



**TOWN OF WINDSOR  
ANNUAL COLLECTOR LICENSE APPLICATION**

No person or entity shall operate as a collector or hauler in the Town of Windsor without a current Annual Collector License for such activity. No person or entity shall collect, haul or transport solid waste, refuse or recyclable materials on any public highway within the town without making application and receiving this License.

**INSTRUCTIONS:** Submit completed application to the Town of Windsor, Department of Public Works, 500 Huckleberry Road, Windsor, CT 06095 (phone: 860-285-1832). Note: A complete application includes submission of all required information on this application and payment of all fees due to the Town. Upon deeming your application complete, you will receive an approved License allowing the firm and each of the designated solid waste/recycling collection vehicles indicated on this application to provide the hauling and collection services designated. Please make sure to print & sign your form before mailing and also keep a copy for your records. There are reports required to be submitted to the town to conform to these requirements (see below).

<b>SOLID WASTE HAULER INFORMATION</b>		<input type="checkbox"/> NEW APPLICATION <input type="checkbox"/> RENEWAL	
		<input type="checkbox"/> COMPANY OR <input type="checkbox"/> CORPORATION	
COMPANY/CORPORATE NAME:			
ADDRESS:	CITY:	STATE:	ZIP:
PHONE: (    )    -	FAX: (    )    -	EMAIL ADDRESS:	
MAILING ADDRESS <small>(if different from above):</small>		CITY:	STATE:    ZIP:
<input type="checkbox"/> OWNER/ <input type="checkbox"/> PRESIDENT NAME:		SIGNATURE:	
ADDRESS <small>(if different from above):</small>		CITY:	STATE: ZIP:
EFFECTIVE DATE OF BUSINESS:		DATE OF INCORPORATION:	
CORPORATIONS MUST PROVIDE THE FOLLOWING INFORMATION FOR EACH CORPORATE OFFICER AND DIRECTOR (PLEASE ATTACH A SEPARATE SHEET IF MORE ROOM IS NEEDED):			
Name:	Address:	Title:	
1.			
2.			
3.			
LIST ALL OTHER LOCATIONS WHERE YOU PRESENTLY DO HAULING BUSINESS IN THE STATE OF CONNECTICUT: (PLEASE ATTACH A SEPARATE SHEET IF MORE ROOM IS NEEDED):			
1.			
2.			

GARAGE/MAINTENANCE YARDS THAT VEHICLES/EQUIPMENT USED UNDER THIS LICENSE ARE HOUSED.	
1.	
2.	
3.	
TYPE(S) OF MATERIAL COLLECTED:	

<b>VEHICLE, EQUIPMENT AND DISPOSAL INFORMATION</b> (PLEASE ATTACH A SEPARATE SHEET IF MORE ROOM IS NEEDED):	
NUMBER OF TRUCKS HAULING MATERIAL IN WINDSOR:	LICENSE #(s):
NUMBER OF CUBIC YARDS HAULED & GVW (each):	
NAMES/ADDRESS(ES) OF LANDFILLS/TRANSFER STATIONS/PROCESSING CENTERS WHERE DISPOSED OR RECYCLED MATERIALS WILL BE BROUGHT: (PLEASE ATTACH A SEPARATE SHEET IF MORE ROOM IS NEEDED):	
1.	
2.	
3.	

The aforementioned firm hereby states that it understands its obligations as a holder of an Annual Solid Waste Collector License (per Town of Windsor Code of Ordinances Sections 8-9 through 8-11), and that it will comply with the terms and conditions of all applicable provisions in the Town of Windsor Code of Ordinances. Any changes to the application information above shall be the applicant's responsibility to submit to the Town.

License Approval:

\_\_\_\_\_  
Town Manager or designee

\_\_\_\_\_  
Date

TOWN OF WINDSOR  
ANNUAL COLLECTOR LICENSE  
TERMS AND CONDITIONS

As provided by the Town of Windsor Code of Ordinances, the following are additional terms and conditions pursuant to issuance of any License associated with any solid waste hauling services (including construction & demolition waste) or source-separated recycling services performed in the Town of Windsor.

1. Each licensee shall only use vehicles for collecting, hauling or transporting solid waste, refuse or recyclable materials for which they have obtained a permit from the town for each vehicle used for this purpose. The door of any vehicle or equipment used to haul solid waste, refuse or recyclable materials shall be clearly marked with the business name and address of the collector. Any dumpster used in the collection of such materials shall be clearly marked with the name and phone number of the collector (hauler). Haulers shall keep all vehicles and equipment in good and sanitary condition and such vehicles shall be constructed so that there shall be no loss of refuse, including liquid waste, wherefrom when same is being used. The hauler's premises shall be neat and orderly, shall not contain any refuse, and shall meet all Town applicable zoning regulations. All collections by a hauler shall be made with minimum of disturbance and only between the hours of 7:00 a.m. and 8:00 p.m.
2. The provisions of the License shall not apply to persons hauling household refuse or recyclables from their own residences; not to any business hauling their own refuse generated by themselves; nor to farming or agricultural operations; nor to municipalities or public agencies; nor to building contractors hauling solid waste generated by their own activities.
3. New solid waste haulers must obtain a permit prior to commencing waste hauling operations within the town, including waste hauling operations involving the removal and transportation of C&D waste. Subcontractors working for another collector must also obtain a License for their activities.
4. Expiration. Permits granted under the solid waste hauler program are valid from date of issuance through June 30<sup>th</sup>. Renewal applications must be received each year by or before April 30th.
5. License/Permit Non-Transferable. Any License/Permit issued is not transferable to any person, business or corporation, from the party to whom it was originally issued.
6. Fees shall be as set forth in the Town of Windsor Price Guide.
7. Any collector shall disclose the following information with their license application prior to receiving an Annual Collector License:
  - a. the name and address of the collector (hauler) and the owner(s) and/or partner(s) of such collector company;
  - b. the name(s) of any other municipality in which the collector collects and/or hauls such materials;
  - c. the types of such materials collected/hailed;
  - d. the names/locations of the designated transfer station, processing facility or disposal area(s) that the applicant will utilize for the disposal of solid waste, refuse or recyclable materials collected and transported by the applicant. Any such facility shall have the required Connecticut DEEP permit (or similar permit from another state) for receipt of such materials;
  - e. the number of vehicles owned or controlled by the applicant suitable for the collection and transportation of solid waste, refuse, or recyclable materials, including license numbers and the volume of cubic yards of each;
  - f. a statement that the vehicles and equipment conform to all applicable provisions of the Town's Code of Ordinances;
  - g. the locations where the applicant's equipment is garaged and may be inspected by the town;
  - h. a map of each proposed residential collection route shown to a size and scale suitable to the town and the day of the week regular collection service will be provided on the route. Such route listing are to be tallied to give the total number of residential customers proposed to be serviced accurately and up to the date of the application submitted. These routes may not be changed during the term of a license without the notification of, and approval of the town; and
  - i. any additional information that the town requires as part of the Annual Collector Licensing program to ensure the health, safety and welfare of its residents and businesses.

8. **Reporting & Documentation.** All Annual Collector License holders must abide by the town's reporting & documentation requirements. Licensed collectors (haulers) shall report to the Town Manager or designee no later than July 31<sup>st</sup> each year on the following information regarding solid waste, refuse, and/or recyclable materials collected during the prior fiscal year:

- a. the types of such materials generated within the town and collected by the collector;
- b. the name, location and contact information of the entity for the first destination where such materials were delivered by the collector;
- c. the amount by weight, volume or other method acceptable to the town of each of such materials delivered to such destination; and
- d. the types and actual amounts of such materials directly delivered to an out-of-state destination, or to an user(s) or manufacturer in the state.

Such reports shall be on a form prescribed by the town and shall include any other additional information the town deems necessary.

9. **Suspension and Revocation of Permit.** The town reserves the right to suspend or revoke an Annual Collector License upon 30-days notice by issuance of a Notice of Suspension or Notice of Revocation, if the licensee fails to comply with any of the terms and conditions specified herewith, including but not limited to, payment of fees, and reporting and documentation requirements.

10. **Inspection and Site Visits.** The Town Manager or designee, shall have the right during normal business hours to inspect the records and perform site visits of any Licensee for the purpose of determining compliance with Annual Collector License provisions and reporting requirements, and any other permit requirements