

### Application for the disposal of a vehicle

- Before completing this form, you must have read the terms and conditions overleaf.
- If you are applying to have the vehicle collected the **fee is £30.00** which must be submitted with this form – payment options overleaf.

**Title:**       **First Name:**

**Surname:**

**Company (if applicable)**

**Contact No (Landline):**       **(Mobile incl prefix):**

**Email:**

**Type of Vehicle :** (tick as appropriate)

<input type="checkbox"/> Car (Petrol/Diesel)	<input type="checkbox"/> Quad Bike
<input type="checkbox"/> Car (Electric)	<input type="checkbox"/> Van (under 40 CWT / 2 tonnes)
<input type="checkbox"/> Car (Hybrid)	<input type="checkbox"/> Van (over 40 CWT / 2 tonnes)
<input type="checkbox"/> Car (LPG)* see note 3	<input type="checkbox"/> Lorry (over 40CWT/ 2 tonnes)
<input type="checkbox"/> Motorbike	<input type="checkbox"/> Other large vehicle (over 40 CWT / 2 tonnes)

**Make and Model of Vehicle:**

**Registration Number:**       **Colour:**

(Guernsey registered only)

**Please tick one of the 3 options below:**

- Option 1A – I will deliver my vehicle (**over 40 CWT/2 tonnes**) to Guernsey Recycling
- Option 1B – I will deliver my vehicle (**under 40 CWT/2 tonnes**) to Guernsey Recycling

Postal Address  House Name / No.

(a letter to enable you to take the vehicle to the scrap yard will be posted to this address within a week of receiving the form)

Road Name

Parish  Post Code

- Option 2 - Please collect my vehicle (**under 40 CWT/ 2tonnes only**)
- A £30.00 collection fee applies to this option – please see payments options overleaf)**

Do you wish to be contacted prior to collection? Yes  No

Vehicle location (collection from here)  House Name / No.

Road Name

Parish  Post Code

Helpful Directions

**By completing and signing this form you are confirming that you are the registered keeper, or, in the case of a company vehicle, that you have the authority to act on behalf of that company. Any instance of misrepresenting the registered keeper may be a criminal offence. You also agree to the terms and conditions stated on the reverse of this application form.**

**Signature:** ..... **Date:** .....

**Terms and Conditions – Please read carefully before completing this form:**

**General:**

1. A vehicle at the end of its life is classed as hazardous waste meaning that it needs to be scrapped in a safe and environmentally friendly manner at the Island's Authorised Treatment Facility, Guernsey Recycling.
2. Vehicles weighing under 2 tonnes (40CWT) may be either delivered to Guernsey Recycling by the applicant or collected for you (a £30 charge applies for collection). Vehicles weighing over 2 tonnes have to be delivered to Guernsey Recycling by the applicant and cannot be collected by our subcontractor. As a general rule, if your vehicle is a 'Car', it will more than likely fall within the 2 tonne limit (40CWT) limit. If your vehicle is a larger van or a lorry please check your vehicle registration document to find out the weight.
3. If your vehicle has been converted to Liquid Petroleum Gas you must notify the Bulk Refuse team.
4. To the extent permitted by law, the States excludes all liability for any loss, costs or liability howsoever arising.
5. **Data Protection:** This application process requires you to submit your name, address and contact details. This information is sought and used in relation to the bulk refuse service for administration purposes only and will be retained for a period of 6 months. This information may be shared with Data Processors and other third parties in order to fulfil our service for administration purposes only. If you have any queries or concerns regarding this or you would like to learn more about how Guernsey Waste looks after your data, please contact The Data Guardian for Guernsey Waste who will provide you with our full privacy notice and will answer any questions you may have: please email [recycle@gov.gg](mailto:recycle@gov.gg) or call 221234. Guernsey Waste processes personal data in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017.
6. As agreed with the DVL office and for the purpose of the promotion of re-use of goods and materials on the Island, the Service Supplier may at its sole discretion choose certain End of Life Vehicles to be displayed at their site for the purpose of selling recovered second hand parts from the vehicles.

**Completed applications:**

7. If you are delivering your vehicle to Guernsey Recycling then no fee applies to your application. Please submit your completed application to 'Bulk Refuse, Guernsey Waste, La Hure Mare, Vale, GY3 5UD'. Please note you can also make an application online at [www.gov.gg/bulkrefuse](http://www.gov.gg/bulkrefuse)
8. If you are applying to have your vehicle collected by our subcontractor then a £30.00 collection fee applies. Payment and application submission options are as follows:
  - a. **Online** - If you have internet access, you can make your application and pay online at [www.gov.gg/bulkrefuse](http://www.gov.gg/bulkrefuse) (please note you have to submit your application online in order to make an online payment)
  - b. **In Person** – take your completed paper form to the Cashiers desk at Edward T. Wheadon House who will take your payment by cash, card or cheque.
  - c. **By Post** – send your completed paper form and cheque (payable to the 'States of Guernsey') to: 'Bulk Refuse, Guernsey Waste, La Hure Mare, Vale, GY3 5UD'. No cash payments please.
9. Please note applications are processed in order of receipt and will only be processed if you are the registered keeper of the vehicle. If there are any problems with your application we will contact you via the details you provide.

**If you are applying to have your vehicle collected:**

10. Collections usually take place within 3 working days of your application being accepted but can take up to 1 week.
11. All items which are not part of the vehicle must be removed from the vehicle prior to collection. All vehicles must be left unlocked for inspection (including the boot). Please remember to remove any insurance discs before the collection.
12. Where a vehicle is not accessible; is not ready for removal; is not at the address provided; is not unlocked for inspection or contains additional rubbish, then the collection journey will be considered to have been wasted. The vehicle will not be collected and the collection charge will be forfeit.

**If you are applying to deliver your vehicle:**

13. If your application to deliver your vehicle is approved, you will be sent a letter to confirm this, please note the letter may take up to a week to process. You will need to provide this letter to staff on arrival at Guernsey Recycling where the vehicle must be delivered. Guernsey Recycling is located off Bulwer Avenue (The Bridge end) and accessed via a small road (post code GY2 4LQ).
14. When delivering a vehicle, Guernsey Recycling will charge applicants directly for any vehicle containing additional rubbish, i.e. any items which are not part of the vehicle. Please remember to remove any insurance discs once delivered.

**After the vehicle has been scrapped:**

15. The registration document must be returned to the Driver and Vehicle Licensing (DVL) office to notify them you have scrapped the vehicle. If you have a printed A4 'Registration Certificate' you can do this by completing the appropriate section on the reverse. If you have a green 'log book' you can complete a blue form (MV/SE07) which is available from the DVL office. Notification to the DVL office is a legal requirement.

Should you wish to contact us, please email us at [recycle@gov.gg](mailto:recycle@gov.gg) or Tel: 221234.