



Listening Learning Leading



# WASTE AND RECYCLING GUIDANCE FOR PLANNING APPLICATIONS

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# Introduction

The councils have a duty to collect waste and recycling from all households and has a published waste collection policy which sets out the scope of the service provided. All new developments must ensure every household has adequate space to sort and store waste. The councils must have appropriate access to ensure that waste and recycling can be safely collected.

The aim of this guidance is to set out all matters that developers should consider when designing a housing development to ensure that an application meets the relevant planning policy set out below:

## Vale – DEVELOPMENT POLICY 28: Waste and Recycling Collection

Development Policy 28 seeks to ensure that proposals for new development provide adequate facilities for the sorting, storage and collection of waste and to further encourage sustainable waste management initiatives. The Council will particularly support development proposals that use sustainable waste management initiatives, including for example, home composting, water butts, grey water schemes and on street litter bins.

## Policy EP3 Waste Collection and Recycling of the South Oxfordshire District Council local Plan 2035 adoption in 2020 states:

1. Development proposals for residential use must ensure:
  - i) adequate facilities are provided for the sorting, storage, and collection of waste and recycling;
  - ii) sufficient space is provided for the storage and collection of individual or communal recycling and refuse containers; and
  - iii) access is provided that is safe for existing users/residents and for refuse and recycling collection vehicles.
2. Development proposals for non-residential use must ensure:
  - i) sufficient space is provided for the storage of communal recycling and refuse containers; and
  - ii) provision is made that is adequate for the proposed use. The location and design of recycling and refuse provision should be integral to the design of the proposed development.
3. In assessing recycling and refuse provision, the following points should be considered:
  - i) the level and type of provision, having regard to the above requirements and relevant space standards;
  - ii) the location of the provision, having regard to the need to provide and maintain safe and convenient access for occupants, while also providing satisfactory access for collection vehicles;
  - iii) the impact of the provision on visual amenity, having regard to the need to minimise the prominence of the facilities and screen any external provision;
  - iv) the impact of the provision on health and amenity of neighbouring development and the proposed development; and
  - v) the security of the provision against scavenging pests, vandalism, and unauthorised use.

4. Recycling and refuse storage should be separate from cycle storage, car parking and key circulation areas.

5. Development will not be permitted if recycling and refuse provision that meets the above requirements cannot feasibly or practicably be provided.

This guidance should be read in conjunction with current legislation and published national guidance on waste storage and access for waste collection vehicles, including in particular the Building Regulations 2010.

## **1. Our service**

The councils operate an alternate weekly refuse and recycling collection using wheeled bins and a weekly food waste collection.

Recycling is collected co-mingled in a single bin and food waste is collected in a separate container.

The councils also operate an opt-in 240litre (l) wheeled bin fortnightly garden waste collection scheme.

## **2. Building Regulations - general requirements for waste storage and locations**

The Building Regulations (2010) sets out requirements for waste storage, which are dealt with in Part H6 (2015 edition). The possible locations for the storage and collection of waste are defined. The collection point can be on-street or may be at another location defined by the waste authority.

Key points in the Approved Document to Part H (which are not expanded upon in the Councils specific guidance) are:

- Residents should not be required to carry waste more than 30 m (excluding any vertical distance) to the storage point.
- Waste collection vehicles should be able to get to within a minimum of 25 m of the storage point and the gradient between the two should not exceed 1:12. However, BS5906: 2005 recommends shorter distances of 15 m for two-wheeled containers, and 10 m for four-wheeled containers. These recommendations should be followed where possible.

## **3. Planning for individual houses**

Each property is provided with:

- 1 x 240l wheeled bin for recycling
- 1 x 180l wheeled bin for refuse
- 1 x 23l food bin for storage outside the property
- 1 x 7l food bin for storage inside the property

Residents can also opt into our garden waste service which uses 240l wheeled bins.

Properties should be planned so bins can be stored within the property boundary and be moved to the presentation point without the need to go up or down steps or through the property. Garden gates need to be wide enough to accommodate a standard 240l wheeled bin.

Properties without space to store the required number of bins for example, terraced properties that can only access gardens through the property, will be considered for a sack collection. This is usually only relevant to existing properties that are being refurbished or converted – not new build properties.

### **3.1 Presentation points for individual houses**

There should be sufficient space to present for collection as a minimum 2 x 240l wheeled bins plus 1 x 23l food bin outside each property. The presentation point must be adjacent to the nearest public highway and must be available without obstructing parking spaces or footpaths.

The presentation point may be part of the planned front garden or specially constructed area to accommodate 2 x 240l wheeled bins plus 1 x 23l food bin.

If more than one property is to share a presentation point please formalise the location by installing an area of hard standing of an appropriate size to accommodate the required number of bins and making it clear to residents what the area is designed for.

Collection vehicles are unable to access unadopted highway unless an indemnity form has been completed by the developer (see section 7). In instances where there is no indemnity form properties will have to present their bins at a point next to the nearest adopted highway as shown in Figure 1.



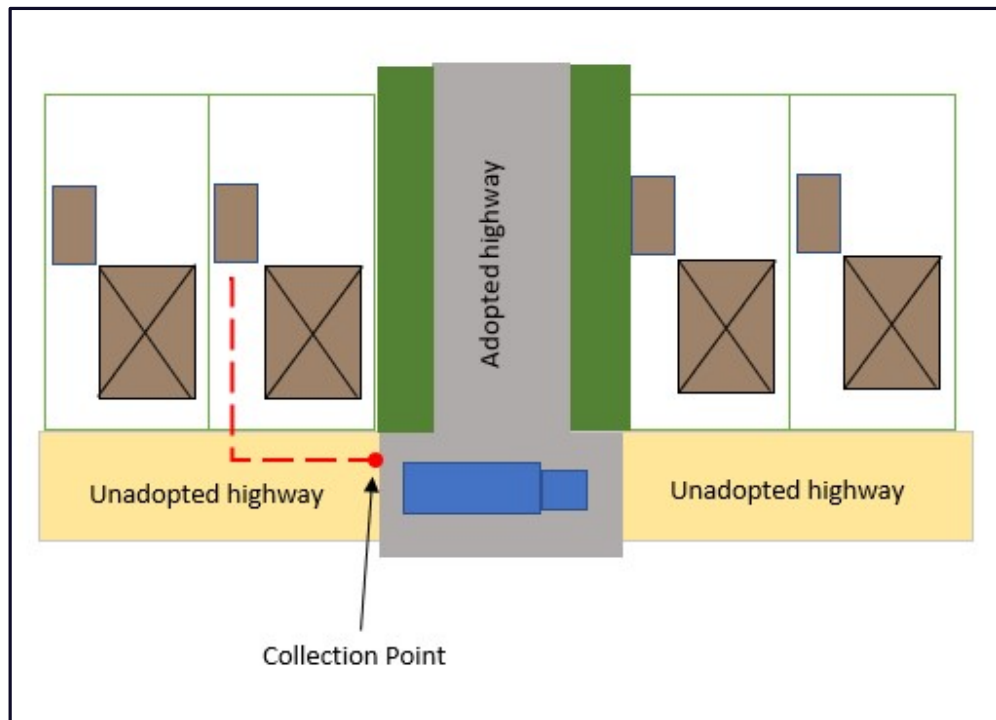


Figure 1: Collection point for unadopted highway

Waste collection vehicles should be able to get to within a minimum of 25 m of the collection point, however BS 5906: 2005 recommends shorter distances of 15 m for two-wheeled containers, and 10 m for four-wheeled containers.

## 4. Planning for flats/apartments

Communal refuse and recycling storage will be in 1100l and/or 660l containers.

Each property should be allocated:

- 240l of space for recycling
- 180l of space for refuse

Food waste is collected in 140l wheeled bins:

- 1 x 140l wheeled bin per 10 properties

Each property should have space inside for:

- 1 x 7l food storage bin

Consider using a two-bin system in the kitchen, one for refuse and one for recycling an example of which is shown in Figure 2, the council will provide the food bin.

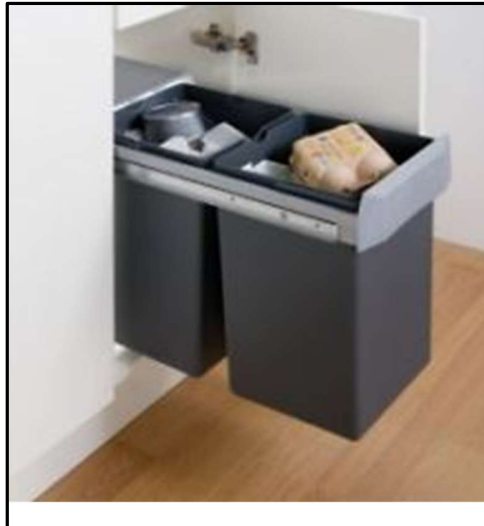


Figure 2: Example of a two-bin system for easy waste separation

We calculate the capacity needed for each waste type as below – see Table 1 for quick reference:

Capacity needed for refuse = 180l x number of flats

Capacity needed for recycling = 240l x number of flats

Number of Properties	Recycling capacity (litres)	Refuse capacity (litres)	Food capacity (litres)
1	240	180	23
2	480	360	46
3	720	540	69
4	960	720	140
5	1200	900	140
6	1440	1080	140
7	1680	1260	140
8	1920	1440	140
9	2160	1620	140
10	2400	1800	140
11	2640	1980	280
12	2880	2160	280
13	3120	2340	280
14	3360	2520	280
15	3600	2700	280

Table 1: Quick reference table for required bin capacity

*N.B.* We will over supply rather than under supply capacity. For example, 4 properties would be allocated 960l for recycling – we would supply 1 x 1100l bin.



## 4.1 Bin Stores

There must be an area on the site to store the bins; this can be a hard-standing area or a bin store structure.

There must be sufficient space within the storage area to accommodate the correct number of bins to prevent waste from being dumped on the floor.

The bin storage area must be laid out so all bins are accessible for residents from the front and lids can be safely lifted.

Bin storage areas must be designed so they are easily accessible for all residents, including those with mobility problems. This is particularly important in retirement buildings.

Bin stores must have adequate lighting and ventilation.

Bin store doors must open outwards and be wide enough to accommodate an 1100l wheeled bin.

Doors must be fitted with a catch or similar device, to lock the door back into position to allow the crew to move bins safely in and out of the store with both hands without having to hold/open the doors.

There must not be steps or raised door surrounds on the floor at the entrance to the bin store, these prevent bins being wheeled safely and can be easily damaged. See example shown in Figure 3 below:



Figure 3: Do not use raised door surrounds

Waste collection vehicles should be able to get to within 25 m of the storage point and the gradient between the two should not exceed 1:12. However, BS 5906: 2005 recommends shorter distances of 15 m for two-wheeled containers, and 10 m for four-wheeled containers. These recommendations should be followed where possible – see Figure 4.

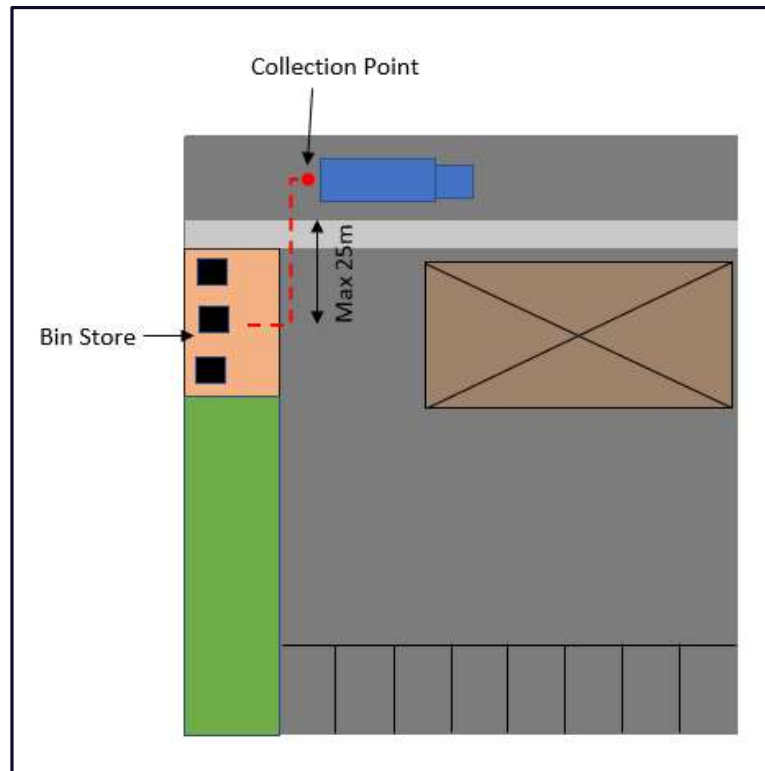


Figure 4: Maximum distance between bin store and loading point

The access from the bin storage point to the collection vehicle should be concrete/paving/tarmac, no gravel or grass.

There must be dropped kerbs where necessary, no steps.

Pathways must be wide enough for an 1100l bin and must not be obstructed by planting, parked cars, or bollards.

If the bin store structure has a roof it should be high enough for bin lids to open fully.

A suitable surface needs to be available inside the store area so information on our waste service can be displayed e.g. 1m x 1m notice board fixed to the wall.

Bin store cleaning including the removal of litter and fly tipping is the responsibility of the developer/managing agent/housing association.

Do not provide combined bike and bin stores.

If bins stores are to be secure, then please use number combination pads rather than keys – all codes need to be provided to the council upon completion of the build to ensure that collections can take place.

## 4.2 Retirement flats

Capacity for these properties can be calculated differently as occupation may only be one person per property and therefore require fewer bins. Due to mobility problems the smaller bins (180l and 240l) and therefore a larger floor space may need to be considered to overcome the problem of lifting heavy lids.

## 5. Houses of multiple Occupancy (HMOs)

The Management of Houses in Multiple Occupation (England) Regulations 2006 require landlords to provide adequate bins for the storage of refuse, having regard to the disposal services provided by the Local Authority. Section 9 of these Regulations includes specifying the responsibility of HMO Managers to provide adequate storage facilities for waste and provision for disposal of that waste 'with regard to' the service offered by the council.

The Councils will not collect recycling or refuse material unless correctly presented in a receptacle meeting the Council's specification. Waste and recycling requirements in HMOs are based on Council Tax assessment for the number of units in a property.

For Section 257 HMOs, each flat is required to have its own waste disposal facilities (bins). For HMOs with an element of sharing the recommended capacity requirements in HMOs are shown in Table 2.

Number of residents	Recycling			Refuse
	Kitchen food caddy	Outside food bin	Green recycling bin	Black refuse bin
3	1 x 7l per kitchen	1 x 23l	1x 240l	1 x 180l
4	1 x 7l per kitchen	1 x 23l	1x 240l	1 x 180l
5	1 x 7l per kitchen	1 x 23l	1x 240l	1 x 180l
6	1 x 7l per kitchen	1 x 140l	2 x 240l	2 x 180l
7+	1 x 7l per kitchen	1 x 140l	2 x 240l	Contact Waste Management to discuss your requirements

Table 2: Quick reference table for HMO bin capacity

## 6. Developments involving change of use

Where planning permission is being sought in respect of a change of use of a development, it is essential that suitable provision is made for waste storage and removal. Particular attention must be given to this in cases where the types and / or quantities of waste will increase in comparison with the previous use of the development. For example, if a change of use is from a commercial premises to flats there needs to be sufficient consideration given to waste storage in terms of siting, design, and appearance, dropped curb etc.

In all cases the onus is on the developer to demonstrate that the proposed change of use will not result in health and safety, nuisance, visual amenity, or operational issues arising from the storage and removal of waste. This can be achieved by demonstrating compliance with the checklist above.

## 7. Collection vehicle access

All roads that are intended to be used for the purposes of waste collection must be suitable for a full size 32 tonne waste collection vehicle, as shown in Table 3 below.

Parameter and measurement indices		32 tonne RCV (metres)
Width (m)	With wing mirrors	2.5m
Length (m)	Overall	11.7m
Height (m)	Travelling	3.7m
Turning circle (m)	Kerb	22.5m

Table 3: Vehicle measurements



Access roads must be constructed for vehicles of a maximum weight of 32 tonnes.

Covers over manholes, drains etc. must also be able to withstand the same weight.

### 7.1 Turning heads

It is advisable to design out the need for collection vehicles to turn in new developments.

If a turning head is unavoidable then:

- Strengthened corners to withstand 32 tonne collection vehicles must be provided

- Vehicles must be prevented from parking in turning areas

Figure 5 shows the turning radius and swing for a 32 tonne refuse collection vehicle for reference.

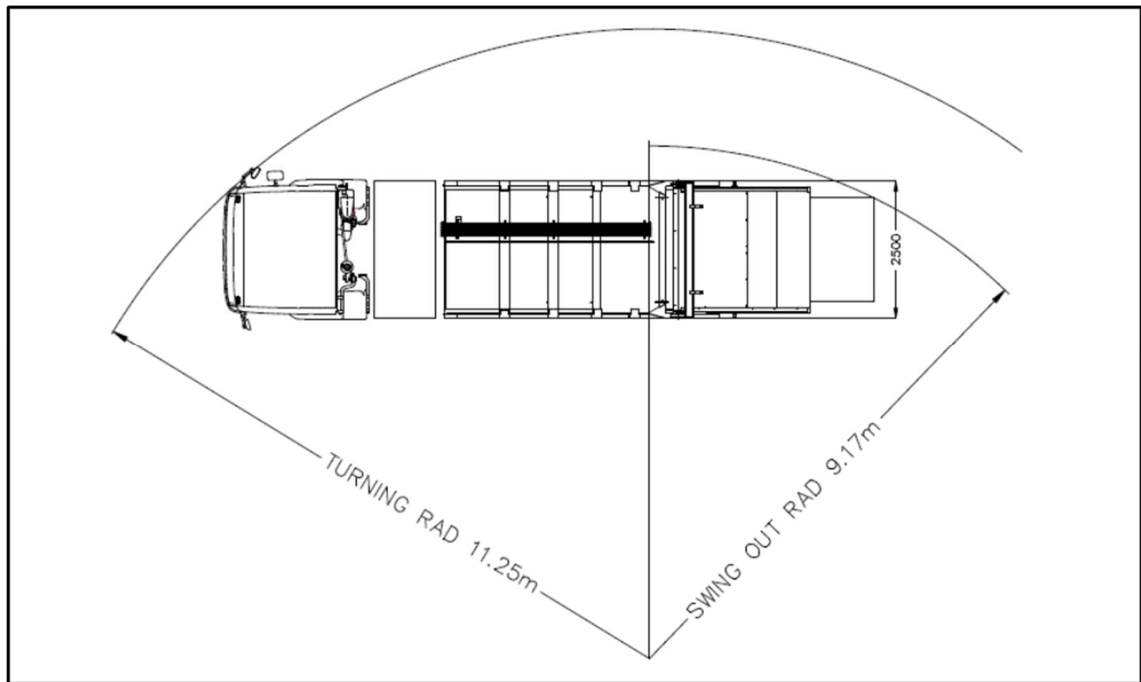


Figure 5: Turning radius and swing of 32 tonne refuse vehicle

## 7.2 Reversing

Reversing should be kept to a minimum. The HSE good practice guide to Waste and Recycling Vehicles in Street Collection highlights that 'Reversing causes a disproportionately large number of moving vehicle accidents in the waste/recycling industry. Injuries to collection workers or members of the public by moving collection vehicles are invariably severe or fatal.'

It is advisable to design out the need for collection vehicle to reverse where possible. If reversing is unavoidable the following must be applied:

- Waste collection vehicles should not reverse more than 12 metres. BS5906:2005 Waste Management in Buildings – Code of Practice.
- The reverse should be straight and free from obstacles and visual obstructions.

If roads cannot be accessed with the collection vehicle waste should be presented at the nearest adopted highway.

Roads and parking areas should be set out to ensure suitable access for the collection vehicles. Advice can be given for specific planning applications.

If refuse vehicles are expected to pass under archways or buildings, there must be a minimum clearance of 4 metres.

Street furniture must not cause an obstruction e.g. lamp posts placed too close to the edge of the road where collection vehicles may overhang when turning.

Please provide a tracked plan to show waste collection vehicle access and turning.

Please indicate waste collection points for each property on the plan.

Figure 6 below is an example of a plan detailing waste collection vehicle movements and bin presentation points – used with the kind permission of David Wilson Homes.

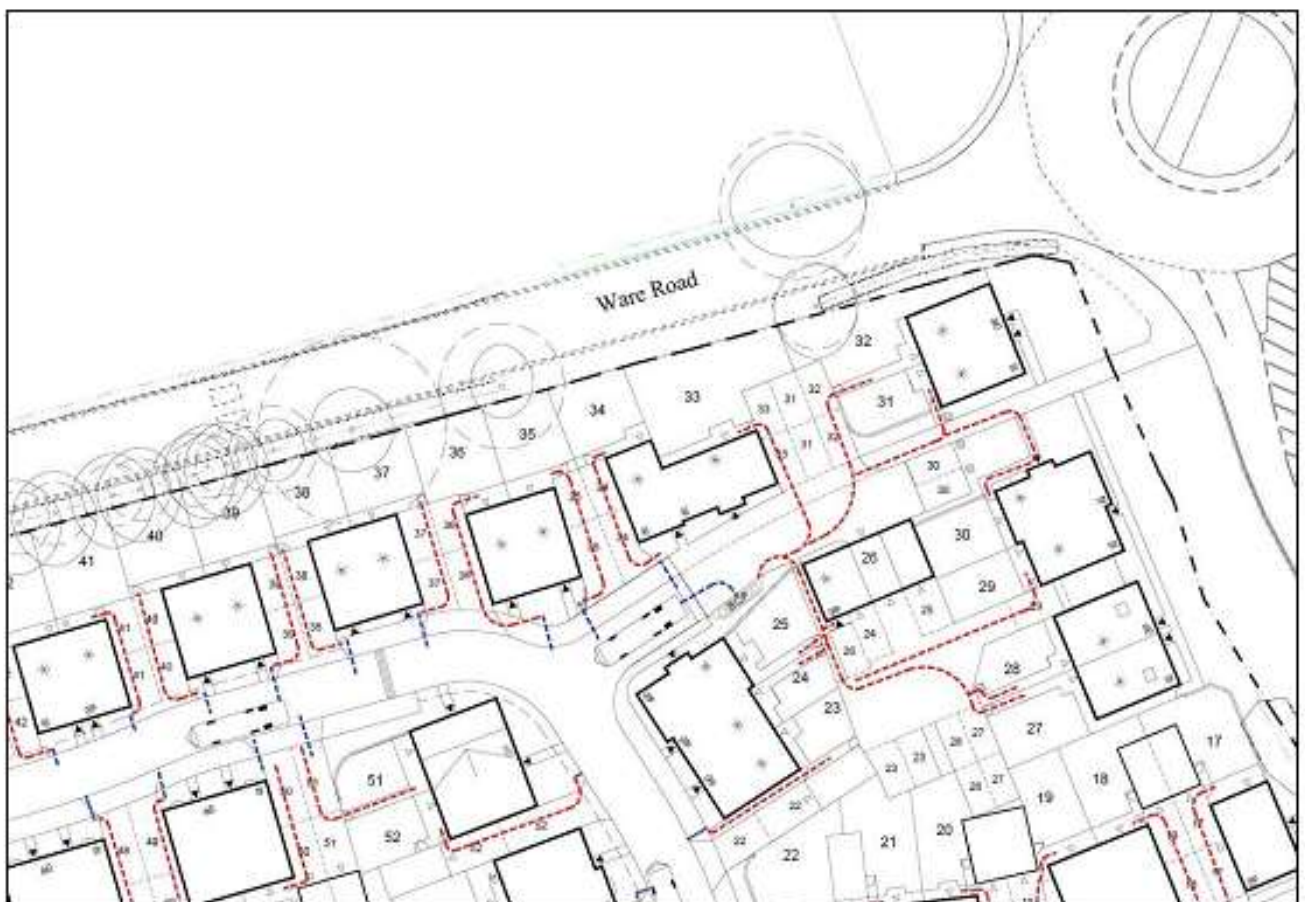


Figure 6: Example of vehicle tracking plan

## 8. Bin dimensions

Bin Capacity (litres)		Bin Dimensions (mm)		
		Height	Width	Depth
23l		410	320	410
140l		1065	480	560
180l		1070	480	730
240l		1065	580	735
660l		1213	1373	776
1100l		1354	1373	1073

Table 4: Quick reference guide for bin measurements



## **9. Indemnity form**

A signed indemnity form is required for all unadopted roads, even if they will become adopted in the future. The form is required to indemnify the council and its contractors for fair wear and tear caused to road surfaces where we are required to access them. The developer must also confirm that the road is adequately engineered to a standard suitable for a refuse collection vehicle weighing up to 32 tonnes.

If an indemnity form is not in place, a presentation point within 25m of the nearest adopted highway will need to be provided by the developer.

## **10. Litter Bins and Street Cleansing**

Any proposed litter or dog waste bins next to footpaths or roads on the new development will remain the responsibility of the developer/managing agent/housing association to empty until those footpaths or roads have been adopted.

Location of bins should be marked on a plan so they can be considered for future emptying by the council.

Street cleaning, including litter picking, sweeping and fly tip removal will remain the responsibility of developer/managing agent/housing association until footpaths or roads have been adopted.

## **11. Section 106 Contributions**

New development will require the provision of new waste and recycling bins. The Council will seek a financial contribution towards the provision of bins to new properties on sites. This figure is reviewed annually – please refer to the council websites for the latest figure.

## **12. Non-Residential Properties**

The Council's waste collection contract deals with household waste. The controlled waste regulations set out how waste from different sources is classified.

Controlled waste regulations: <http://www.legislation.gov.uk/ukxi/2012/811/contents/made>

Developers must ensure adequate space for waste storage is provided for commercial and industrial properties.

For mixed-use developments, provision must be made to store household waste separately from other types of waste e.g. a flat above a shop must have space allocated for household bin storage which is separate from and in addition to provision made for the shop.

## **13. Contact details**

In all cases we would recommend that developers contact the waste and recycling team at the earliest opportunity to discuss site requirements. This may include a site visit made by the waste and recycling team to assess site access, proposed development completion as well as looking at allocating collection schedules and container allocation.

The waste and recycling team can be contacted directly by email at [waste.team@southandvale.gov.uk](mailto:waste.team@southandvale.gov.uk) or via the Council's Contact Centre on 01235 422422