

**TOWN OF MANCHESTER LANDFILL**  
**TEMPORARY PERMIT INSTRUCTIONS**

The Town of Manchester, at its sole discretion, may issue a Temporary Permit for a substitute vehicle to companies currently permitted by the Town and only if company has an emergency breakdown or is using a demonstration vehicle.

Companies are required to complete the form below and fax it to the Manchester Landfill Office at (860) 647-3238. If approved by the Town, a signed form will be faxed back to your company. A copy of the signed form must accompany the vehicle each time it enters the facility.

Should you have any questions, please contact the Town of Manchester – Sanitation Division at (860) 647-3257 or by mail at PO Box 191, Manchester, CT 06045-0191.

**TEMPORARY PERMIT REQUEST FORM**

<b>TOWN USE ONLY</b>	
<i>Temporary Permit #</i> _____	<i>Project</i> _____
<i>Issued / Authorized by</i> _____	<i>Issued Date</i> _____

1. Company/Town Name: \_\_\_\_\_

2. Billed Company/Town Name: (if different then above) \_\_\_\_\_

3. Reason for Temporary Permit: \_\_\_\_\_  
\_\_\_\_\_

4. The Town Permit Number (being replaced by the Temporary Vehicle) \_\_\_\_\_

5. Substitute/Temporary Vehicle Information (Proof of Insurance Required):  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Owners Name                      Make                      Model                      Year                      Vin#                      License #

6. Date(s) Requested:  
  
a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_  
d. \_\_\_\_\_ e. \_\_\_\_\_ f. \_\_\_\_\_

<p>8. Procedures: <b><u>READ CAREFULLY!</u></b></p> <ul style="list-style-type: none"><li>a. Request for temporary permits should be made at least 1 day in advance of use</li><li>b. Permit is valid up to six (6) days and only for the date(s) shown above</li><li>c. Permit is not transferable to other vehicles or companies</li><li>d. Company is issued one temporary permit once every 60 days</li><li>e. Permit can be cancelled or revoked without advance notice at the Town's discretion</li><li>f. Vehicle will be required to weigh IN and OUT with each load</li><li>g. Party signing for company is responsible for ensuring payment</li></ul> <p>“I have read and will comply with the above requirements and procedures”</p> <p>Signature: _____ Date: _____ Print Name: _____ Telephone: _____ Fax Number: _____</p>
--