

Van / Trailer Permits - Terms and Conditions

What the permit provides

Each permit allows for up to 12 visits to a Hampshire HWRC to dispose of household waste using a:

- Van or pick up
- Trailer measuring 1.8 metres to 3 metres in length

You can [check if your vehicle needs a permit](#).

Hampshire County Council does not use DVLA vehicle classifications to decide if vehicles are exempt from needing a permit. The decision of Hampshire County Council is final.

The permit is valid for one vehicle only for:

1. Up to 12 visits; or
2. 12 months

whichever ends first.

Your household can only hold one permit at a time. You can hold up to two permits in a year. You can apply for your second permit after completing your first 12 visits.

The same vehicle can not be used for more than one households permit. Permits will only be issued to residents of Hampshire, Southampton and Portsmouth.

The permit can be used at all Hampshire HWRCs, including the Portsmouth HWRC and Southampton HWRC (City Depot & Recycling Park).

The permit provides access to the site. The waste you bring is subject to Hampshire County Council's [waste acceptance policy](#).

Administration fee

There is a £20 administration fee for the permit - this covers the cost of maintaining and upholding the permit scheme. Portsmouth City Council and Hampshire County Council do not profit from the permit administration fee.

Refunds will not be issued unless in exceptional circumstances and at Hampshire County Council's sole discretion. You must make a request for a refund in writing. Hampshire County Council's decision is final.

After you apply, you will receive an email that shows your payment is inclusive of VAT.

Using your permit

Your permit is digital and is ready to use as soon as you have received confirmation of a successful application. In most cases, this is immediately after your payment has been processed.

The booking system will recognise if there is a valid permit for the vehicle registration number you enter when making your appointment. Each booking will use one permit visit.

If you are using a trailer permit issued before 11 February 2026 you will need to show your permit to the site staff. If you booked using a digital permit, you do not need to show any documentation as proof of permit on entry to the HWRC,

You will be refused entry to the HWRC if you arrive in a vehicle requiring a permit but do not hold a valid permit.

Depending on the frequency of visits and the type of waste being disposed of you may be asked to fill in a declaration form to confirm that your waste is from your own household and is not commercial or trade waste.

If you visit a HWRC more than once in a day, each visit will be counted separately, and your permit will be updated accordingly.

You cannot use a towed trailer at Hayling Island HWRC or New Alresford HWRC due to limited manoeuvring space.

You must comply with all [site rules and waste acceptance policies](#) in accordance with Hampshire County Council's rules for Hampshire HWRCs. Failure to comply with these rules may result in the permit being revoked.

By requesting a permit, you will be required to agree to these legally binding terms and conditions for the permit scheme.

Changing your details or vehicle

You will need a new permit if you:

- change your vehicle; or
- change your vehicle registration for your current vehicle; or
- change your address

In these circumstances, you will need to pay the administration fee again.

If you sell your vehicle, do not pass the permit on to the new owner as this could impact your household's DIY waste allowance. No full or partial refunds will be issued if you no longer have the vehicle, including, but not limited to, if you sell it or it becomes unusable. See the refund section for full details.

Blue Badge holders

If you are a Blue Badge holder, you will still need a valid permit to use a van, pick-up or trailer at a Hampshire HWRC.

You may be exempt if you can show your vehicle has been adapted to accommodate your disability.

Trade waste

The permit can only be used to dispose of household waste at the Hampshire HWRCs, Portsmouth HWRC and Southampton HWRC (City Depot & Recycling Park). The permit is not valid for the disposal of commercial or trade waste, nor for the disposal of charity or volunteer group waste.

We define trade waste as waste arising from any trade, business, industrial or commercial activities.

If you need to dispose of trade waste, use the [trade waste service](#).

Our rights

Portsmouth City Council & Hampshire County Council reserves the right to cancel permits or amend the operation of the permit scheme at any time.

The Councils reserves the right to withdraw individual permits in cases of misuse and/or abuse by the permit holder. Portsmouth City Council or Hampshire County Council will notify you of its decision in writing to the address given at the time of application.

The site manager of the HWRC reserves the right to refuse a tip if the waste does not comply with the site rules and waste acceptance policies or if the material is suspected as being commercial, trade, charity or volunteer group waste. The site manager's decision is final.

Your Data

By completing the permit form, you give consent to Hampshire County Council to use the information you share with Hampshire County Council to administer the permit.

To deliver the HWRC customer booking and permit system the following personal information will be collected: Names; Email address; full address including postcode; and vehicle registration.

Vehicle registration numbers will be collected but is not considered personal information without the association with other personal information (i.e. First and last name, email address, or full address with postcode). Vehicle registration numbers will be treated as personal information for the purposes of data retention.

You have some legal rights in respect of the personal information we collect from you. Please see [our Data Protection webpage](#) for further details.

If you have a concerns about the way we are collecting or using your personal data, you should raise your concern with us in the first instance data.protection@hants.gov.uk or directly with the [Information Commissioner's Office](#).

Law

These terms and conditions shall be governed by the law of England and Wales.