required |
| Minibuses less than 3.5 tonnes laden and no longer than 5.8 metres in length. (Minibuses cannot tow a trailer onto site) – must still have seats | NO – However if the seats are removed a permit is required – if the minibus has signage then you will be required to complete a Declaration form |
| Minibuses over 3.5 tonnes or longer than 5.8 metres in length | NOT ALLOWED ON SITE |
| Camper vans less than 3.5 tonnes laden Campervans cannot tow a trailer onto site | NO – However if fixtures are removed a non-standard permit will be required |
| Trailer or horsebox with a bed length between 1.8m and 3m long. Unable to use ramp and must use side door to access horsebox. | YES |
| Trailers or horseboxes over 3m long | NOT ALLOWED ON SITE |
| Commercial-type vehicles that require a permit towing a trailer | NOT ALLOWED ON SITE |
| Vehicle's with a tipping mechanism | Check details with above list – does it need a permit. Tipping mechanism cannot be used on site |



The following pictures are for guidance only



A Land Rover Defender 90 will need a non-standard permit





**Separate cab area,
designed to carry goods –
needs a permit.**



**Open back vehicle
needs a permit**





A vehicle with **no seats or windows in the back** needs a permit





If a vehicle has a purpose other than carrying passengers, it will need a permit. DVLA check will ordinarily confirm this N1 classification.



If a **Renault Kangoo** has
seats and windows it doesn't
need a permit.





A vehicle which has been **specially adapted for a disabled user**; may be provided with an exemption letter from OCC – allow a grace visit, site team member should supervise ramp use and ask them to contact Waste Management with photos





People carrier
doesn't need a
permit if it has all the
seats



**However if the seats are removed it becomes a van and
needs a non-standard permit**





Minibus doesn't currently require a permit if the minibus weighs 3.5 tonnes or less and is 5.8 metres or shorter in length. However if seats are removed it needs a **non-standard permit**

They are not allowed to tow any trailer on site.



Minibuses which weigh more than 3.5 tonnes or longer than 5.8 metres is **NOT ALLOWED ON SITE**





Campervan doesn't need a permit. If over 3.5 tonnes when laden or exceeds 5.8 metres it is not allowed onto site. They cannot tow any trailer onto site. However if the internal fittings have been removed it also becomes a van and requires a non-standard permit!





Horse boxes or trailers that have a bed length between 1.8m and 3m long need a permit. **They cannot use rear ramp on site**

Any with a bed length longer than 3 metres are not allowed on site.



Any commercial-type vehicle towing any trailer is not allowed on site





Box vans are not
allowed on site



The use of ramps and tail lifts on site

Due to health and safety considerations, the use of a vehicle or trailer with a ramp or tail lift is banned on site. Any vehicles or trailers which fall within the size restrictions can use the site with a permit, but cannot use any form of mechanical operation or ramp which obstructs the walkways whilst on site. If you have a horsebox we ask that waste be removed by the side entrance.

Owners of specially adapted vehicles with ramps or tail lifts for disabled use should contact the Oxfordshire County Council Waste Management Team at wastemanagement@oxfordshire.gov.uk for a letter sending in photographs of the vehicle

Permit Scheme Terms and Conditions

- An HWRC van and trailer permit allows Oxfordshire householders to access HWRCs in a commercial-type (N1 classification) vehicle (up to 3.5 tonnes gross/laden weight) or with a towed trailer between 1.8m/6 feet and 3.0m/10 feet in length or any other vehicle that the Council decides requires a permit.
- Commercial-type vehicles over 3.5 tonnes gross/ laden weight or trailers over 3m (10 feet) are not allowed on site.



- Box vans are not permitted on HWRC sites.
- Only minibuses under 3.5 tonnes laden and no longer than 5.8 metres (19 feet) are allowed on to site and will not currently require a permit **if all seats are in place** – if seats are removed a **non-standard permit** is required.
- Minibuses are not allowed to tow trailers onto the HWRC sites.
- Tractors are not permitted on HWRC sites. The Council 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.
- Permits will only be issued to householders who are Oxfordshire residents and intend to deposit your **own** household waste.
- A permit provides permission to enter the HWRC with your own domestic waste only and is not a permit to deposit waste, which will be subject to Oxfordshire County Council's Waste Acceptance Policy. Depending on the frequency of visits and/or type of waste being deposited, permit holders may be asked to complete a **domestic waste disclaimer** form to confirm that the waste is from a household source and is not being carried for profit. Failure to complete a disclaimer may prevent tipping of any waste.
- HWRC sites are strictly for household waste and recyclables only. Trade waste is not permitted. Trade Waste is defined as waste arising from any trade, business, industrial or commercial activities. Anyone who has received a payment for carrying waste including others household waste or produces waste from their work cannot take this waste to an HWRC. Site staff have the right to turn away anyone suspected of bringing trade waste to site.
- A household may hold only one permit at a time. It is not permissible to apply for a permit for multiple commercial-type vehicles or for both a commercial-type vehicle and a trailer, or for vehicles/ trailers to be registered to multiple addresses. Misuse of the permit system may lead to permits been revoked, and/or further sanctions.
- Commercial-type vehicles are not permitted to use a trailer.
- Permits are valid for 12 individual visits per year. Permits will auto renew annually if in active use. Where a permit has not been used for 2 years the permit will lapse. This will not prevent residents reapplying for a permit at a later date.
- If someone visits the HWRC network more than once in one day, each visit will be counted separately, and the permit will be marked accordingly.
- Access to HWRCs may be refused for commercial-type vehicles or trailers between 1.8m (6 feet) and 3.0m (10 feet) in length without a permit. In the instance of a first visit to our sites a courtesy grace visit may be issued. Details of the grace visit will be logged for future reference, and no further grace visits will be permitted.



- The permit is only valid for the commercial-type vehicle or trailer described on the application. Permits are issued per vehicle/trailer, so any member of the household or driver may visit the site with this vehicle/trailer using the permit.
- Permits are valid at all HWRC sites in Oxfordshire.
- The HWRC van and trailer permit has no expiry date. If after one year they have not used all 12 visits, the permit will still be valid however if they have not used any visits after 24 months, the permit will be cancelled, and they will then need to reapply
- Permits will only be issued to Oxfordshire households. However if a relative is clearing a house for an Oxfordshire resident then they may apply for a permit for their van or contact us if using a hire van
- If you change your address or vehicle, please update your permit with your new details.
- Oxfordshire County Council reserves the right to cancel permits or amend the operation of the HWRC van and trailer permit scheme at any time. Where uncertainty exists, the Council reserves the right to issue a non-standard permit to any vehicle.