

**AGREEMENT FORM FOR COLLECTION & DISPOSAL OF  
COMMERCIAL CLINICAL WASTE**

	<b>Collection address</b>	<b>Invoice name &amp; address (if different)</b>
*I / we:	_____	_____
Trading as:	_____	_____
Address:	_____	_____
	_____	_____
Postcode:	_____	_____
Tel no:	_____	_____
E-mail:	_____	_____

Type of business

- Residential home       Nursing home       Shop (e.g. tattooist, beauty salon etc)
- Other  Please specify.....

The service will commence once we have processed a correctly completed form and arranged for our contractor to set up the service, *unless* you want it delayed to a future start. If so, please specify start month \_\_\_\_\_

I / We have read and understood the conditions set out in this agreement and understand that if North Norfolk District Council accepts this application, a binding contract will be formed.

This Agreement has been signed by an authorised representative of the applicant.

Authorised signature: \_\_\_\_\_ (must be over 18 years of age)

Name in BLOCK CAPITALS: \_\_\_\_\_

Position in business: \_\_\_\_\_ Date: \_\_\_\_\_

**I/we hereby make an application to North Norfolk District Council to have commercial clinical waste removed from the above collection address and agree to pay the appropriate charges.**

## Service requirements

Please tick all required	Type of clinical waste	Number of rolls sacks */ Sharps boxes **	Frequency of collection required
<input type="checkbox"/>	"A" waste (18-01-03): all human tissue, including blood soiled surgical dressings, swabs and other soiled waste from treatment areas – Sacks marked for Incineration only		<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> On request
<input type="checkbox"/>	"B" waste (18-01-01): discarded syringe needles, cartridges, broken glass and any other contaminated disposable sharp instructions or items – Sharp Box		<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> On request
<input type="checkbox"/>	"E" waste (18-01-04): incontinence pads, colostomy bags, used disposable bedpans and bedpan liners – Sacks marked with diagonal black stripe		<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> On request

\* Clinical A waste sacks come in rolls of 20. Clinical E waste sacks come in rolls of 25.

\*\* Sharps must **not** be put in the clinical waste sacks and must be placed in special Sharps boxes. To order this service please tick the above box for "B" waste.

## Payment

Customers are invoiced quarterly in arrears for the periods 1 April to 30 June; 1 July to 30 September; 1 October to 31 December; 1 January to 31 March. If you wish to pay your bills by monthly instalment, please complete and return the enclosed direct debit form attached with your application.

## VAT on collection charges

Clinical waste collected from residential homes is categorised as Commercial Waste and the charges for the service are outside the scope for VAT. Clinical Waste collected from other commercial sources is categorised as industrial waste and is subject to VAT at the prevailing rate.

## Terms and conditions

Clinical waste must not be mixed with other rubbish and must be disposed of in accordance with the regulations listed in the Environmental Protection Act 1990 and The Controlled Waste (England and Wales) Regulations 2012.

For our full terms and conditions, please visit our website: <http://www.northnorfolk.org/business/2437.asp> - If you do not have access to the Internet, we will send you a copy of our full terms and conditions if you contact Environmental Services on 01263 516195 or email [cleansing@north-norfolk.gov.uk](mailto:cleansing@north-norfolk.gov.uk)



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and send it to:  
North Norfolk District Council, Holt Rd, Cromer, Norfolk NR27 9EN

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

6	7	5	5	7	9
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Name(s) of account holder(s)


### Instruction to your bank or building society

Please pay North Norfolk District Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with North Norfolk District Council and, if so, details will be passed electronically to my bank/building society.

Bank/building society account number

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Signature(s)
Date

Branch sort code

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Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

This is not part of the Instruction to your bank or building society and must be detached by North Norfolk District Council before submission to the paying bank.

Sundry Invoice - Annual Commercial Waste Service – **PLEASE COMPLETE** - If you wish to pay your Commercial Waste Invoice monthly (up to 10 instalments and/or by 20<sup>th</sup> February) or in full annually by Direct Debit. Please tick your instalment choice then return the completed form to the address shown above or by fax to 01263 516028 or e-mail a scanned image to [income@north-norfolk.gov.uk](mailto:income@north-norfolk.gov.uk)

In full Annually       Up to 10 Instalments

Payment will be made on the 1<sup>st</sup>, 10<sup>th</sup> or 20<sup>th</sup> (or just after). Please tick the date of your choice.

1st       10th       20th

This guarantee should be detached and retained by the payer.



## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit North Norfolk District Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request North Norfolk District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by North Norfolk District Council or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when North Norfolk District Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.