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| Application Form for Waste Management Certificate for HMOs | Merton |

*Please read through the form then complete it and sign the declaration:-*

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_

Property type (e.g. maisonette/converted house etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number of Occupants at property (total incl. adults and children) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number of Households at property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Existing refuse arrangements at property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(please list the bins/receptacles in number and size, that are currently used)*

Where are bins stored between collections: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where are bins presented on collection day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note the ‘standard’ bins provided to households are as follows:

         180L black wheeled bin for rubbish (collected fortnightly)

         180L black wheeled bin with blue lid for paper/card for recycling (collected fortnightly)

         55L green box collected fortnightly for plastic bottles/tubs, cans, glass bottles / jars, foil, cartons, for recycling (collected fortnightly)

         7L indoor brown kitchen caddy and 23L outdoor brown food bin for food waste recycling (collected weekly)

         Optional paid for service – 240L brown wheeled bin for garden waste (collected fortnightly)

**Collections are from 6am on resident’s collection day, bins should be presented for**

**collection at the front edge of the curtilage where collection crews can easily see and**

**reach the bins.**

More details and images of the standard bins and resident’s collection days can be found at [Rubbish and recycling | Merton Council](https://www.merton.gov.uk/rubbish-and-recycling).

**Declaration - Please sign and date below to confirm that the information you have provided above is true and correct and that you will inform the Council immediately of any changes**

**to the information you have provided.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_ / \_\_\_ / \_\_\_**

**Next Steps:**

**Once the above form is completed and signed, please either scan and email to** [*publicspace@merton.gov.uk*](mailto:publicspace@merton.gov.uk)***or post a copy to:***

**Waste Policy & Strategy Team**

**Public Space**

**8th Floor Civic Offices**

**Merton Council**

**London Road**

**Morden SM4 5DX**

-From the information you have provided to Merton Council we will assess the waste needs of the property. We will calculate the provision of bins we determine as adequate capacity for the number of occupants.

-We will advise if any additional bins are required to the existing supply, and if so, will arrange for these to be delivered to the property.

-There is currently no charge for the supply of ‘standard’ bins for households up to the quantity of bins we have calculated as adequate supply. However you may be charged if larger ‘Euro bins’ are required or additional bins needed, such as: if excess waste is produced that cannot be properly contained.

-If no additional bins are required or once additional bins have been delivered up to the supply we have calculated, we will issue you with a Waste Management Certificate.

-The Waste Management Certificate will be valid for 5 years from date of issue.

-If the Council receive reports concerning poorly managed waste at the property, we may need to re-assess your waste needs. Additional or larger bins may be required and may be charged for. We reserve the right to withdraw your licence if bins are not used properly or waste not correctly stored or presented.

Any enquiries regarding the Waste Management certificate can be directed to [*publicspace@merton.gov.uk*](mailto:publicspace@merton.gov.uk)

*Thank you*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please note -*

**-Bulky Waste :**

If residents have bulky items (large items such as furniture and appliances that cannot fit in the bin), these should be taken to Garth Road Household Reuse and Recycling Centre or residents can book a bulky waste collection via [**www.merton.gov.uk**](http://www.merton.gov.uk)Residents need a suitable place to leave bulky items for collection, that can be accessed by the collection crew and should not be left on the ‘pavement’.

**-Hazardous Waste :**

Please note hazardous waste must not be placed in the bins, residents need to contact the Corporation of London to dispose of hazardous waste, including paint and chemicals via **cityoflondon.gov.uk/report-pay-apply/hazardous-waste-collection.**