**Replacement Weighbridge Access Cards**

Appendix B

 **at the Energy from Waste Plant La Collette**

**Introduction**

This paper has been produced to identify the cost and purpose of access cards at the Energy from Waste site at La Collette.

The purpose of the cards is to enable access to site and data collection required by the waste licence.

A record of the cards users and vehicles are recorded to enable identification of both waste brought into the site and the matching of users and vehicles to cards.

These cards are distributed free of charge in the first instance to all users of the site.

Since the introduction of the cards, it has become apparent that there have been a number of replacements issued due to loss or damage through mis-use.

Issuing free replacement cards means that there is no ownership of the card, therefore, introducing this charge advocates taking greater care of the cards.

When a user reports that his/her card has stopped working this needs to be checked requiring a member of staff stopping his/her duties to accompany the card user back to the Weighbridge for checking, the minimum time for this process along with the re-issue of a card replacement is approx. 30 minutes.

An interim trial charge has been levied for additional / replacement cards. The customer upon issue accepts that it becomes his/her responsibility to take care of the cards.

**Financial Analysis**

Cost of cards - £3.50

Time allocation - £15.80

**Conclusion**

To introduce a charge for the issue of replacement Access Cards due to the time and cost of this process. It is proposed to charge £20 including GST to cover administration and card costs.