Epping Forest District Council

Waste and Recycling provisions for

new residential & business developments

Good practice guide for developers

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1 Introduction

Epping Forest District Council's Council Plan acknowledges that as a council, we need to encourage people of this district to increase recycling and produce less waste. After all, one of our themes is to be "Green and Unique", part of our vision and overall strategic aim to improve the overall quality of life for our residents and make Epping Forest District a safe, healthy and attractive place in which to live and work.

In recent years, we have introduced new waste collection and recycling services through the use of wheeled bins, clear sacks & blue boxes, with an alternate weekly collection of residual waste and waste recyclable materials and a weekly collection of food & garden waste (in flats only food is collected). As part of our aim to continue to improve our recycling performance and hopefully exceed statutory targets, this guidance has been produced to assist developers, about to submit planning applications, to consider early in the planning process the siting and design of refuse storage facilities. Essex County Council separately, are also currently developing policy for building contractors to recycle on site during building work, which is not dealt with in this guidance leaflet.

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. Failure to adhere to these guidelines could affect the Epping Forest District Council's ability to collect waste and recycling unless remedial works are completed.

This guidance has been developed by the Waste Management Services of the Council's Directorate of Environmental Services in consultation with the Development Control Team of the Council's Directorate of Planning Services and Regeneration.

1.1 Planning and Design preparation.

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.

Applications for new development are subject to Epping Forest District Local Plan policy CP5 (introduced in the 2006 Alterations). It states that planning permission may be refused where proposals do not do enough to recycle waste. Part (iii) of CP5 is relevant in that proposals for new development, or for the conversion or re-use of sites and buildings should incorporate measures which encourage recycling of waste. The location and detail of bin storage enclosures and the collection area need to be fully considered as part of the laying out of any development in a planning application.

Proposed waste and recycling management arrangements for developments are required to be submitted to and approved in writing by the Local Planning Authority prior to any development taking place. Such details as may be agreed shall be implemented and retained thereafter. This will ensure space on site is secured for storage of waste receptacles, confirm the appropriate number and style of receptacles will be supplied by the developer and secure details of how the collection will work in practice.

In the interest of amenity and to ensure a more satisfactory form of development, no development shall take place until details of the siting and means of enclosure of refuse bin storage areas have been submitted to and approved in writing by the Local Planning Authority. The bin stores and facilities shall then be provided in accordance with the details so approved prior to the first occupation of the development and retained thereafter.

Developers must ensure wheel washing facilities are included on site during the construction phase in order to minimise the spread of mud and debris onto the public highway. Developers are expected to contribute all the costs of waste and recycling infrastructure where the need for those

facilities arises directly from the development. Developers will be required to cover all the costs of providing new bins and containers required by the residential development.

- New developments should provide safe and convenient facilities for residents to recycle and dispose of their waste.

- Facilities for waste and recycling collection should be designed into new developments.

- An integrated approach to waste and recycling collection helps contribute to sustainable waste management and waste minimisation.

1.2 EFDC Waste & Recycling statement

The transport, treatment and disposal of waste are all energy demanding activities and contribute to harmful greenhouse gas emissions. Recycling and reuse have become common practice in addressing some of the environmental impacts of waste generation by reducing the need for raw materials extraction and processing and the demand for landfill space.

Currently, volumes of municipal solid waste in the South East of England are still landfilled. Local authorities are therefore charged with increasing the amount of waste that is recycled and have been set annual targets by the central government. In addition to central government targets, Essex's Joint Municipal Waste Management Strategy constitutes a 20-year plan for the future of waste management in the County. Within this strategy a recycling target of 60% has been set for the region.

Increased convenience plays a major role in encouraging householders to recycle more of their waste and the provision of recycling facilities at home is an important element of Working's waste minimisation strategy. The design of new residential developments should take into account the waste management requirements with the aim to encourage recycling and composting.

1.3 Household waste in EFDC

Residents in the district produce around 52,000 tonnes of household waste which is similar to the national average.

The recycling rate is approximately 60% which is projected to be in the top quartile of the country.

The household waste in the Epping Forest district is made up from the following materials:

Refuse 40%
Dry Recycling 19%
Food and Garden Waste 34%
Glass 6%
Sweepings 1%

1.4 Current Waste Management services provided by EFDC

The Council currently operates four collection waste services which are

1 Weekly collection of Food and Garden waste.
2 Fortnightly collection of recycling (which is all paper, card, drinks and food cans, plastic Bottles & rigid food Containers, aerosols and aluminium foil.)
3 Fortnightly collection of Glass bottles and jars.
4 Fortnightly collection of Residual Waste.
5 Weekly collection of small WEEE, textiles and batteries.

For food and garden collections, residents use two containers; a 5-litre caddy which is designed for storing in the kitchen and one 180 litre green lidded wheelie bin. When the kitchen caddy is full, the contents are transferred into the green lidded wheelie bin.

Clear recycling sacks are used free of charge for houses and some flats for the collection of recycling. Some flats maybe issued by the council with 1100 litre communal red lidded recycling wheelie bins.

55 litre Blue boxes are used by houses and some flats for the collection of glass bottles and jars. Some flats maybe issued by the council with a communal yellow lidded recycling wheelie bin, sizes range from 180 litres to 360 litres.

Residual waste collection is collected by a 180-litre wheelie bin for individual households. For multiple occupancy/flats, Managing Agents must supply the refuse containers; these vary from 360 litre bins to Euro 1100 litre bin depending on the number and size of flats (see page 7).

All containers must be presented for collection at the boundary of the property closest with the public highway or an agreed collection point with the council.

1.5 Storage capacity for refuse and recyclables

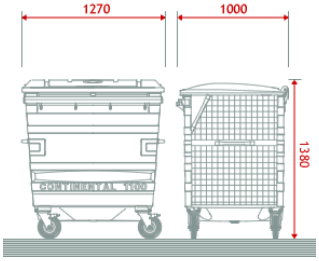
All wheeled bins must be in-keeping with the Council's specification, including signage and colour, to ensure the waste and recycling message is consistent: The Council provides an alternate weekly collection service for the collection of refuse and recyclables. The Council will not provide weekly collections, except for food waste and therefore any communal bin compound must accommodate the required number of containers.

For flat developments, developers should ensure that the disposal of general waste and recyclables within the communal bin compound is equally convenient. Where there are to be disparities, disposing of general refuse should be marginally easier than the disposal or recyclables to avoid contamination of recyclables with refuse. If possible, the refuse disposal point should be the first encountered when residents enter the bin compound.

Storage Bins Commonly in use

1100-litre Wheeled Bin
Euro

Dimensions in millimetres



Storage Bins Specifications for Refuse and Recyclables

a) Comply with British Standard EN 840 1 standards.
b) Compatible with identification and weighing systems.
c) Be fitted with an electronic chip nest in accordance with RAL-GZ 951/1 standards.
d) Continuous handle on the body.
e) Contain a minimum of 25% recycled material.
f) Be guaranteed for a minimum of 5 years in normal usage.
g) Be fitted with a close-fitting lid, sufficiently tight fitting to prevent a credit card being pushed between the body and the lid at any point without moving the lid. Appropriate labelling to identify the bin.
h) Be of the Council's approved colour scheme.
i) The lid of each wheeled bin must carry an A4 size screen printed message detailing the contents allowed. Each colour of wheeled bin will carry a different message; details on the wording and colour are available from the Council.
j) The body of each wheeled bin must carry the Council logo and name on the front face (except 660 litre and above size wheeled bins for refuse). Details on the method, colour and style of printing are available from the Council.

All food waste caddy's must be in line with the Council's specification, including signage and colour, to ensure the waste and recycling message is consistent:

a) Designed for the kerbside collection and short-term storage of domestic food waste as part of a local authority collection service, easily cleaned and the entire container has the minimum possible dirt traps.
b) 23litre caddy green in colour
c) 5 litre kitchen caddy green in colour
d) Locking lid and rotating carry handle
e) Minimum 5-year guarantee for normal usage
f) Durable polypropylene or other similar approved material
g) Printed in one colour
h) Contain a minimum 25% recycled material
i) The body of each caddy must carry approved artwork. Details of the method, colour and style of printing are available from the Council.

1.6 Private Driveways or Roads

Collection vehicles will not enter private driveways or roads to collect domestic waste unless previously agreed with the authority in writing. In rural areas dwellings may be some distance from the public road and provision should be made for a designated collection point at the public highway. The occupier will need to present their bins at this point. In these circumstances a road-end collection point could be designed to store the bins awaiting collection

2 Houses.

2.1 Internal storage capacity

Consideration needs to be given to providing enough space in the kitchen or another convenient location within each house for the storage of recyclables and residual waste as needed.

Each house should have storage for a 5-litre kitchen caddy.

2.2 External storage capacity

Each house needs a hardstanding area for storing at least four containers;

- One black lidded180 litre wheeled bin for refuse. The body of each wheeled bin must carry the Council logo and name on the front face. Details on the method, colour and style of printing are available from the Council.
- One green lidded 180 litre wheeled bin for food & garden waste. The body of each wheeled bin must carry the Council logo and name on the front face. Details on the method, colour and style of printing are available from the Council.
- Clear recycling sacks
- 55 litre glass blue box.

The Council operates a boundary (boundary of property nearest the adopted highway closest to a road) collection policy and it is the responsibility of the householder to place their containers at the certilage for collection and return thereafter.

2.3 Composting

Home composting areas should be designed into all new housing developments, as separation of waste at source is recognised as the most sustainable method of treatment.

In houses with gardens, an area with composting bins should be provided. Ideally, composting bins are located away from the house. Composters should normally sit directly on the soil to allow access for worms and microbes and to ensure drainage.

3 Flats.

3.1 Internal storage capacity

As with houses, consideration needs to be given to providing enough space in the kitchen or another convenient location within each flat for the storage of recyclables and residual waste. Storage space for compostable kitchen waste may be provided, for example on balconies.

Each individual flat should have storage for 5 litre kitchen caddies.

All occupiers have a duty of care to store their waste within the boundary of their property and not on the public highway.

3.2 External storage capacity

Flat block developments are expected to incorporate into their design a designated compound for the storage of refuse and recycling bins. The compound is to be situated at ground level within the boundaries of the development. Bin compounds should be provided to house both refuse and recycling bins & containers.

Flat buildings may apply the following guide where communal facilities are used:

Refuse	Wheeled bins in accordance with the capacity for houses. Or, one 1,100 litre wheeled black Eurobin with black lid per every 7 flats.
Mixed dry recyclables	Wheeled bins in accordance with the capacity for houses. Or, one 1,100 litre wheeled black Eurobin with blue lid per every 7 flats. The body of each wheeled bin must carry the Council logo and

	name on the front face. Details on the method, colour and style of printing are available from the Council.
Glass	One 180 litre black wheeled bin with a yellow lid for every 7 households.
Compostable kitchen waste	One 5 litre green kitchen caddy per household and one 180 litre black wheeled bin with a green lid for every 7 households.

Bins of different capacity have the following approximate sizes:

Capacity	Height (h)	Depth (d)	Width (w)
660 litres	1,250mm	850mm	1,370mm
1,100 litres	1,340mm	950mm	1,220mm
23 litre food waste bin	405mm	400mm	320mm
140 litre wheeled bin	1,100mm	555mm	505mm
7 litre kitchen caddy	232mm	229mm	271mm

The one-to-seven ratio for refuse and recycling is to be used as a **guide only**. The number of Eurobins required could be increased or decreased according to the number of residents per flat and/or the number of properties with greater or less than two bedrooms per unit. The one-to-eight ratio for compostable food waste is to be used as a **guide only.** The number of wheeled bins required could be increased or decreased according to the number of residents per flat and/or the number of properties with greater or less than two bedrooms per unit.

For waste containers, steps must be avoided. If a ramp to be used, this must comply with the standard set for wheelchair use. Dropped kerbs should be constructed. If no dropped kerb is provided, the bins will be subject to increased wear and tear. The authority and waste contractors will take no responsibility for this. The collection point at the property boundary should also be a hard standing.

3.3 Cleansing of Bin Compounds

As a Waste Collection Authority (WCA) the Council is required to arrange for the removal free of charge of non-chargeable household waste contained in the wheeled bins. This does not, for example, include the removal of litter or rubbish left by residents or animals or the general cleaning of bin compound areas.

This together with arranging the removal of `chargeable' waste such as bulky or heavy items, furniture, builders/DIY materials, oil, for sale boards or garden waste is the responsibility of occupiers. Collections of bulky household waste by residents can be arranged through the Council's special waste collection service for which there is a charge. For further information about special waste collections, please telephone 01992 564608 or our website be www.eppingforestdc.gov.uk/index.php/residents/your-environment/recycling-and-waste/special-collections

3.4 Composting

Home composting areas should be designed into all new housing developments including the communal gardens space in flat developments, as treatment of waste at source is recognised as the most sustainable method of treatment. This should include sites where managing agent contracts are in place and these should use on-site composting of garden waste.

Communal composting facilities should be provided for flat developments. Communal composting areas must be carefully designed as part of the gardens and not merely placed in a convenient area, which may be inappropriate. Issues such as odour and vermin must be addressed in the design of the facilities. The Council does not collect garden waste from flat blocks.

4 Planning & Design of communal bin compounds.

4.1 Initial costs of waste and recycling infrastructure

Developers are expected to contribute all the costs of waste and recycling infrastructure where the need for those facilities arises directly from the development. Developers will be required to cover all the costs of providing new bins and home composters required by the residential development.

Capacity at each household is subject to Council policy. Purchasing through the Council will ensure that containers are of sufficient quality and compatible with the refuse collection vehicle's bin lifting equipment. Other containers offer no assurance that they will be of the required quality or compatible with our bin lifting equipment and therefore a collection will not be guaranteed.

Due to the high number of containers purchased by the Council, our prices are extremely competitive.

4.2 Recommendations for Construction of Bin compounds

Adequate storage should be [provided to enable each flat to have storage for 140 litres of residual rubbish. There should also be adequate storage facilities for recyclables.

In Addition, the following should be taken into account:

- Bin Stores should be constructed with dropped kerbs in order to reduce damage to bins as they are removed and returned.
- Car parking should be restricted in the area of the bin store as this can prevent the removal of the bins for emptying.
- The width required to accommodate a refuse collection vehicle is 4.5 metres. Any opening from the highway should take account of this.
- The roadway inside developments should be of a suitable standard to withstand regular use by a refuse collection vehicle, the fully loaded weight of which could be some 32 tonnes. The Dimensions for the vehicle are currently 8x2 Axles, 32 tonne, Width 2.9m x Length 12.01m x Height 3.8m. which is currently the vehicle on the fleet.
- Should be the roadway not be of a suitable standard, there is a possibility of it being damaged during refuse collections. Under those circumstances, this authority would not accept liability for any damage.

It is important to establish and delegate the responsibility for the tasks involved in ensuring an effective waste management system in flat developments. All flat developments will be required to have a Housing Management arrangement in place by appointing either a residents committee or a Managing Agent.

4.3 Access and Egress for residents to bin compounds

The refuse and recycling facilities should encourage residents living in flats to dispose of their refuse responsibly and to recycle as much of their household waste as possible. Bin compounds must therefore be conveniently located for residents and should be no further than 25 metres from the entrance door.

Refuse chute systems for flat blocks would not be encouraged unless it could be demonstrated that the system would accommodate the Council's twin-bin recycling and food waste collection services.

Ramps may be provided for Eurobins to ensure ease of access for elderly or disabled persons.

4.4 Access & Egress for collection operatives to bin compounds

Waste collection operatives will move the communal refuse and recycling bins from their permanent storage compound to the collection point. Access points for refuse vehicles should not be more than 10 metres from bin compounds. There should be no need to wheel bins oversteps and drop kerbs must be provided where necessary.

The internal bin compound should be sited so that Eurobins can be taken to the collection point without being taken through a building or across designated parking spaces.

4.5 Access & Egress for collection vehicles to bin compounds

The access road must be capable of safely accommodating a vehicle weighing 32 tonnes (when fully loaded) Developers should also ensure that manhole covers are strong enough to withstand the weight of the vehicle using a heavy-duty `Grade A' type. Currently the dimensions and fleet used is a Scania 8x2 Axles, 32 tonne, Width 2.9m x Length 12.01m x Height 3.8m.

Where collection vehicles have to enter developments, there should be sufficient on-site turning circles or the site layout must allow for the collection vehicle to manoeuvre in a Hammerhead T Form. An example of this might be to ensure the ability of refuse vehicles to enter or manoeuvre in the vicinity of the site without being prevented from doing so by cars parked close to the entrance which would otherwise prevent refuse vehicle collection movement.

Doors/gates to any waste compound are not permitted to open out over a public highway.

To locate waste and recycling containers in compounds in a basement area inaccessible to a standard waste collection vehicle, a suitable ground floor collection area must be provided which is indicated on drawings submitted for approval, from where the containers would be collected and returned.

Waste Management Services

Refuse Collection Vehicles

Approximate Dimensions

Centimetres

Length 1200– 1205cm
Width 290 – 300cm
Height 380cm
Front Ground Clearance 30cm
Approach Angle 16·5°
Departure Angle 17°
Turning Circle 2000·5cm

Millimetres

Length 12000– 12005mm
Width 2900 – 3000mm
Height 3800mm
Front Ground Clearance 300mm
Approach Angle 16·5°
Departure Angle 17°
Turning Circle 20000·5mm

Metres

Length 12– 12.05m
Width 2.9 – 3.0m
Height 3.800m
Front Ground Clearance 0.30m
Approach Angle 16·5°
Departure Angle 17°
Turning Circle 20·5m

Visual impact

External compounds should be constructed of materials in keeping with the surroundings and screened by planting with adequate provision of soil if appropriate.

Noise control

Communal bin compounds should be sufficiently far from housing units (at least 5 metres) so as to reduce the impact of noise during bin use and collection. Eliminating the need for collection vehicles to reverse will also assist in keeping noise to a minimum.

Signage indicating reasonable hours of use for households should be installed.

4.6 Odour/vermin control

Internal bin compounds should be well ventilated and have a smooth easily cleanable floor. Air fresheners and vermin boxes may be installed. External compounds should be open and also have a concrete floor.

Suitable drainage, with water discharging into a sewered drain, should be installed to allow the washing of bins. Nearby access to the water mains should also be provided.

4.7 Security of bin compounds

The design of communal bin compounds should allow easy access to residents but not to non-residents. External bin compounds should be located out of sight of the main road where possible.

Developers may consider an open rail gate for internal bin rooms so that residents can see inside the bin room before entering it. Similarly, the walls of external compounds should only be slightly higher than the bins. Residents should be able to see who is inside the compound before entering, therefore, adequate lighting needs to be provided to allow the usage of the bin store at all times.

4.8 Bin room layout and access

Any enclosure, compound or storage area should allow for filling and emptying and provide clear space of 15cm between containers. Each individual container should be accessible, with collection operatives able to facilitate emptying without the need to remove other containers.

Separate rooms should be provided, clearly identified using appropriate signage, for the storage of waste which cannot be recycled, and waste which can be recycled.

A rubber buffer should be affixed to the surrounding wall and placed at the appropriate height to prevent damage to the storage area walls and unnecessary noise.

All doors should open outwards. Double doors with a clear opening of at least 1,500mm and a facility to hold open the doors during collection should be installed. The Council will supply signage for recycling containers if required.

5 Management Considerations

The key waste management responsibilities of the developed or Managing Agents
- Keeping residents informed of waste facilities
- Maintenance of bins and the communal bin compound.

5.1 Keeping residents informed

Communal bin compounds should have a notice showing which properties are entitled to use the facilities.

Additional signage to indicate the materials collected as part of the recycling collection scheme will be required. Alternatively, if the erection of posters within the bin store is not possible due to space or other restrictions, bin stickers may be used.

Where the Housing Management organisation holds tenants' induction schemes, these should include a briefing on the use of waste and recycling facilities.

The Council will issue a leaflet on the correct use of the waste and recycling facilities and the materials collected as part of the scheme. Tenants' handbooks should include a section on the correct use of refuse and recycling facilities and failure to use the facilities correctly may result in enforcement action by the landlord and/or EFDC.

Housing Management organisations should encourage Tenants' Association to take on the responsibility for enforcing residents' compliance with the waste management arrangements.

5.2 Maintenance of bins and the communal bin compound

Housing Management organisations will be responsible for keeping the communal bin compound clean and safe, and for the general upkeep of containers, including cleansing.

6 Commercial/Industrial premises

6.1 Type and use of premises

The type and use of premises will be directly related to the commercial operations taking place there. There maybe the need to adapt storage facilities according to the waste you create to keep away rodents and the like.

You may end up with a type of waste that needs to be kept in secure environment because of the hazardous nature or the value of the waste material you create in your business.

6.2 Containers & Collection frequencies

The numbers and size of containers will directly relate to the amount of waste you generate and the amount of storage space you have available.

Your collection frequencies will need to appropriate to the issues mentioned above. Please note you have a legal responsible to keep all your waste safe and contained and not causing a nuisance.

You must also keep your duty of care paperwork and have a valid contract with a licensed waste collector.

7 Appendices

Appendix 1

Building regulations part H6: Solid Waste Storage

The Requirement:

This Approved Document, which takes effect on 1 April 2002, deals with the following Requirement which is contained in the Building Regulations 2000 (as amended by SI 2001/3335).

Requirement	***Limits on application***
Solid waste storage	
H6. (1) Adequate provision shall be made for storage of solid waste	
(2) Adequate means of access shall be provided -	
(a) for people in the building to the place of storage; and	
(b) from the place of storage to a collection point (where one has been specified by the waste collection authority under section 46 (household waste) or section 47 (commercial waste) of the Environmental Protection Act 1990**(b)** or to a street (where no collection point has been specified).	
(b) 1990 c. 43	

Guidance:

Performance:

In the Secretary of States view the requirements of H6 will be met if the solid waste storage is:

a) designed and sited so as not to be prejudicial to health;

b) of sufficient area having regard to the requirements of the waste collection authority for the number and size of receptacles under Sections 46 and 47 of the Environmental Protection Act 1990;

c) Sited so as to be accessible for use by people in the building and of ready access for removal to the collection point specified by the waste collection authority under Sections 46 and 47 of the Environmental Protection Act 1990.

Introduction to provisions:

0.1 The efficacy of a refuse storage system is dependent on its capacity and the ease of removal in relation to the collection service provided by the waste collection authority.

0.2 The waste collection authority has powers under Section 46 (Receptacles for household waste) and section 47 (Receptacles for commercial or industrial waste) to specify the type and number of receptacles to be used and the location where the waste should be placed

for collection. Consultation should take place with the waste collection authority to determine their requirements.

0.3 The Requirements of the Building Regulations do not cover the recycling of household and other waste. However, H6 sets out general requirements for solid waste storage. Guidance is included in this section (H6) regarding arrangements for separate storage of waste for recycling should it be necessary. This is to support requirements which may be made under Sections 46 and 47 of the Environmental Protection Act 1990 and to support national initiatives on recycling and waste reduction.

Domestic developments:

Capacity:

1.1 For domestic developments space should be provided for storage of containers for separated waste (i.e. waste which can be recycled is stored separately from waste which cannot) and having a combined capacity of 0.25m^3 per dwelling or such other capacity as may be agreed with the waste collection authority. Where collections are less frequent than once per week. This allowance should be increased accordingly.

1.2 **Low rise domestic developments –** In low rise domestic developments (houses, bungalows and flats up to 4th floor) any dwelling should have, or have access to, a location where at least two movable, individual or communal waste containers, meeting the requirements of the waste collection authority, can be stored.

1.3 Where separate storage areas are provided for each dwelling, an area of 1.2m x 1.2m should be sufficient to provide for storage of waste containers and provide space for access.

1.4 Where communal storage areas are provided space requirements should be determined in consultation with the waste collection authority.

1.5 **High rise domestic developments -** In multi storey domestic developments dwellings up to the 4th floor may each have their own waste container or may share a waste container.

1.6 Dwellings above the 4th storey may share a single waste container for non-recyclables waste fed by a chute, with separate storage for any waste which can be recycled. Alternatively, storage compounds or rooms should be provided. In such a case a satisfactory management arrangement for conveying refuse to the storage should be assured.

1.7 The use of `Residents only' recycling centres (areas where residents may bring their recyclable waste for storage in large containers e.g. bottle banks) in large blocks has been found to be effective in some areas.

Siting:

1.8 Storage areas for waste containers and chutes should be sited so that the distance householders are required to carry refuse does not usually exceed 25m (excluding any vertical distance). Containers should be within 10m of the waste collection [point specified by the waste collection authority.

1.9 The location for storage of waste containers should be sited so that unless it is completely unavoidable, the containers can be taken to the collection point without being taken through a building, unless it is a porch or garage, or a carport or other open covered space. (This provision applies only to new buildings except that extensions or conversions should not remove such a facility where one already exists).

1.10 For waste containers up to 250 litres, steps should be avoided between the container store and collection point wherever possible and should not exceed 3 in number. Slopes should not exceed 1:12. Exceptionally this may be exceeded provided that the lengths are not excessive, and it is not part of a series of slopes. (See also Approved Document K1 Section 2). For storage areas where larger containers are to be used steps should be avoided. Where this is not otherwise possible, the storage area should be relocated.

1.11 The collection point should be reasonably accessible to the size of waste collection vehicles typically used by the waste collection authority.

1.12 External storage areas for waste containers should be away from windows and ventilators and preferably be in shade or under shelter. Storage areas should not interfere with pedestrian or vehicle access to buildings.

Design:

1.13 Where enclosures, compounds or storage rooms are provided they should allow room for filling and emptying and provide a clear space of 150mm between and around the containers. Enclosures, compounds or storage rooms for communal containers should be a minimum of 2m high. Enclosures for individual containers should be sufficiently high to allow the lid to be opened for filling. The enclosure should be permanently ventilated at the top and bottom and should have a paved impervious floor.

1.14 Communal storage areas should have provision for washing down and draining the floor into a system suitable for receiving a polluted effluent. Gullies should incorporate a trap which maintains a seal even during prolonged period of disuse.

1.15 Any room for the open storage of waste should be secure to prevent access by vermin. Any compound for the storage of waste should be secure to prevent access by vermin unless the waste is to be stored in secure containers with close fitting lids.

1.16 Where storage rooms are provided, separate rooms should be provided for the storage of waste which cannot be recycled, and waste can be recycled.

1.17 Where the location for storage is in a publicly accessible area or in an open area around a building (e.g. front garden) an enclosure or shelter should be considered.

1.18 High rise domestic developments where chutes are provided, they should be at least 450mm diameter and should have a smooth non-absorbent surface and close-fitting access doors at each storey which has a dwelling and be ventilated at the top and bottom.

Non-domestic developments:

1.19 In other types of development, and particularly where special problems such as high-density developments, influence the provision of a system, it is essential that the waste collection authority is consulted for guidance on resolving the following points.

a) The volume and nature of the waste and the storage capacity required, based on the frequency of collection and the size and type of waste container.

b) Any requirements for segregation of waste which can be recycled.

c) The method of waste storage, including any on-site treatment proposed, related to the intended layout and building density.

d) The location of waste storage areas, waste treatment areas and waste collection points and the access to these locations for operatives and vehicles.

e) Hygiene arrangements in the waste storage and waste treatment areas.

f) Fire hazards and protection measures.

1.20 Waste storage areas should have an impervious floor and should have provision for washing down and draining the floor into a system suitable for receiving a polluted effluent. Gullies should incorporate a trap which maintains a seal even during prolonged periods of disuse.

1.21 Any room for the open storage of waste should be secure to prevent access by vermin. Any compound for the storage of waste should be secure to prevent access by vermin unless the waste is to be stored in secure containers with close fitting lids.

1.22 Waste storage areas should be marked, and signs should be provided.

Alternative approach:

1.23 Recommendations and data on these items can be found in BS 5906:1980 Code of Practice for storage and on-site treatment of solid waste from buildings. The relevant clauses are Clauses 3 to 10, 12 to 15 and Appendix A.

Note: BS 5906:1980 does not contain guidance on recycling. It is currently being updated and it is hoped that the revised edition will include guidance on this aspect.

REFUSE STORAGE & RECYCLING FACILITIES IN NEW DEVELOPMENTS

The purpose of this guidance note is to provide advice on the Council's recommended standards for refuse storage and recycling in all new developments. This includes residential developments, whether conversions or new build, houses, flats, student or sheltered accommodation and also commercial developments.

The guidance note also covers the provision of recycling facilities at all developments. In general applicants are advised to have regard to Policy HD18 – General Design Requirements, of the adopted Liverpool Unitary Development Plan which inter alia states that:

When assessing proposals for new development, the District Council will require applications to comply with the following criteria, where appropriate, to ensure a high quality of design:

xi. Adequate arrangements are made for the storage and collection of refuse within the boundary of the site and the provision of litterbins where appropriate;

Regard should also be made to Supplementary Planning Guidance Note 7 *Conversions of Buildings into Flats or Bedsits, note 10 New Residential Development* and Note 11 *Bed & Breakfast and Hostel Accommodation.*

Applicants will be expected to comply with the requirements set out in this guidance note and include all the necessary information at the planning application stage.

REFUSE STORAGE IN RESIDENTIAL DEVELOPMENT

External & Internal Bin Storage:

Under Section 46 of the 1990 Environmental Protection Act the Council can stipulate for any domestic premise the kind and number of refuse containers required including separate containers for recyclable waste.

It is particularly important that the right number and size of refuse containers are provided for particular developments. Guidance on the size of storage areas should correspond with the scale of the development, and the likely number of refuse containers required, can be obtained from Neighbourhoods Directorate.

Where possible bin storage should be provided externally, but within the boundary of the site. In extreme cases, and only where there is not a suitable external area, an internal bin store may be acceptable. For larger scale schemes (in excess of 50 units, particularly multi-storey schemes) a storage area for the recycling of materials must be provided. The Council can provide banks for paper, glass, textiles and cans.

The recycling containers must be sited sufficiently away from any resident so as not to cause either noise or general nuisance. The technical requirements for siting, emptying and maintaining recycling containers can be discussed further with the waste management team.

A higher standard of design will be required within the boundary of, or adjacent to, a listed building or within a conservation area.

Within the bin storage facility clear signage should indicate: the day of collection; how bulky items can be removed; the location of the nearest Civic Amenity site; and the implications of not complying with the Environmental Protection Act, 1990.

External and Internal bin stores must:

- Be in a position that is accessible to the residents and accessed directly from the property, not via an alleyway or basement.
- Be of a suitable size to accommodate all the refuse containers required to meet the needs of residents for both general waste and recyclable waste.
- Contain refuse containers of a type acceptable to the refuse collection service.
- Be in a position that is accessible to the refuse collectors and refuse collection vehicle preferably incorporating a security code so that the bins are not left outside the premises for collection.

Recycling:

To meet the National targets for recycling of household waste, the District Council will continue to promote public awareness and opportunities for recycling. The provision of appropriate storage and separation facilities in new housing developments will help to support these efforts, as well as enabling greater use of composting. The Council can provide bags and boxes to each property to facilitate recycling.

Recycling requirements include:

- Receptacles for each recycled item (i.e. glass (varying receptacles for each colour), cans (aluminium, steel) paper and textiles). These receptacles can vary from 240 litre wheeled bins to the full-sized recycling bank. Advice will be given on the appropriate size of storage facility, dependent on the overall scale of the development.
- Size of receptacles should be agreed with the local authority dependant upon the number of residential units.
- Be located away from the residents or general public so as not to cause a nuisance.
- Composting receptacles could be introduced into larger schemes, where they can be easily managed by property owners or the site landlords.

General Requirements:

In mixed-use schemes separate bin storage areas will be required for the residential and commercial uses. Applicants should also note that other physical works may be necessary to ensure that the bin store is accessible to the refuse collectors and refuse collection vehicles and allows for the easy movement of bins, in particular schemes involving bulk bins. Such works may include the introduction of a dropped kerb or alterations to steps (subject to the necessary consents).

REFUSE STORAGE IN NEW COMMERCIAL DEVELOPMENTS

The design of commercial and industrial development can also help to create the opportunities for the segregation and collection of waste materials upon which economically viable recycling regimes are reliant.

Epping Forest District Council expects that planning permission will only be granted for development generating commercial waste where there is:

i. adequate provision for the on-site storage of all waste arising from the operation of the premises; and;
ii. adequate access to enable that waste to be transferred effectively to a licensed waste disposal contractor.

All persons generating commercial waste have a duty of care under the Environmental Protection Act 1990 to take measures to ensure that there is adequate and safe storage of refuse until such time as it can be transferred to a licensed waste disposal contractor.

It is therefore necessary for businesses to provide storage facilities within their boundary for the effective containment of all wastes arising, and to provide adequate access to enable their waste disposal contractor to transfer those wastes from the commercial premises into the contractor's vehicle.

Business premises will not be permitted to keep their refuse containers on the public highway between collections and the Council will take enforcement action to ensure that this does not arise. It is important therefore that, to avoid littering and fly tipping, the opportunity is taken to ensure that adequate on-site storage is provided when planning permission is granted and the development is first implemented.

Would not increase the level of disturbance or nuisance to a level that would be unduly detrimental to the amenities enjoyed by anyone living nearby. The policy states that planning conditions regarding refuse disposal may be attached to permissions for A3 uses. These conditions will normally relate to waste being kept within the boundary of the premises except on days when trade waste would be collected and will also require the provision of off-site litterbins, particularly for take-aways. The condition imposed in relation to A3 uses is as follows, with the number of bins being determined in each case vis a vis the size of the premises in question, but normally requiring a minimum of two bins. Prior to the use hereby approved commencing, number off site litter bins, of a specification and in a location to be agreed with the local planning authority, shall be erected at nil cost to the District Council.

REASON: It is in the interests of residential amenity.

RECYCLING FACILITIES WITHIN MAJOR SCHEMES OPEN TO THE PUBLIC

All major developments or additions to such developments, which are open to the public, such as retail, entertainment and leisure schemes, especially those with dedicated car parks, should provide recycling facilities.

National Planning Policy Guidance (PPG) Note 6 – Town Centres and Retail Development states that:

> The design of new superstores and supermarkets with dedicated car parks should incorporate recycling facilities for glass, cans, plastic, textiles and newspapers, to encourage conservation of resources and to help avoid the need for special journeys to recycling centres. The District Council may seek to provide a network of recycling centres situated in convenient and prominent, but not obtrusive, locations that attract substantial numbers of people. Supermarket car parks and shopping centres are particularly good locations for these centres.

Appendix 2

Please refer to current Planning policy guidance.

Appendix 3

Refuse and Recycling Bins at New or Converted Properties.

Information on refuse and recycling bin requirements.

Provision of Refuse and Recycling Bins at New or Converted Properties.

Collection Service:

As a Waste Collection Authority (WCA) Epping Forest District Council is required to arrange for the removal free of charge of non-prescribed i.e. 'non chargeable' household (domestic) waste. This does not, for example, include the removal of litter left by residents or animals or the general cleaning of refuse storage areas. This together with arranging the removal of 'chargeable' waste such as bulky or heavy items, furniture, builders/DIY materials, oil, for sale boards or garden waste is the responsibility of occupiers.

Epping Forest District Council currently offers a waste collection service based on 180 litre wheeled bins to domestic properties within the District**.**

As an alternative to using individual containers, the Council offers a service for the collection of household waste from 1100 litre communal bulk containers. A group of properties such as a block of flats may therefore choose to purchase and use 1100 litre wheeled bins. This is subject to a number of requirements; all the properties must use the same method of collection and there are specific vehicle access requirements, which need to be in place before a bulk container collection service can be provided. For example: direct collection vehicle access is required to the bulk wheeled bin containers.

Waste must be contained, in a suitable state to be safely lifted, and freely available and accessible, without the need to enter codes, unlock gates, etc, at all times on collection days. Any waste store needs to be directly accessible to the open air.

Containers for Waste:

The Council has no statutory duty to supply receptacles for refuse and has resolved that it will no longer supply bulk refuse bins to new developments or new or converted properties free of charge.

Developers or builders may choose to supply their own bins, but these **must** be compatible with the lifting mechanism of the collection vehicle and be coloured according to the Epping Forest District's scheme (Black, Silver or Grey for refuse) and blue for recycling which are supplied at no subsequent costs by Epping Forest District Council. Developers are strongly advised to purchase bins from the Council as these are available at cost price from the manufacturer (+VAT), with a small delivery charge. For details of the current charges please telephone the Waste Management Team on (01992 564608).

Additional information on the specific waste storage and collection requirements can be found in the Building Regulations Part H and BS 5906:1980.

For guidance on provision of bin stores etc, for flats and houses in the Epping Forest District, please see the following notes.

Refuse and Recycling Collections from Houses:

1. Refuse collection in the Epping Forest District is from the cartilage i.e. the edge of the property (boundary) nearest the road. Each Household has two wheeled bins: black for refuse (180 litre standard, or 240 litres for households of 5 or more) a blue 55lt plastic box for glass bottle and jar recycling. 180 litre green lidded wheeled bin for biodegradable garden waste and food waste. Clear sacks for dry recycling (available free of charge from various outlets within the district) Refuse is collected alternate weekly, recyclables on a fortnightly basis and bio waste weekly.

2. Please note that the refuse and recycling contractor will not take their vehicles onto private roads/drives. The developer should inform residents that **they will have to move their bins** to this point nearest the highway on collection day, and then **return them to their property** after they have been emptied.

   N.B. Elderly or infirm residents may have difficulty with this; Epping Forest District Council does operate an assisted collection for elderly and infirm residents.

3. Provision should be made for adequate storage of refuse and recycling bins on the property. Properties without side access to a rear garden (where bins can be stored) should be designed for bin storage at the front of the property - preferably in a bin cupboard.

Refuse and Recycling Collections from Flats:

1. If it is viable each flat is to have its own individual 180 litre bin (small block of 4), the bin store or bin areas for the individual bins, should be within 10m walking distance to the nearest point where the vehicle can safely stop, either on the adopted highway or within the development itself.

2. As an alternative to using individual containers, the Council offers a service for the collection of household waste from communal bulk containers, a group of properties such as a block of flats may therefore choose to purchase and use 1100L wheeled bins. This is subject to a number of requirements; all the properties must use the same method of collection and there are specific vehicle access requirements, which need to be in place before a bulk container collection service can be provided. For example: direct collection vehicle access is required to the bulk containers. Please note that the refuse and recycling contractor will not take their vehicles onto private roads/drives (without a written disclaimer).

3. The waste must be contained, in a suitable state to be safely lifted, and freely available and accessible, without the need to enter codes, unlock gates, etc, at all times on collection days. Any waste store needs to be directly accessible from the open air.

4. The number of bulk containers required for refuse and recycling varies according to the number of flats, A minimum of 180 litres capacity for residual waste and 240 litres capacity for recyclable materials should be provided per flat. The size of the bin store should be large enough to accommodate the appropriate numbers of bulk bins required to serve the flats. At present, refuse is collected alternate weekly as is recyclables although bio waste (green lidded wheeled bin) is collected weekly.

5. When sizing the bin area/store please leave enough room in front of the bin(s) for residents to bend down and pick up bags/boxes from the ground and enough room above the bin for the lid to be raised fully. If you are providing an enclosed bin store, then appropriate lighting should be considered. The doorway to the bin area / store should be wide enough to accommodate the size of bin(s) and leave adequate space for bin operatives to manoeuvre the bins in and out.

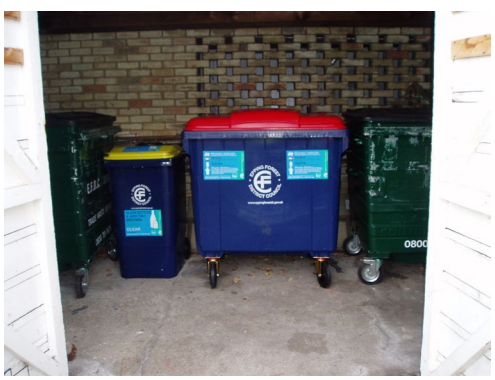
6. The floor of the bin store should be of solid construction. It is essential that there is a solid, level pathway on the route from the bin store to the point where the refuse/recycling vehicles stops. There should not be any steps or kerbs as these can damage the wheels of a container, especially when it is full of waste. Dropped kerbs will be required where necessary to allow level access onto the road.

7. The entrance apron to the bin area / store should be designed so that it cannot be obstructed in any way by parked cars etc. Access to the bin store must be available at all times for the bins to be emptied by the refuse or recycling crews.

8. **Additional information on the specific waste storage and collection requirements can be found in the Building Regulations Part H and BS 5906:1980.**

Approximate Bin Sizes

Bin Capacity	Height (mm)	Width (mm)	Depth (mm)
Plastic Wheeled Bins			
140 litre	1065	480	560
240 litre	1065	580	730
340 litre	1095	625	860
Metal Bulk Bins			
660 litre Euro	1213	1373	776
1100 litre Euro	1400	1373	580



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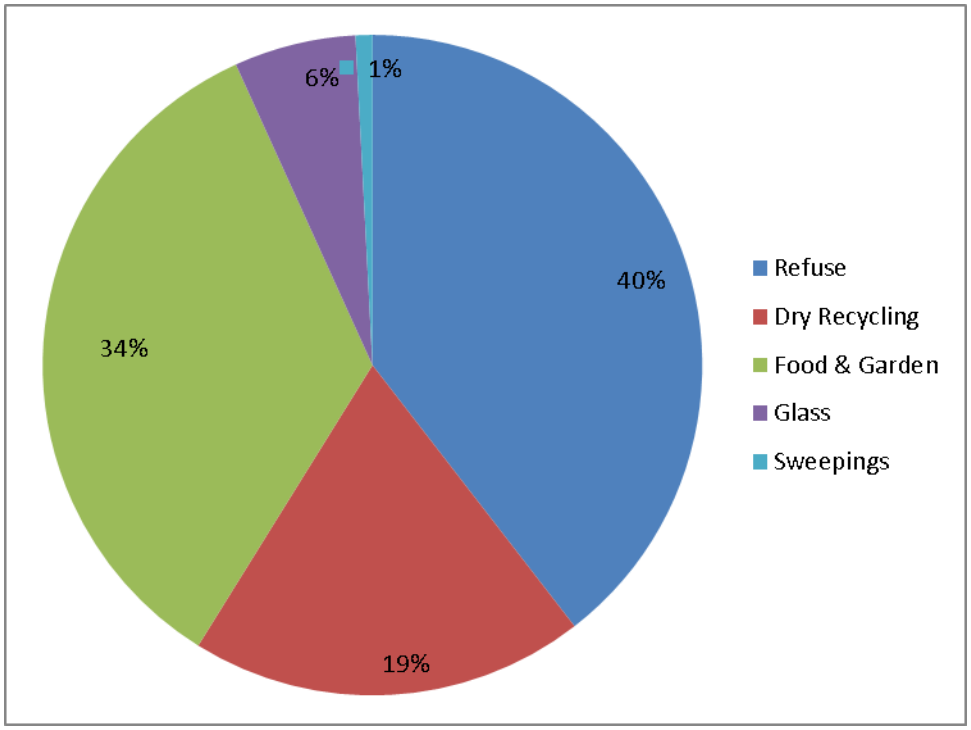
Waste composition (based on data for 2013/2014)