

CITY OF BRISTOL – PUBLIC WORKS

21.9 TRANSFER STATION - COMMERCIAL PERMIT POLICY

1. Policy Name

21.9 Transfer Station Commercial Permit Policy

2. Responsible Division and effective date

Public Works Solid Waste Division, Effective Date:

3. Rationale or Purpose

This policy establishes the formal Transfer Station Commercial permit plan for The City of Bristol.

4. Policy Statement

This defines the Commercial permit, how they are sold and the guiding principles behind the permit.

5. Scope

This policy applies to all Commercial Business Entities wishing to bring acceptable solid waste generated by them to the solid waste Transfer Station.

6. Procedures

Commercial permits are sold to Commercial Business Entities for a period defined by their Certificate of Liability Insurance. Fees are dependent on business location and the amount of vehicles. Commercial permits require a Certificate of Liability Insurance showing a minimum of \$500,000 Auto Liability (Combined Single Limit) and the City of Bristol must be named as Certificate Holder, as well as a valid Driver's license and copy of vehicle registration or dealer license.

7. Roles/Responsibilities

Business entity is responsible for applying in person for Transfer Station permits. The Public Works Superintendent of Solid Waste Operations, the Public Works Analyst, and Administration staff is responsible for enforcement and compliance of this policy. The Public Works staff is responsible for ensuring adherence to guidelines when issuing permits. The Board of Public Works is responsible for approving Transfer Station policies and setting fees. The Director of Public Works is responsible for interpretation of policy, can make policy related decisions, and can bring issues to the Board of Public Works for decision at his discretion. The Board of Public Works is responsible for hearing appeals from Business Entities on decisions and application of policy. Business Entities are responsible to show their valid driver's licenses and permit upon entrance to the Transfer Station if requested by the scale attendant.

8. Definitions

See City of Bristol, Code of Ordinances
Part II Code of Ordinances
Chapter 10 Solid Waste
Section 10-2. *Definitions*

9. References

See City of Bristol, Code of Ordinances

Part II Code of Ordinances

Chapter 10 Solid Waste

Section 10-10. *Solid Waste Transfer Station*

10. Policy

Access to the City of Bristol Transfer Station, under this policy, shall be limited to the following:

- (1) All Commercial permits are sold to Commercial Business Entities for a period defined by their Certificate of Liability Insurance. Commercial permits require a Certificate of Liability Insurance showing a minimum of \$500,000 Auto Liability (Combined Single Limit) and the City of Bristol must be named as Certificate Holder. Business waste will not be accepted at the Transfer Station with a residential permit.

Fees for use of the Transfer Station:

- a. Annual permit fee of \$50.00 per company for the first vehicle for Bristol owned businesses, additional permits at \$50.00 per vehicle.
- b. Annual permit fee of \$100.00 per company for the first vehicle for non-Bristol owned businesses doing business in Bristol, additional permits at \$100.00 per vehicle.
- c. Commercial permit year will be a rolling year tied to the company's insurance policy renewal.
- d. No charge for metal, but a \$5.00 gate fee will apply to all loads. If chargeable items are mixed with non-chargeable material, the load will be chargeable. Your vehicle will be weighed upon entrance to the Transfer Station and again upon exiting to determine the weight of items disposed of
- e. No electronics accepted from business/commercial permit holders.
- f. Commercial Yard Waste:
 - Monday - Friday: \$5.00 gate fee, loads over 100 pounds charged at \$0.20 per 10 pounds.
 - Saturday: \$5.00 gate fee, loads over 100 pounds charged at \$0.60 per 10 pounds.
- g. All other commercial material: \$5.00 gate fee, loads over 100 pounds charged at \$0.60 per 10 pounds (Monday through Saturday).
 - All commercial loads 100 pounds or less will only be subject to the \$5.00 gate fee.
- h. Permit Renewal-Permits can only be renewed at the Public Works office. You will continue to use the same permit. If you no longer have the permit, you must come into the office to purchase a replacement permit. If any vehicle changes need to be made they need to be done in the office. You will be notified via the electronic display screens at the Transfer Station when your permit is close to expiration. You can check your expiration date and account balance online or use our payment center system in City Hall.

- (2) Account Process - Each Transfer Station user must have funds in a PAYT account. Once a permit holder visits the Transfer Station, any cost for the load will be deducted from their account. Each permit holder automatically has an account in the system.
- a. Transfer Station accounts need to be funded before you can enter the Transfer Station.
 - b. Minimum funding to open your account is \$50.00
 - c. Once the account balance is below \$30.00 (or higher in some cases based on account history), permit holders will receive a reminder message (on the message boards at the Transfer Station) that funds need to be added to the account.
 - d. Once funds fall below \$25.00, future access to the Transfer Station will be denied until funds are added to the account.
- (3) Adding funds to your account. No Payments will be accepted at the Transfer Station.
- Credit/debit card or electronic check (using your checking account number and bank routing number) payments can be made online.
 - To make a credit/debit card payment on line (\$25.00 minimum), visit our payment center or click on the Pay Online button on the left side of the City's web page.
 - Funds will be available in your account 24 hours after making an online payment.
 - You may also come to City Hall (Monday to Friday, 8:00 AM to 5:00 PM at Public Works – Ground Floor) to pay with cash, check or credit/debit card. Payments made at City Hall will be available to use immediately.

The hours of operation of the Transfer Station Facility are:

Mon-Fri 7:15am - 2:45pm
Saturday 7:30am - 1:00pm

11. Consequences of Non-Compliance

Warning, civil citation, and/or possible loss of access to use of the Transfer Station Facilities.

Approval authority: Board of Public Works

Approval Date:

Review cycle: Annually