Completing your Trade Waste / Trade Recycling Agreement.

Please follow these simple guidelines when completing your new Trade Waste or Recycling Agreements.

**Section A:**

Collection Name, Address and Post Code
- This is the collection address of the business that is generating the waste. i.e. where we will collect the waste from. Please ensure that you detail your Shop / Business name as the “Collection Name”. (This is the name that our crews will look for when we look for your premise).

SIC Code
- Please see the attached sheet “SIC Codes Explained”.

Type of Collection
- This is the bin size and quantity requested.

Frequency
- The lowest frequency of collection offered by Hull City Council and therefore charged to customers, is a weekly collection for general waste and a fortnightly collection for recyclable waste. (Please see Clause 6 of the Trade Waste agreement or Clause 7 of the Recycling agreements.

Collection Point
- Please ensure that you detail WHERE you will present your bin for collection i.e. at rear of premise, at front of premise, etc. (FOR A NEW AGREEMENT, we will contact you on receipt of your completed agreement and discuss this further).

**Section B:**

Business Owner
- Please specify the owner of the business as either a Limited Company or the person(s) owning the business in section B.

Purchase Order No
- Please specify any purchase order number that you need to be quoted on your trade waste invoices. Please remember that we invoice quarterly in arrears. You will need to inform us of any change in the purchase order number that you need us to quote.

Invoice Address
- This is the address you require us to send your invoices to, if different to the address detailed in Section A.
Section C:
(For Trade Waste Agreements only)
- Please tick the box that describes the waste that you are generating.
  Codes EWC 18 01 04 and EWC 18 01 01 relate only to Offensive
  Hygiene Waste Collections.

Section F:
- Please read the declaration.

Regulation 12 of the Waste (England and Wales) Regulations 2011 specifies
that businesses need to take reasonable measures to apply the waste
hierarchy before waste is transferred for disposal. Please visit:


for more information on what this means for your business and how you can
take steps to fulfil this legal requirement.

- You must check the box next to this statement before returning it to us.
- Please ensure that this agreement is signed in section F by the owner
  of the business.

Terms and Conditions:

On the reverse of the enclosed agreement are our terms and conditions.
Please take time to read these.

Failure to complete any of these details correctly may
delay the start of your agreement.

Please return your form(s) to Trade Waste Team, Hull City Council, Staveley
House, Stockholm Road, HULL, HU7 0XW marked F.A.O. Commercial Waste
Officer. A copy will be returned to you for your records after verification. It is
a legal requirement to keep this transfer note for at least 2 years after the final
collection.

Still need help?

Please contact the Hull City Council Trade Waste Team if you still require
further assistance:

   Tel: 01482 300 301
   Email: Waste.OpenSpaces@hullcc.gov.uk