Bath & North East Somerset Council

NEW DEVELOPMENTS & COUNCIL-COLLECTED WASTES: A GUIDANCE NOTE

April 2010

Making Bath & North East Somerset an **even** better place to live, work and visit

CONTENTS **Page**

1 INTRODUCTION

1.1 Bath and North East Somerset Council has adopted a vision of "Zero Waste" to steer the development of its waste services. This means that we will strive to reduce, reuse and recycle as much waste as possible, and that we will work with businesses and the community to achieve this goal.

1.2 The Council views waste as a resource and seeks to gain maximum value from it, rather than viewing it as something simply to be disposed of. The vision of "Zero Waste" creates an innovative climate in which to develop our services.

1.3 Reducing the amount of waste sent to landfill is one of the key improvement priorities the Council is committed to in relation to our Climate Change priority. The Council aims to offer a kerbside recycling service to all households within the district with a wide range of recyclable materials collected.

1.4 To ensure that we meet the objectives outlined above it is vital that new buildings are designed to provide facilities that enable waste efficiently and effectively to be segregated for recycling, and to be stored and collected in such a way that is suitable to all parties involved.

1.5 This guidance has been developed by the Council's Waste Services Department in consultation with Planning Services and other relevant departments to assist implementation of policy WM4 of the Bath and North East Somerset Local Plan:

Development of:

(a) Housing sites of 0.5ha or more in area, or 10 or more houses; or
(b) Industrial and/or commercial sites of 0.4 ha or more, or 1000m^2 or more floorspace; or
(c) Sports, recreation or similar facilities such as and including those in policies SR2 and SR5 of this Plan will only be permitted where provision is made as an integral part of the development for:
(i) facilities within individual or groups of properties or premises for the separation and storage of waste for collection and for composting; or
(ii) *compensatory public facilities for the separation and storage of wastes for collection and/or composting of waste.*

2 PLANNING AND DESIGN

2.1 This guidance should be referred to from the earliest stages of building design. Adequate storage areas for waste management facilities and good access for collection crews and vehicles can be difficult to retrofit at later stages in the design process.

2.2 Applications for new development that is subject to policy WM4 are recommended to be accompanied by a concise waste management report that addresses relevant aspects of this guidance. A report of this nature will enable this element of the development to be dealt with in a comprehensive and efficient way, and it need not be particularly lengthy or expensive to prepare. The report should clearly set out the measures proposed to be taken to ensure waste reduction and recycling provision within the new development. Relevant

officers will be happy to discuss the contents and format of the report at the pre-application stage. Contact details are provided on page 10.

2.3 Pest management plays a very important part in any successful waste strategy plan for new developments. Pest management must start during the planning stage, with the design and build, incorporating effective proofing for pests. The design, maintenance and proofing of buildings and waste bins is essential in order to deny pests the food, water and suitable harbourage they require.

3 EXAMPLES OF GOOD AND BAD PRACTICE

Good Practice

3.1 There are a number of factors which need to be taken into consideration when designing refuse and recycling storage facilities for flats/apartments, commercial and housing developments to ensure efficient collection by the collection vehicles/operatives and as a means of encouraging effective use by residents. Adhering to methods of good practice and following guidelines laid out in this document will help to achieve both of these things.

3.2 Forward planning with regard to refuse and recycling storage and collection will provide benefits to developers, residents and the Council. Developers able to disguise and screen bin areas make developments more attractive to potential buyers. Residents are provided with a secure bin area for communal/individual use which decreases the risk of contamination and vandalism allowing a more effective collection operation.

Bad Practice

3.3 The following pictures illustrate some of the problems encountered by domestic refuse and recycling collection services. Individual problems are described, and details of how such problems could have been avoided are also provided.

Scenario 1: Flat/Apartment Developments

3.4 ***Problem***

This storage area pictured below does not meet the requirements laid out in Housing Development section above. The floor space is insufficient for the bins required. A walkway is not provided within the store that allows access to each of the individual containers. It is also not possible to remove individual containers without the need to move all other containers.

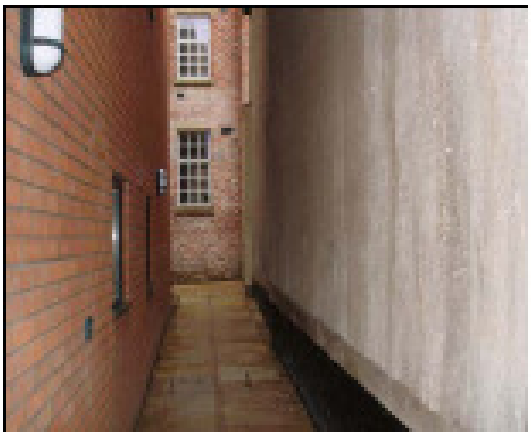
3.5 ***Solution***

The necessary amount of floor space should be allowed for each receptacle as detailed in section 5 and a walkway of at least 1.3m wide. Developers should calculate the containers based on the required capacity outlined in section 6 for refuse and recyclables and subsequently the appropriate floor space required.

Scenario 2 – Apartment Developments

3.5 ***Problem***

This storage area is located in a central courtyard area of the development. To access this area it is necessary to manoeuvre bins over a distance greater than 8m through a narrow alleyway. Additionally in order for the bins to be taken to the collection vehicle they must be moved over a surface which is not smooth or free of steps and other obstacles.



3.6 ***Solution***

The collection vehicle must be able to approach to within a maximum distance of 8m of the bin store/agreed collection point, and wherever possible the actual distance will be less than this figure. Where this is not possible a collection point must be proposed and agreed with the Council. Additionally steps such as this can easily be avoided by proper planning and design in the early stages of a proposal. Steps in new developments must incorporate drop-kerbs.

Scenario 3 - Commercial Developments

Problem

3.7 This commercial property has been extended to its boundaries leaving no storage area for the necessary refuse/recycling receptacles. Consequently bins are stored on the back street, which is unsightly and makes them vulnerable to misuse and vandalism.

3.8 ***Solution***

Storage areas should be within the confines of the developments. Any external storage areas should be sensitively designed and located, and should be in a position which is mutually convenient and accessible to the collection crew.

4 SORTING OF WASTES PRIOR TO COLLECTION

4.1 To encourage occupants to recycle waste, internal storage areas should be designed into each property/unit to segregate their waste into refuse and recycling. This should take into account the size of the recycling boxes (appendix 3).

4.2 Space utilised inside the property for storage of waste and recycling could be in the form of inbuilt storage within the kitchen or utility room. This will allow temporary storage of waste and recycling until it can be transferred to external containers.

4.3 Occupants should be provided with internal space for internal segregation of waste and recycling. Options that developers/architects may wish to consider are kitchen units with pull out drawers with separate containers. There are several such products on the market.

5 SINGLE OCCUPIER RESIDENTIAL BUILDINGS (FLATS, APARTMENTS ETC)

5.1 ***Containers required***
The following method should be used for assessing capacity required: -

- **Single person households**
  Waste – 100 litres per week
  Recycling – 35 litres per week

5.2 For example, the table below displays the number of 1100 bins (dimensions in Appendix 3) required for communal storage of residual waste at developments of varying scale.

No. of flat/apartment units	Weekly volume	Total no. of 1100 bins required per week
7	700	1
18	1800	2
26	2600	3
40	4000	4

5.3 The Council requires that all residential developments incorporate a minimum of the above capacities for internal and external storage. Best practice standards as outlined in Planning Policies for Sustainable Building[1] state provision of 60L should be given for internal storage of waste and 180L for external storage.

5.4 Developers can purchase bulk bins for residential waste storage from the Council. Appendix 2 includes a variety of bins available on the market.

5.5 **Mini Recycling Centres (MRCs)** for recycling materials at multiple occupancy buildings are usually based on the Council providing at least 6 x 240 litre wheelie bins.

5.6 Consideration should be given towards siting the recycling bins (particularly the Glass bins) in an appropriate location so as to not cause disturbance to residents, when they are being used or emptied (which is by tipping into a large lorry).

5.7 The layout of a Mini Recycling Centre (MRC) is set out in Appendix 3 titled MRC Design Guidelines. We would advise that 1 full set of MRC bins, which consists of 6 x 240L bins, be provided for up a development of up to 40 dwellings.

[1] LGA (2006) Planning and Policies for Sustainable Building: Guidance for Local Development Frameworks. LGA Publications. London.

5.8 The recycling bins provided as part of an MRC set are 240 litres in capacity. The dimensions of these containers are set out in Appendix 3.

5.9 The bins provided as an MRC would be for the following materials: - 2 x 240L bins for Paper; 2 x 240L bins for Food / Drinks Cans and Plastic Bottles; 2 x 240L bins for Mixed Colour Glass.

Storage areas for containers

5.10 The storage areas should be on a hard standing at ground level with no steps, well lit and have a sufficient door entry width to accommodate the manoeuvring of bulk bins (Appendix 2 for bin dimensions).

5.11 Storage areas should be screened and landscaped in an outdoor location which is easily accessible to the collection crews.

5.12 The distance residents should be required to travel to waste and recycling storage areas should not exceed 30m, in line with the Building Regulations 2002, Part H.

5.13 Provision of community composting scheme where there is adjacent land or communal garden space that could utilise the product compost. Operations of this nature should be situated 250m from sensitive land uses and will need to be designed, located, operated and managed in a manner which is acceptable to the Environment Agency.

6 MULTIPLE-OCCUPIER RESIDENTIAL BUILDINGS (townhouses, family homes etc)

6.1 ***Containers required***
The following method should be used for assessing capacity required: -

- **Households of 2 – 5 occupants**
  Waste – 150 litres per week
  Recycling – 50 litres per week

No. of properties	Weekly volume	Total no. of 1100 bins required per week
7	1050	1
18	2700	3
26	3900	4
40	6000	6

6.2 The collections outlined in the ***waste and recycling services*** section in appendix 1 require storage of a 55L recycling box, a 90 litre blue plastic bag for cardboard, potentially a 240L garden waste wheelie bin and an outside receptacle to store household waste (not provided by the Council).

6.3 The Council does not currently provide householders with containers or bins for residual waste but new developments should be capable of storing 240L

wheeled bins as the Council may introduce these for use in the future (outline of dimensions in Appendix 2).

6.4 The containers required must all be stored within the boundary of the property and the storage space must bear relation to the size of the property.

6.5 Storage must also be sufficient to allow for the storage of additional recycling materials that Bath and North East Somerset may collect in the future. For example a new food waste recycling collection service will start in October 2010, which will require internal storage of a 5 litre kitchen caddy and of a lockable 23 litre outside container which the food waste is collected from.

6.6 Provision for compost bins should also be considered. Subsidised compost bins are available through the Council.

6.7 Any storage areas should be sensitively located and designed to fit in with the local environment having regard to the policies of the B&NES Local Plan and other guidance. New and existing developments should take into account the visual impact of the bins and their enclosures.

6.8 Householders are expected to present their waste and recycling at the kerbside for collection on the scheduled day and any containers returned to the storage area as soon as possible following collection.

6.9 Containers should therefore be stored in a position that is convenient for the householder to present them at the kerbside for collection. Storage areas should also be accessible to the crews in order to accommodate any assistance required in presenting the waste which may be required by the future owners. The collection vehicles used by Bath and North East Somerset are described in Appendix 4.

7 COMMERCIAL DEVELOPMENTS

7.1 The volume of waste generated and thus the number and type of containers that a commercial development requires is ultimately dependant on the activity of the occupant.

7.2 Containers should be provided to maximise the amount of recyclable material that is segregated and sent for recycling.

7.3 The number of containers should be maximised in order to reduce the number of collections and therefore collection vehicle traffic.

7.4 Provision of purpose built storage areas for waste and recycling containers should be designed to ensure security.

7.5 Storage areas should be within the confines of the development. Where appropriate groups of premises may consider jointly shared and serviced waste and recycling containers.

7.6 Provision of deposit points within premises (internal and external) for employees, and visitors if appropriate, to deposit waste and recycling.

7.7 Envirowise is a Government funded programme for UK businesses that gives advice on, amongst others, commercial waste management, Contact details are in the section 8 below.

7.8 Contacts of commercial waste and recycling collection contractors operating in the local area are provided in Appendix 5.

8 CONTACTS

8.1 ***Refuse and Recycling Collections***
Lisa Gore, Waste Services, Bath and North East Somerset Council, Town Hall, Keynsham, BS31 1ED. Tel: 01225 39 40 41

8.2 ***Legislation and Regulatory Body***
The Environment Agency, Rivers House, Tel: 0870 850 6506

8.3 ***Environmental Health Department***
Bath & North East Somerset Council, 9 – 10 Bath Street, Tel: 01225 477000

8.4 ***Planning Services***
Development Control, Trimbridge House, Trim Street, Bath 01225 477722

8.5 ***Envirowise***
0800 585 794, www.envirowise.org.uk

APPENDICES

APPENDIX 1 DOMESTIC WASTE AND RECYCLING COLLECTIONS

Please note that all waste collections are carried out on the same day of the week but by different vehicles. To find out the collection day for a property or street, go to our website homepage (www.bathnes.gov.uk) and enter the postcode or street name in the 'My House' section, or contact Council Connect.

1.1 **Refuse (residual waste) collection** – weekly service collected from front edge of the property (no container or bin provided) or by agreement from bulk bins/sacks in a suitable purpose built communal bin room.

1.2 **Recycling Collection** – weekly service from the front edge of the property. Green 55l boxes are provided for individual dwellings for the collection of paper, glass bottles and jars, a range of household plastic bottles and packaging, food / drink cans, batteries, clothes and shoes, aluminium foil, engine oil and filters, spectacles, mobile phones, printer and toner cartridges.

Cardboard is also collected by the kerbside recycling service, a blue 90 litre square woven plastic bag is provided for this. Any cardboard left for recycling needs to be contained within the blue bag or tied together with string.

Weekly Food Waste recycling collections will start in October 2010, which will require internal storage of a 5 litre kitchen caddy and of a lockable 23 litre outside container which the food waste is collected from.

Mini Recycling Centres (MRCs) are available for larger developments of communal properties for the recycling of glass, paper, cans and plastic bottles. MRCs are based on the provision of 240L wheelie bins (usually at least 6 in number) at each location.

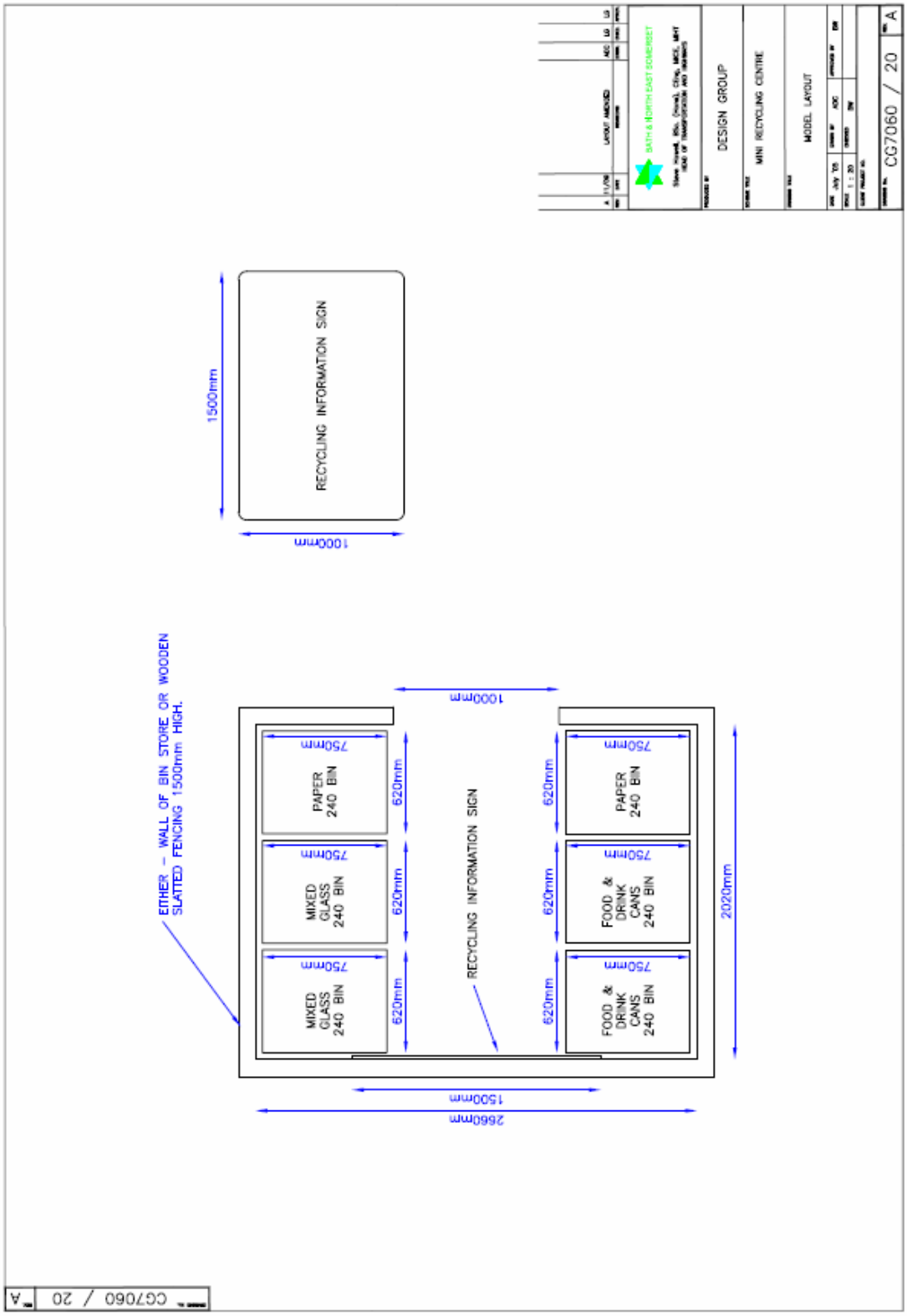
1.3 **Garden Waste Collection** – chargeable fortnightly service for garden waste from either a 240L wheelie bin or Council pre-paid paper sacks.

APPENDIX 2 CONTAINER DIMENSIONS

Container	Dimensions (mm)	Floor Space req. (mm)	Example Image
24 litre recycling basket	Width – 496 Depth – 250 Height – 297	505 x 260	
55 litre recycling box	Width – 590 Depth – 395 Height – 375	600 x 405	
90 litre recycling bag for cardboard	Width – 450 Depth – 450 Height – 450	500 x 500	
240 litre wheeled bin	Width – 750 Depth – 620 Height – 1100 Height with lid open – 1750	950 x 820	
360 litre wheeled bin	Width – 620 Depth – 860 Height – 1100 Height with lid open – 1750	820 x 1060	
1100 litre wheeled bin	Width – 1375 Depth – 1000 Height – 1470 Height with lid open - 2470	1575 x 1200	

April 2010: Food Waste containers to be added, for collection service starting in October 2010.

APPENDIX 3 MRC DESIGN LAYOUT



APPENDIX 4 COLLECTION VEHICLE DIMENSIONS

4.1 The vehicles described below are based on those used by Bath and North East Somerset Council.

4.2 Sufficient room should be allowed to manoeuvre and load a vehicle of the following dimensions:

- Length – 10,225mm
- Width – 2,900mm
- Height – 3,400mm
- Turning circle, between kerbs – 18.3m to 21.1m

4.3 Fully laden collection vehicles weigh approximately 26 tonnes, service manholes and road surfaces should be constructed with this in mind.

4.4 Overhead service cables, pipes, archways and other potential obstacles must be at least 7m from ground level.

4.5 Collection vehicles should not reverse into developments from a major road, or reverse onto a major road when exiting the development.

April 2010: Vehicle dimensions to be added for Recycling, Garden Waste and MRC collection vehicles.

APPENDIX 5 STORAGE AREAS AND CONTAINER COLLECTION FOR COMMUNAL, COMMERCIAL AND MIXED-USE DEVELOPMENTS

Storage areas for containers

5.1 Containers should be stored in a designated external storage area which has been sensitively located and designed.

5.2 Storage areas should be in a position that is easily accessible and mutually convenient for the occupants and the collection crew (see container collection section below).

5.3 The design of storage areas should allow for easy removal of the containers over smooth, continuous surfaces.

5.4 Doorways should provide at least 1.3m clearance (including thickness of doors). A walkway of at least 1.3m should also be provided within the store to allow access to individual containers, enabling each to be removed from the store without the need to move any other container.

5.5 Containers should be located away from windows and ventilators to avoid any nuisance odours entering the premises.

Container Collection

5.6 Two options exist for the collection of containers:

a) Containers are collected directly from the containers store, in line with the points below, or
b) Containers are collected from an agreed collection point, in line with the points below

5.7 It is the responsibility of the caretaker/management company (or similar) to allow the collection crews access to the container stores/collection point on collection day and to ensure that access is not restricted, for example by parked cars.

5.8 Collection crews will generally not be expected to hold keys, codes or electronic fobs in order to collect bins. However subject to approval from Waste Services, where necessary, arrangements such as these may be made. This must be discussed prior to the submission of plans.

5.9 The collection vehicle shall be able to approach to within a maximum distance of 8m of the bins store/agreed collection point.

5.10 Collection vehicles cannot collect containers that are presented on a slope. Also the gradient of a slope that containers need to be moved over must not exceed 1:12.

5.11 Surfaces that containers need to move over shall be of a smooth continuous finish and free from steps or other obstacles. Any steps shall incorporate a drop-kerb.

5.12 Following collection, containers should be returned to storage as promptly as possible. There should be clear responsibility for who carries out the task (i.e. management company, caretaker, waste contractor etc.)

Bulky Waste

5.13 The Council offer a chargeable waste collection for the removal of bulky waste (e.g. fridges, furniture etc) from residential properties.

5.14 An area outside must be provided for residents to place items of bulky refuse, on an appointment day booked with the Council.

5.15 The area must cover approximately $10m^2$. The area does not have to be designated solely for the use of bulky waste collection (e.g. area within a car park) but must be made clear on collection day.

Mixed Use Developments

5.16 Mixed use developments should have separate stores for refuse and recycling containers for the commercial aspects and residential aspects of a development respectively. No mixing of commercial waste and residential waste is permitted.

Commercial Waste & Recycling Collectors

5.17 Most commercial recycling collection companies make a charge for their recycling service but this can often be offset by savings in the collection of residual waste.

5.18 Bath & North East Somerset Council Trade Waste Collection, Midland Road, Bath Tel: 01225 394041 for collection of business waste, also offers a separate chargeable collection of cardboard and paper for recycling from businesses.

5.19 There are a number of companies offering commercial waste and recycling services, further details of which can be found in a local business directory under 'waste' or 'recycling'. The following are examples of companies operating such services in the local area but are not endorsed by the Council:

a) May Gurney Commercial Recycling, Avonmouth, Bristol Tel: 0117 982 3825.
Collect paper, glass and cardboard for recycling

b) Severnside Waste Paper, Avon Mill Lane, Keynsham Tel: 0117 986 9077.
Collect paper and cardboard for recycling.

c) Hemmings Waste Management, St Gabriels Road, Easton, Bristol, BS5 0RU. 01179 512000

d) Biffa, Site 7 Hydro Estate, St Andrews Road, Avonmouth, Bristol, BS11 9HW. 01179 828476

e) SITA, Albert Road, St Philips, Bristol, BS2 0XA. 0117 916 8600

f) Cleanaway Ltd, Southway Lane, Bristol, BS30 5LW. 01179 610372