

RESIDENTIAL EXEMPTION FORM

Note that a second customer could be added to this form if a second person in the household is likely to visit the Recycling Centres using the restricted vehicle. However, all customers are required to fill in the eligibility section and provide all relevant supporting documents.

Instructions for completing the form:

- 1) Print out form and hand write details if applying for Residential Exemption Permit in person.
or
- 2) Download the PDF, save it in your PC, then Click 'Fill and Sign' tab on top right of tool bar, Click 'Add Text' on top right of tool bar and type details onto each field of the form. Save as PDF and add as an attachment if applying for Residential Exemption Permit by email.

CUSTOMER DETAILS	
FIRST CUSTOMER	
TITLE	
FORENAME	
SURNAME	
SECOND CUSTOMER	
TITLE	
FORENAME	
SURNAME	
FLAT NUMBER/NAME	
HOUSE NUMBER/NAME	
STREET	
LOCALITY	
TOWN	
POSTCODE	
EMAIL	
PHONE NO	
MOBILE NO	

ELIGIBILITY FIRST CUSTOMER (Eligibility will be checked against all applicants on this form)		
DO YOU OWN THE VEHICLE?	YES	NO
SELECT HOW YOU OBTAINED THE VEHICLE		
WORK	BORROW	HIRE
IF YOU DO NOT OWN THE VEHICLE AND HAVE OBTAINED THE VEHICLE FROM WORK, THEN PLEASE ATTACH A <u>LETTER OF COMFORT</u> FROM YOUR EMPLOYER ON HEADED PAPER TO SUPPORT THIS APPLICATION.		
IF A HIRE VEHICLE WILL BE USED, THEN PLEASE ATTACH THE <u>HIRE AGREEMENT DOCUMENT</u> TO THIS APPLICATION.		

WHAT IS YOUR EMPLOYMENT STATUS?				
EMPLOYED	SELF-EMPLOYED	UNEMPLOYED	RETIRED	OTHER
IF YOU ARE EMPLOYED OF SELF EMPLOYED PLEASE COMPLETE THE QUESTIONS BELOW:				
WHAT IS THE NAME OF YOUR BUSINESS/EMPLOYER?				
DESCRIBE YOUR BUSINESS/EMPLOYER MAIN ACTIVITY.				
HOW DOES YOUR BUSINESS OR EMPLOYER CURRENTLY DISPOSE OF THEIR COMMERCIAL WASTE?				
PLEASE, ATTACH A VALID <u>WASTE TRANSFER NOTE</u>* TO THIS APPLICATION. *valid Transfer Notes must be within 6 months from the application date				
IF YOU DO NOT HAVE A WASTE TRANSFER NOTE, PLEASE STATE WHY YOU DO NOT HAVE ONE.				
IF YOU ARE UNEMPLOYED, PLEASE ATTACH <u>EVIDENCE OF YOUR CURRENT EMPLOYMENT STATUS</u>.				
IF YOU ARE RETIRED, PLEASE ATTACH <u>EVIDENCE OF YOUR EMPLOYMENT STATUS</u>.				
IF YOU SELECTED "OTHER" FOR YOUR EMPLOYMENT STATUS, PLEASE PROVIDE MORE DETAILS				

ELIGIBILITY SECOND CUSTOMER (Eligibility will be checked against all applicants on this form)		
DO YOU OWN THE VEHICLE?	YES	NO
SELECT HOW YOU OBTAINED THE VEHICLE		
WORK	BORROW	HIRE
IF YOU DO NOT OWN THE VEHICLE AND HAVE OBTAINED THE VEHICLE FROM WORK, THEN PLEASE ATTACH A <u>LETTER OF COMFORT</u> FROM YOUR EMPLOYER ON HEADED PAPER TO SUPPORT THIS APPLICATION.		
IF A HIRE VEHICLE WILL BE USED, THEN PLEASE ATTACH THE <u>HIRE AGREEMENT DOCUMENT</u> TO THIS APPLICATION.		
WHAT IS YOUR EMPLOYMENT STATUS?		

EMPLOYED	SELF-EMPLOYED	UNEMPLOYED	RETIRED	OTHER
IF YOU ARE EMPLOYED OF SELF EMPLOYED PLEASE COMPLETE THE QUESTIONS BELOW:				
WHAT IS THE NAME OF YOUR BUSINESS/EMPLOYER?				
HOW DOES YOUR BUSINESS OR EMPLOYER CURRENTLY DISPOSE OF THEIR COMMERCIAL WASTE?				
PLEASE, ATTACH A VALID <u>WASTE TRANSFER NOTE</u>* TO THIS APPLICATION. *valid Transfer Notes must be within 6 months from the application date				
IF YOU DO NOT HAVE A WASTE TRANSFER NOTE, PLEASE STATE WHY YOU DO NOT HAVE ONE.				
IF YOU ARE UNEMPLOYED, PLEASE ATTACH <u>EVIDENCE OF YOUR CURRENT EMPLOYMENT STATUS</u>.				
IF YOU ARE RETIRED, PLEASE ATTACH <u>EVIDENCE OF YOUR EMPLOYMENT STATUS</u>.				
IF YOU SELECTED "OTHER" FOR YOUR EMPLOYMENT STATUS, PLEASE PROVIDE MORE DETAILS				

VEHICLE DETAILS	
TYPE OF VEHICLE	
VEHICLE REGISTRATION	
MAKE	
MODEL	
VEHICLE COLOUR	

CUSTOMER DECLARATION	
DATE	
CUSTOMER SIGNATURE	

☐ By ticking this box you are confirming that you will not be using this permit to dispose of commercial waste and that you do not receive any form of remuneration for the disposal of anyone else's waste.

Privacy Notice – Operational Services – Residential Exemption permit application

Information held about you

West Lothian Council will collect personal information about you. This information will be:

- The details as collected in the form – your name, address, email, phone number, employer and vehicle details

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

This information will only be used to process and manage your residential exemption permit and to contact you about the service.

Who we will share your information with?

We will not share the details of your request with anyone outside West Lothian Council as long as you are not in breach of the conditions of your permit. Should you breach the conditions of your permit, we may share your data with Police Scotland, Her Majesty's Revenue and Customs (HMRC), Scottish Environment Protection Agency (SEPA) and Department for Work and Pensions (DWP).

How long do we keep your records?

We will keep your information for a period of three years after your permit expires.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended if incorrect or, in some circumstances, erased.

To make a request for information, amendment or erasure, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – DataProtectionOfficer@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information in order that you can access the Household Waste Recycling Centres. Please let us know as soon as possible of any changes.

Further information

If you have any questions or concerns about how your information is used, please contact David Goodenough at West Lothian Council, Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EF, email waste.services@westlothian.gov.uk. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@westlothian.gov.uk. More information about data protection and how it applies to you, including how to make a complaint, is available from the [Information Commissioner's Office](#)