

Section A – Description of Waste (Please tick all boxes that apply)

A full description of the waste is required before any material will be collected. Please describe the type of material to be collected using the boxes below which also contains the six figure European Waste Catalogue code.

Cans & Metals (20 02 40)	☐	Cardboard & Paper (20 01 01)	☒	Glass (20 01 02)	☐
Plastic Bottles (20 01 39)	☐	Mixed Municipal Waste (General Refuse)(20 03 01)			☒
Food Waste	☐				

Any other type of waste (please specify)

Type of Service (tick all which apply): Refuse Collection ☒ Recycling Collection ☒

Details of containers

4 x General Waste 1100L

1 x Paper and Card recycling 1100L

Frequency of Collection:

Fortnightly

Every Four Weeks

Every Four Weeks

Section B – Waste Producer (Current Holder of Waste)

By signing in Section D, I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011

Name GAINSBOROUGH TOWN COUNCIL - RICHMOND PARK

Address RICHMOND HOUSE , , MORTON TERRACE , , GAINSBOROUGH ,LINCOLNSHIRE.

Post Code: DN21 2RJ

SIC Code (2007) 93.2

A SIC has been entered on your behalf, please amend this if it is not correct.

Section C – Person or Company Collecting the Waste:

West Lindsey District Council - Guildhall, Marshalls Yard, Gainsborough DN21 2NA

Being a Waste Collection Authority and Registered Waste Carrier (Registration Number CBDL378032)

and holder of Waste Management Licence No EPR/HB3800UD issued by the Environment Agency.

Holder of ABP haulier registration reference U1566655/TRANS

Section D – Address of place of transfer – As waste producers premises in Section B

Date(s) of Transfer: Between 1 April 2026 and 31 March 2027

Signed:

(on behalf of the waste producer)

Signed:

(on behalf of the collector)

Full Name: (Block Capitals)

RACHEL ALLBONES

Representing: Gainsborough Town Council

Full Name: (Block Capitals)

CLARE WARD

Representing: West Lindsey District Council



TERMS AND CONDITIONS FOR OUR COMMERCIAL WASTE AND RECYCLING COLLECTION SERVICE. BY JOINING OUR SERVICE YOU AGREE TO OUR TERMS AND CONDITIONS.

1. The preferred method of payment is by Direct Debit, which will be paid on the 1st day of each month. You will be invoiced for the month ahead, therefore, paying a month in advance of the service. In instances when paying by Direct Debit is not possible then invoices will be issued to cover 3 months in advance of service. All invoices are to be paid within 14 days of the date of invoice.
2. In the event of failure to pay in accordance with these terms and conditions, the Council reserves the right to terminate the service and to withdraw all containers supplied. In the event of recommencement of collections, we will levy a recommencement charge.
3. In the event of a failed Direct Debit, there will be an additional fee of £15 imposed to cover the additional administration involved.
4. In the event of cancelling our service, you will be required to give one calendar month's notice.
5. The customer will be responsible for the protection from damage, safe custody and cleanliness of all containers supplied at all times. The Council reserves the right to charge for the cost of any repairs or renew of containers damaged or lost.
6. Containers must be stored on a suitable surface for collection i.e. level hard standing within the premises of the Customer, or agreed location. We will agree a collection point with you, where necessary.
7. Your bin(s) should be presented for emptying by 7am on the day of collection or last thing the night before, where this is not possible. Or by prior arrangement.
8. The Council will only empty bins as per our agreement with you and extra bags will not be collected. However, your contract can be amended to suit your needs at any time.
9. Collections will take place during the hours of 7am and 6pm.
10. You must not overload the bins, either by volume or weight in a manner which makes emptying unsafe. The Council reserves the right not to empty any such overloaded bins. You will still be charged for the collection service if we have to refuse an overloaded or unsafe bin.
11. Bin lids should be in the closed position when presented for emptying as our bin lifts cannot cope with raised lids and a safe system of working must be adhered to. If the size of the bin is not sufficient, we can exchange for a larger size or additional bins (for an additional cost).
12. If we miss your collection we will return to your business within 5 working days, from the date you notified us of this problem. You should contact 01427 675124 to report any such issues. You must notify us within 3 working days of a missed collection.
13. All wheeled bins will remain the property of West Lindsey District Council and can be withdrawn at any time if these terms and conditions are not complied with.

14. All bins are on free hire but if the container is lost, stolen or severely damaged (e.g. fired) you will have to pay for a replacement. You will be charged for replacement bins if we have contacted you regarding overloaded bins three times in a 12 month period.
15. Under the WEEE Directive (Waste, Electrical and Electronic Equipment Directive) **electrical products must not** be disposed of in either refuse or recycling containers. These must be collected by a specialist collection company.
16. If you need to change the number or size of bins you have, we can easily arrange this for you. However, we reserve the right to charge a fee of £15.00 to include for admin and delivery costs.
17. Recycling bins should only contain those materials as previously advised. If recycling bins are found to be contaminated, they will be rejected by our crew, and you will still be charged. Incorrect items will then need to be removed by yourselves and the bin(s) or bags will be emptied/collected on your next scheduled collection. However, we may be able to return sooner for an additional charge.
18. Food waste bins should only contain food waste items as advised. Caddy type plastic bags can be used so long as these bags are clear and can be ripped by hand if needed. Bins will be rejected by our crews if incorrect items are inside the bins.
19. The Council shall be entitled to inspect the contents of your refuse and recycling bins at any time to satisfy itself that there are no incorrect items inside the bins and that the description of the waste is true and accurate.
20. If recycling bins are found to be contaminated on a regular basis, we reserve the right to terminate this service.
21. Items which are not permitted in commercial waste bins, include brick rubble, building waste, garden waste, plasterboard, electrical items, and hazardous waste, such as asbestos or batteries and liquid waste, e.g waste cooking oil. Separate arrangements must be made for these items. Any queries about specific items should be directed to commercialwastesolutions@west-lindsey.gov.uk or Tel 01427 675124.
22. You will still be charged for the collection service if you fail to provide access or if wheeled bins are not placed outside for collection on the scheduled collection day. Refunds will not be allowed.
23. We will communicate changes to collections on Bank Holidays at least two weeks in advance, via e-mail or other appropriate method of communication. Changes normally only apply to Christmas and New Year.
24. Section 34, of the Environmental Protection Act 1990, places a duty of care on any person who imports, produces, carries, keeps, treats or disposes of controlled waste. As a producer of waste you have a duty of care to ensure that your waste is disposed of correctly. When you pass your waste to someone else a Waste Transfer Note must be issued. As collector of your waste, we will send you a Waste Transfer Note once you have signed up for the service. As we shall be collecting your waste on a regular basis, a 'season ticket' is produced and can last up to 12 months.
25. Your Waste Transfer Note will only be valid whilst you are subscribing to our service.
26. Collections may be suspended for seasonal patterns with prior approval for a set amount of time, for a minimum length of four weeks. We require one full month's notice of these changes.