

Landfill Site Use Application Form

New Application (Complete Parts A & B) Replacement Vehicles/License Plate or Permit Sticker (Complete Parts A & C)

Complete form in PDF fillable format, print and sign where indicated. **The City will not process incomplete or handwritten application forms, with the exception to the signature and date lines.**

Form must be returned via email to receivables@regina.ca, faxed to 306-777-6814 or in person at City Hall.

It may take up to 10 business days from the date the complete form is received to process your application.

Part A: Must complete all sections.

Applicant Details

Entity's Legal Name (the "Applicant"):

Street Address	City	Province	Postal Code
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Contact Person's Name:	Email:
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Is this entity Incorporated (<i>Ltd, Inc, Corp.</i>)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Corporation/Business number (<i>as shown on Corporations Branch Annual Return</i>):
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Applicant's Billing Address (if different than above)

Street Address	City	Province	Postal Code
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Accounts Payable Contact Information

Name:	Phone:
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Can the City email your invoices? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email:
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Account Type

Credit – Have you submitted an *Application for Credit Terms* with the City of Regina in the past 12 months?

Yes - Existing Account Number _____

No - *Application for Credit Terms* must be included with this Application

PART B: Complete only for new vehicles requiring access to the Landfill Site

Vehicle	Year	Make & Model	License Plate #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

PART C: Complete for replacement of Vehicle/License Plate or replacement Permit Sticker.

Vehicle	Year	Make & Model	Old License Plate #	New License Plate #
1				
2				
3				
4				
5				

I hereby acknowledge the above information is accurate and true.

Print Name

Applicant's Signature

Date (DD/MM/YY)

Information provided by users is collected and used in accordance with The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan). By using this service you consent to the use of your personal information and to receiving electronic communications from the City of Regina, which uses IT software and hardware that is operated and maintained by a third-party in another jurisdiction.

If you wish to revoke the consent to disclose confidential or personal information and to cease receiving electronic communications as herein described, your sole and exclusive remedy is to provide the City with appropriate notice and discontinue using this service.

Terms and Conditions

1. Access the Landfill Site is subject to requirements set forth in *The Waste Management Bylaw, No. 2012-63*. City Council sets fees related to the Landfill Site.
2. It is the Applicant's responsibility to obtain the required permit sticker from the Landfill Site during regular office hours (Monday to Friday; 8 a.m. to 4:45 p.m.). No permits will be issued outside office hours.
3. The permit sticker shall be installed on the vehicle windshield as per the instructions provided with the sticker.
4. No person shall cause or permit a permit sticker to be used on another vehicle other than the vehicle identified in this application.
5. The permit sticker is the property of the City of Regina and shall be returned to the City upon request from the City.
6. The City of Regina may revoke the permit sticker where the Applicant has neglected or refused to pay any fees assessed pursuant to *The Clean Property Bylaw, No. 9880*, *The Waste Management Bylaw, No. 2012-63* or for such other reasons that the City may deem appropriate.
7. The Applicant shall be responsible for all charges and conduct arising from the driver or vehicle associated with such permit sticker.

Site Usage

8. All users of the Landfill shall adhere to *The Clean Property Bylaw, No. 9880*, *The Waste Management Bylaw, No. 2012-63* and the Landfill Tipping Area Policy. Visit Regina.ca for details about the Bylaw and Policy.
9. No person shall enter the Landfill except the vehicle operator and such entry shall be for the sole purpose of waste management.
10. Vehicles entering the site are permitted to remain in the Landfill only so long as reasonably required to unload the vehicle.
11. All vehicle operators shall abide by signs posted at the Landfill and by directions provided by the City with respect to the use of the site.
12. Only allowed materials as laid out in *The Waste Management Bylaw, No. 2012-63* shall be disposed at the Landfill.
13. Access to the Landfill Site may be monitored by cameras.
14. The Applicant and its employees, agents, successors and assigns shall follow the City's Safety Instructions for operations and the Landfill while using the Landfill Site. Visit Regina.ca for the Safety Instructions and PPE guidelines.
15. All users shall follow the safety signs posted at the Landfill Site.

Misrepresentation/Misuse of Permits

16. Misrepresentation of any account identifier(s) or other information on this Application form may result in fines and/or permanent suspensions from the site.

Damaged Permits

17. In the event the permit sticker is damaged, the vehicle is replaced or a windshield is replaced, it is the Applicant's responsibility to inform the City with a new application, filling out sections A & C, and to obtain a new permit sticker before entering the Landfill Site.

Detailed Information about Landfill Site Rules

18. Visit Regina.ca for information about the Landfill including [site user guidelines](#).

Billing, Accounts and Credit Applications

- 19. If the Applicant elected to apply for credit, a deposit on account may be required before access to the site is granted. Deposit amounts will be determined based on credit reference checks.
- 20. The City shall hold the deposit in the Applicant’s account until the Applicant requests in writing for the account to be closed and there is no outstanding debt owed to the City.
- 21. The City may choose to apply the deposit to account arrears. Landfill access will revert to cash-only until the arrears are paid.
- 22. All charges are due and payable 30 days from the date of the invoice issued by the City of Regina.
- 23. Charges remaining unpaid after 30 days from the date of the invoice shall be deemed to be in arrears and the City shall have the right to suspend or cancel charging privileges for future use of the Landfill Site until outstanding fees are paid in full.
- 24. Accounts not paid as of the due date may be subject to late payment charges.
- 25. If the Applicant’s business is not incorporated, the Contact Person hereby accepts all responsibility for any obligations of the Applicant incurred through the use of the Landfill Site and shall be held liable for any fees.
- 26. The Applicant acknowledges and agrees that the City of Regina is hereby authorized to apply any amount payable by the City of Regina to the Applicant, pursuant to other contracts between the City of Regina and the Applicant, to any past due payments payable to the City of Regina in relation to the Landfill Site.

Indemnity

- 27. The Applicant shall indemnify the City against, and hold the City harmless from, any and all claims, action, suits, proceedings, costs, expenses, damages and liabilities including legal fees, arising out of, connected with, or resulting from use of and access to the Landfill site or caused by the Applicant’s employees, equipment or vehicles.
- 28. The Applicant recognizes and agrees that included in this indemnity clause, but not by way of limitation, is the Applicant’s assumption of any and all liability for injury, disability and death of workers and other persons caused by the use, control, handling or transportation of the material and to any damages to the Applicant’s equipment or vehicles.

The City reserves the right to amend or modify these terms and conditions at any time by mailing notice of such amendment or modification to the Applicant.

I acknowledge, accept and agree to all of these terms and conditions.

Print Name **Applicant’s Signature** **Date (DD/MM/YY)**