



Waste Disposal Authority bill dispute- housing units

This form is to be used to dispute the number of housing units your property consists of. A housing unit is defined as a self-contained area behind a lockable door, with facilities for cooking, washing and sleeping.

Each section of this form **must** be completed.

Please note that any dispute must be submitted by the due date stated on the invoice; any disputes received after that date will not be considered.

Full name:

Contact phone number,
email address, or both:

Address and postcode of the property you would like to be investigated:

Account number (this can be found on your invoice):

Invoice number (this can be found on your invoice):

Please provide details here as to why you are disputing the number of housing units (including any specification by the Planning Authority has to how your property can be used) so this can be considered. If your dispute is because of building work that has been carried out to the property, please provide the approximate dates this took place:

- ☐ *I confirm that I am the owner of the property detailed above and would like the records for the number of housing units investigated.*
- ☐ *I confirm that the information provided in this form is true and accurate to the best of my knowledge, and understand that knowingly providing false or misleading information may result in my dispute being rejected and further action being taken.*
- ☐ *I confirm that I consent for any of the information in this form to be shared with any relevant department(s) of the States of Guernsey that Guernsey Waste see fit, and/or for any other department(s) to share relevant data with Guernsey Waste.*

Signature:

Date:

What happens next?

Please return this form to:

Guernsey Waste
La Hure Mare
Vale
GY3 5UD

When your dispute is received by Guernsey Waste, an acknowledgement will be sent to you. If you do not receive an acknowledgement, this will indicate that the submission has not been received, and it is your responsibility to follow this up with us, either by emailing recycle@gov.gg or calling us on 221234.

Once your dispute is acknowledged, your account will be put on hold whilst it is investigated. No payment will be required at that stage. Once your dispute has been formally investigated you will be informed of the outcome, and at that stage the block will be lifted from your account. Payment for any charges that you are still liable for will be required within 30 days of the date of the written confirmation.

The States of Guernsey will process any personal data that you provide, via this form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by the States of Guernsey can be found at www.gov.gg/yourdata.