

WASTE RECOVERY FACILITY ACCESS CARD APPLICATION FORM

Applicant Information (All fields must be completed.)

Full Name: _____

Civic Address: _____

Mailing Address (if different from Civic Address):

Phone Number: _____

Email Address: _____

Property location if different than above: _____

If the property is in a Local Service District or unincorporated area, provide your ERSB Account #:

Applicants must provide:

- **Proof of identification and civic address** (e.g., Driver's Licence or other government-issued ID). This is to ensure only one card is issued per property. Proof of identification will not be retained or used for any other purposes other than for address confirmation.
- A **copy** of the required documents **must** be submitted with your application.
- **Incomplete applications** will not be processed.
- **A valid email address is required.**
- Ensure your identification and address documents are **clear and legible**.
- Submitted documents must be **current** and reflect your **legal name and address**.
- Please note that your application will be deemed incomplete unless the signed and dated page 2 and proof of civic address are provided. This proof can be a utility bill with your name and full civic address for which the card is being requested.
- Tenants – Tenants can apply for a card but the landlord must not have already been issued a card for the property.

FOR OFFICE USE ONLY

Received by: _____ Issued by: _____ Card # _____

TERMS AND CONDITIONS FOR ACCESS CARDS AND FACILITY USE

For Access Cards:

- **Single Issue:** Only one access card per household will be issued. Replacement cards are available for \$10, with all data transferred to new card.
- **Eligible Properties:** Cards will only be issued to owners of eligible properties in the ERSB service area.
- **Submitted Documents:** Copy of government-issued ID will not be retained once card is issued.
- **Address Information:** Address information may be used for billing purposes.

For Facility Use:

- **Residential use only:** Waste recovery facilities are for residential use only.
- **Commercial Restrictions:** Commercial vehicles and commercial waste are not allowed.
- **Visit Limit:** A maximum of 16 visits per calendar year is allowed at our waste recovery facilities.
- **Prohibited Vehicles:** ATVs, dump trailers, and double-axle trailers are not permitted at any waste recovery facility.
- **Material Handling:** All materials must be separated onsite and offloaded by hand. Pre-sort your materials for quick and efficient offloading. Expect possible line-ups or delays—please be patient and remain in your vehicle.
- **Drop-off Guidelines:** Follow guidelines for acceptable materials on our website.
- **Child Safety:** Children under 16 must remain inside your vehicle at all times.
- **Pet Safety:** Animals must remain secured inside your vehicle while onsite.
- **Offloading:** Users must follow Site Attendant's directions for offloading.
- **Clear Bags:** Use clear transparent garbage bags for smaller items to ensure that no unacceptable items are offloaded.
- **Smoking/Vaping:** No smoking or vaping on site.
- **Gate Closure:** Facility gates close 15 minutes before the posted closing time.
- **Respectful Workplace:** Visitors must follow the Government of NL's Respectful Workplace Program while onsite.
- **Operating Hours:** Before visiting a facility, check our website for operating hours.
- **Refused Access:** Visitors not following Terms of Use will be asked to leave facility.

Applicant Declaration

I certify that the information provided above is accurate and that the identification submitted is valid and authentic. I have read and understood the Terms and Conditions.

Signature: _____ **Date:** _____