**Skip Request Form**

|  |  |
| --- | --- |
| **Requesting Faculty/ PSU/ Contractor Name:** |  |
| **Designated contact name:** |  | **Tel:** |  |
| **Email:** |  |

**NEW SKIP REQUEST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date skip(s) required** (min 7 working days in advance): |  | **Length of time required:** |  |
| **Skip location:** |  | **HD number (Uni only):** |  |
| **Details of all waste to be disposed of:** (give approximate quantities, if possible, of specific items) |
| **NON-RECYCLABLE WASTE:** |  |
| **RECYCLABLE WASTE:** |  |
| **HAZARDOUS WASTE:** |  |
| **Does the waste include any re-usable furniture/ equipment?** | Yes [ ]  | No [ ]  |
| **Any reusable furniture should be offered for reuse via the Sustainability reuse scheme** |
| **Designated key holder name:**  |  | **Tel:** |  |
| **Proposed location of skip:** |  |
| **Distance from building (m):** |  |
| **Will the skip be placed in a car parking space?****Will the skip be placed on a grassed area?****Will the skip obstruct*** access to premises
* vehicle movement
* walkways
* escape routes
* fire and rescue access routes
* access to fire hydrants
* access to manholes or other functions
* prevent water drainage
 | Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ]  Yes [ ]  No [ ]  Yes [ ]  No [ ]  |  |

**Skip Exchange/Collection**

|  |  |  |  |
| --- | --- | --- | --- |
| **Collection request date** (min 5 working days in advance): |  | **Exchange required:** | Yes [ ]  No [ ]  |
| **Skip location:** |  | **HD number (Uni only):** |  |
| **Details of waste to be disposed if exchange request:** (give approximate quantities, if possible, of specific items) |
| **NON-RECYCLABLE WASTE:** |  |
| **RECYCLABLE WASTE:** |  |
| **HAZARDOUS WASTE:** |  |
| **Designated key holder name:**  |  | **Tel:** |  |
| **Proposed location of skip:** |  |
| **Distance from building (m):** |  |
| **Will the skip be placed in a car parking space?****Will the skip be placed on a grassed area?****Will the skip obstruct*** access to premises
* vehicle movement
* walkways
* escape routes
* fire and rescue access routes
* access to fire hydrants
* access to manholes or other functions
* prevent water drainage
 | Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ]  Yes [ ]  No [ ]  Yes [ ]  No [ ]  |  |

**To be completed by Sustainability team:**

|  |  |
| --- | --- |
| **Skip location approved:** | **Yes □ No □****Comments:** |
| **Skip type & waste stream approved:** |  |
| **Date passed to University Veolia Waste Operative:** |  |