Leeds Accredited Waste Carrier Scheme (LAWCS)

MEMBERSHIP FORM

If you require support to complete this form, please call us on 0113 378 4610. Lines are open Monday-Friday, 9am-5pm.

**Please email your completed form to** **lawcs@leeds.gov.uk**

Membership benefits:

* Accredited listing on the Leeds Directory, connecting your business to customers
* “I’m accredited” membership pack including waste transfer receipt templates
* Access to environmental regulatory advice.

Members agree to:

* Provide all customers with clear and accurate waste receipts that include the date of collection/disposal, type of waste, theintended place of disposal, company details and Environment Agency (EA) registration number and, if applicable, scrap metal dealer license number
* Ensure you transport waste legally and only use legally compliant commercial waste disposal sites
* Prioritise recycling and reusing waste wherever possible
* Adhere to the [LAWCS Code of Good Practice](https://www.leedsdirectory.org/media/2vxag0wo/lawcs-code-of-good-practice-dec-2023.docx).

**PART A: COMPLETE FOR LEEDS ACCREDITED WASTE CARRIER SCHEME MEMBERSHIP**

|  |  |
| --- | --- |
| Name of your business |       |
| Type of service you provide |       |

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| --- |
| **Section 1: Your business** |
| 1. Please provide contact details for your business:
 |
| Contact name |       |
| Position in business |       |
| Date of birth |       |
| Home address |       |
| Business address |       |
| Business phone number  |       |
| Business email |       |
| Website |       |
| Social media links |       |
| 1. Has your business ever operated under a different name?
 | **[ ]  Yes [ ]  No** |
| 1. If yes, what are the previous name(s) you operated under?
 |
|       |
| 1. Please provide your EA waste carrier registration number and, if applicable, Leeds City Council (LCC) scrap metal dealer licence number:
 |
| EA Register number:LCC Scrap Licence number: |
| 1. Please provide details of all vehicles used by your business to carry waste.

Please use an additional sheet if you need to record more vehicles. |
| **Vehicle make and model** | **Registration Number** | **Vehicle make and model** | **Registration Number** |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |
| 1. Which business waste disposal site(s) do you use?
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|       |
| Section 2: Your service offer – this will appear as your advert on the Leeds Directory |
| 1. Please provide a description of your service. This must include what types of waste you will remove, for example household, garden, bulky item etc. Please write no more than 200 words.

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| 1. When is your service available? i.e., your working days and hours.
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|       |
| 1. What postcode areas of Leeds do you cover? If all, please state “all”.
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|       |
| 10. How did you hear about Leeds Accredited Waste Carriers Scheme?  |
|       |
| I agree to the Leeds Directory terms and conditions, and accept the Code of Good Practice [ ] I agree to Leeds City Council checking their records for any outstanding environmental offences investigations or fines relating to the information I have provided[ ] I agree to update Leeds City Council if any of the information provided in this form changes[ ]  |
| Signed (print name)      Date       |

**If you are applying for LAWCS membership only (PART A), please email your completed form to** **lawcs@leeds.gov.uk****.**

We aim to respond to all LAWCS application requests within 10 working days.

**PART B: COMPLETE FOR GREEN TICK ACCREDITATION**

You can choose to apply for LAWCS membership only (PART A) or continue to register for the optional enhanced Green Tick accreditation by completing PART B.

|  |  |
| --- | --- |
| 1. Do you use “day labour”, e.g., subcontractors or casual workers?
 | **[ ]  Yes [ ]  No** |
| 1. Please tick where applicable:

[ ]  I do not use “day labour” at all and will advise Leeds Directory immediately if this changes in the future.[ ]  I use “day labour” and accept full responsibility for the work and behaviour of those I employ to provide services in my name.[ ]  I understand that if the “day labour” I use fails to deliver services in line with the standards outlined in the LAWCS Code of Good Practice that I may be removed from the Leeds Directory. |
| 1. What type of service are you?
 | Agency | **[ ]**  |
| Ltd Company | **[ ]**  |
| Partnership | **[ ]**  |
| Social Enterprise | **[ ]**  |
| Sole Trade | **[ ]**  |
| Other | **[ ]**  |
| 1. You will need to provide some additional documents as evidence to register with Leeds Directory. For support and guidance please email leedsdirectory@leeds.gov.uk within 8 weeks of applying for the accreditation.
 | DBS Disclosure Certificate | **[ ]**  |
| Subcontractors Disclaimer Form | **[ ]**  |
| Copy of your Public Liability Insurance | **[ ]**  |
| A copy of your business stationery | **[ ]**  |
| Health & Safety Disclaimer | **[ ]**  |

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