



# **Recycling and Waste: Advice note for developers 2019**

**MAY 2019**



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## 1.0 Recycling and Waste Planning Guidance Background

This advice note has been prepared to assist developers and planning applicants on the provision and design of appropriate recycling and waste management facilities for new residential and commercial developments.

## 2.0 Introduction

Aylesbury Vale District Council (AVDC) is committed to maximising recycling, encouraging the reuse of items, and reducing the amount of waste sent for disposal. In order for these objectives to be met, it is vital that new buildings are designed to provide waste facilities that:

- Allow waste to be managed efficiently and effectively
- Allow for segregated waste and recycling
- Allow for bins to be stored and collected in a suitable and appropriate way for all parties.

This guide has been developed by the council's Recycling and Waste team in consultation with Planning Services and other relevant departments in order to assist developers in relation to:

- Single houses or developments of 2 or more houses; or
- Communal households (flats); or
- Industrial and/or commercial sites of 100m<sup>2</sup> or more floor space; or
- Sports, recreation or similar facilities; or
- Facilities within individual or groups of properties or premises for the separation and storage of recycling and waste for collection.

**The council's recycling and waste service is reviewed on a regular basis and applicants/agents are advised to contact AVDC to ascertain that the details outlined within this document are still applicable at the time.**

## 3.0 Planning and Design

This guidance should be referred to from the earliest stages of building design. The provision of an effective and efficient recycling and waste service is a key council operation, and it is essential that the needs of this service are considered at the earliest design stage for new residential, commercial, leisure, and householder developments. All new developments shall be designed so that recycling and waste issues are fully taken into account as part of the pre-planning application process. 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.

It is recommended that applications for new developments are 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 ensure for recycling and waste reduction provisions within the new development. Relevant officers will be happy to discuss the contents and format of the report at the pre-application stage.

### 3.1 Good Practice

There are a number of factors which need to be taken into consideration when designing recycling and waste storage facilities for flats/apartments, commercial and housing developments to enable efficient collection by the collection vehicles and 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 aims.

Forward planning with regards to both recycling and waste storage and collection will provide benefits to developers, residents and the council. Developers are able to disguise and screen bin areas making developments more attractive to potential buyers. Providing residents with secure bin areas, for communal/individual use, decreases the risk of contamination and vandalism and allows for a more effective collection operation. In all situations recycling and waste collection facilities should be protected from the weather and be designed as an integral part of the built form of development proposals.

## 3.2 Internal Storage Facilities for Waste Prior to Collection

To encourage residents to recycle, internal storage areas enabling residents to easily segregate recycling from general waste, should be incorporated into the design of each new development property. This would ideally be in the form of inbuilt storage within a kitchen or utility room and will allow temporary storage of recycling and waste until it can be transferred to external bins.

## 3.3 External Storage/Collection Methods

AVDC is keen for developers to explore innovative ways of waste collection infrastructure and, where appropriate, develop alternative methods of collection that allow for higher recycling rates and encourage residents to reduce general waste.

## 4.0 AVDC Recycling and Waste Service Specification

### 4.1 Waste Bin Charges

The council seeks a one-off payment from developers for the provision of recycling and waste bins. These charges cover the costs of administration and the delivery of bins.

The bins will remain the property of AVDC and when residents move out of their property the recycling and waste bins must remain in situ for the next resident to use.

**Recycling and waste bins must not be moved between properties by residents.**

Where a communal bin is required (for instant flats), the cost of providing the recycling and waste bins will need to be discussed with AVDC's Recycling and Waste department. This will be dependent on the development size and the space available.

**For further information about recycling and waste bin charges and specifications, see appendix A. Please contact [newdevelopments@aylesburyvaledc.gov.uk](mailto:newdevelopments@aylesburyvaledc.gov.uk) to arrange purchase and delivery of bins, we require at least a months' notice prior to the occupation of the property.**

**If you are ordering more than 100 bins, please give us sufficient time to arrange this.**

Where a developer does not enter into an agreement described above then the charge is levied on the new occupiers of the development in question.

The developer may choose to provide bins through their own supplier. This is permitted as long as the bins are to the required standard. Bins **must** comply with the BS EN 840 standard and with the council's specifications, dimensions, colouring and markings. If the bins do not meet these criteria, then they will not be emptied by the council in accordance with Environmental Protection Act 1990 Section 46.

## 4.2 Domestic Recycling and Waste Collections

AVDC's current household collection service is based on the provision of wheeled bins for recycling, waste and garden waste, all of which are carried out on a fortnightly basis; a small 23 litre (ltr) bin is supplied for a weekly collection of food waste.

Collections normally occur from the edge of the property which is nearest to the adopted highway or such other collection point that has been agreed with the council, developer and resident. In the case of shared units with communal wheeled bins the collection occurs from the designated bin store or storage area.

**Waste collection** – The standard bin is a 140ltr wheeled bin (green body / green lid) or 240ltr (where there are 5 or more people living in the house).

**Recycling collection** – The standard recycling bin is 240ltr wheeled bin (green body/ blue lid) or 360ltr (where there are 5 or more people living in the house). This is for the mixed collection of paper, cardboard, plastic bottles/tubs/trays/punnets, food and drink cans, food and drink cartons, glass bottles and jars and aluminium foil.

**Food collection** – The standard food recycling bin is a 23ltr (green) kerbside caddy and is for the collection of all food waste, including raw and cooked food. AVDC do not offer a food recycling service from communal properties, the service is for individual domestic households only.

**Garden waste collection** – AVDC operate an opt in 'pay for' garden waste collection service in 240ltr wheeled bins (brown body/ brown lid).

**Communal recycling and waste bins** - Where developers opt for traditional bin stores, bins are usually between 660-1100ltr. Please refer to the specific guidance in section 3.3 and 3.6 regarding communal collections.

**Capacity and storage requirements** - The council requires all residential developments to meet and adhere to the minimum capacities for external recycling and waste storage.

Storage must also be sufficient to allow for additional recycling materials that AVDC may collect in the future. Provision for compost bins in gardens should also be considered.

Any storage areas should be sensitively located and designed to fit in with the local environment. New and existing developments should take into account the visual impact of the bins and their enclosures.

### 4.3 Capacity Requirements for Households

Number of properties	Number of bins required for waste	Number of bins required for recycling
<b>Individual houses</b>	1 x 140ltr wheeled bin  (where five or more people are living in the property, a 240ltr wheeled bin can be supplied. <b>This is by application only.</b> )	1 x 240ltr wheeled bin (for mixed recycling)  1 x 23ltr caddy (for food recycling)  1 x 240ltr wheeled bin (for garden waste)
<b>0-7</b>	1 x 1100ltr bin	1 x 1100ltr bin
<b>8-14</b>	2 x 1100ltr bins	2 x 1100ltr bins
<b>15-20</b>	3 x 1100ltr bins	3 x 1100ltr bins
<b>21+</b>	4 x 1100ltr bins per 21 properties	4 x 1100ltr bins per 21 properties

#### 4.4 Recycling and Waste Bin Dimensions

Bin	Dimensions (mm)	Min. floor space required (mm)
23ltr caddy	Width - 320 Depth - 400 Height - 405	330 x 420
140ltr wheeled bin	Width - 560 Depth - 558 Height - 1054	570 x 570
240ltr wheeled bin	Width - 720 Depth - 734 Height - 1063	730 x 750
360ltr wheeled bin	Width - 760 Depth - 880 Height - 1100	770 x 900
660ltr wheeled bin	Width - 1000 Depth - 800 Height - 1000	1200 x 1200
1100ltr wheeled bin	Width - 1375 Depth - 1000 Height - 1470 Height (with lid open) - 2470	1575 x 1300

## 4.5 Houses

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

Residents are expected to present their recycling and waste bin(s) at the boundary of their property (unless agreed otherwise) for collection on their scheduled collection day. They should also ensure the bin(s) are returned to their property or designated storage area as soon as possible following collection. With this in mind, bins should be stored in a convenient and accessible location, and away from windows and ventilators to avoid any nuisance odours entering the property. To minimise noise disturbance and visual intrusion, bins should be located at least **6 metres** away from buildings/windows.

Storage areas must be accessible to the crews should any assistance be required, for current or future owners, in presenting recycling and waste bins for collection.

For homes with front gardens, where no rear access is proposed, recycling and waste storage facilities should be provided in covered areas. The provided area must:

- be sensitively designed
- accommodate the full bin requirement (number of bins and capacity of bins) at the time of construction.
- enable the resident to completely lift the bin lid in situ
- permit the separate collection of recyclable materials

## 4.6 Flats and Apartments

Bins should be stored in a designated external storage area which has been sensitively located and designed to provide easily accessible and mutually convenient waste storage for the residents and the collection crew (see section 4.0).

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 bins, enabling each to be removed from the store without the need to move any other bin.

It is the responsibility of the caretaker/management company (or similar) to allow the collection crews access to the bin stores/collection point on collection day and to ensure that access is not restricted, for example by parked cars. **If the bin store is fitted with locks then four sets of keys or fobs (and replacement sets as required) must be supplied to the Waste Management section at no cost.**

Within storage facilities, a minimum clearance of 150mm is required around all sides of the bins, and these should be placed side by side so residents are not inconvenienced accessing other bins. The entrance doors should have a minimum height of 1.8m to allow ease of access for both residents and operatives. And a minimum of 2.5 metres from floor to ceiling to ensure the lids on all bins can be opened fully.

The location of bin storage should take into account the risk of fire and the impact of smells in relation to adjoining residential properties. To minimise noise disturbance and visual intrusion bins should be located at least **6 metres** from buildings/windows.

Where communal bins are proposed it is essential that any bin store is located immediately adjacent to the road the Waste Collection Vehicle (WCV) will have access to, and not within communal parking areas (unless these are adopted and can provide the necessary turning circle). Where flats are proposed, a communal recycling facility should be provided at a convenient location for both residents and collection operatives.

Collection points should be sited clear of any road, pavement or cycleway, and should be hard surfaced in a material that compliments the surrounding built environment. They should be of a size that will be capable of accommodating the required number of recycling and waste bins so there is no overflow onto the public right of way. For household adjoining the WCV route, collection points should be sited at the edge of the boundary.

## 4.7 Commercial Properties

The volume of waste generated and thus the number and type of bins that a commercial development requires is ultimately dependent on the activity of the resident. Bins should be provided to maximise the amount of recyclable material that is segregated and sent for recycling. The number of bins should be maximised in order to reduce the number of collections and therefore collection vehicle traffic. Provision of purpose built storage areas for recycling and waste bins should be designed to ensure security. Storage areas should be within the confines of the development. Where appropriate, groups of premises may consider jointly shared and serviced recycling and waste bins. Provision should be made with regards

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

Major retail, commercial, and leisure facilities will be required to provide public facilities for the collection of a range of recycling materials, including plastics, cans, glass, paper and textiles. Where commercial premises are proposed, consideration must be given to the storage of waste on the site, and care should be taken to ensure that adequate space is provided within the curtilage of the development. Under no circumstances will the storage of any waste be permitted on the public highway or footway.

Provision must be made for the storage of food waste, dry recycling and waste. The waste stores must be managed properly and be designed and constructed to enable them to be kept clean and free of pests. Waste must be stored in such a manner so as to protect against contamination of food, and to protect drinking water, equipment and premises.

## Offices

2.6 cubic metres waste storage for every 1,000m<sup>2</sup> gross floor space.

Note: 50% of this capacity must be retained for the storage of separated waste for recycling.

Compactors are recommended for all office developments larger than 2,500m<sup>2</sup>. For offices over 10,000m<sup>2</sup> a portable skip compactor is recommended.

## Retail

5 cubic metres waste storage for every 1,000m<sup>2</sup> gross floor space.

Note: 50% of this capacity must be retained for the storage of separated waste for recycling. The amount of storage space required for waste varies widely due to the difference in waste output of retail units, which is dependent on factors such as location, market niche, products sold, and so on. Our Waste Management Section will assess each proposal individually.

## Restaurants/Fast Food Outlets

1.5 cubic metres per 20 dining spaces.

Note: 50% of this capacity must be retained for the storage of separated waste for recycling. This is not a generally applicable minimum requirement. Certain food outlets, especially those of the fast food type, would generate substantially greater amounts of waste. Our Waste Management Section will assess each proposal individually.

## Hotels

For hotels of up to 250 bedrooms the most appropriate type of compactor is the small bag compactor, or the type that compacts waste into wheeled bins. For larger hotels a rotary compactor, portable skip compactor or a static compactor is recommended, particularly for those with banqueting facilities.

## Developments Where a Compactor is to be Utilised

Compactors may be required for the following types of development. Where compactors are provided, separate provision must also be made for the storage and collection of dry recyclable material.

## Light Industrial

For units of 1,500m<sup>2</sup> or more, or for small units where the gross combined floor space exceeds 1,500m<sup>2</sup> a small sack compactor is recommended.

## Retail

The most appropriate type of compactor for units of 1,500m<sup>2</sup> or more is the small sack compactor. This type of compactor may also be used for small units where the gross combined floor space exceeds 1,500m<sup>2</sup>. For major retail developments of over 5,000m<sup>2</sup>, the most appropriate type of compactor is a portable skip compactor or a larger static compactor.

## 4.8 Mixed Use Developments

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

## 4.9 Bulky Waste Services

The council provides a chargeable bulky waste service (e.g. fridges, furniture etc.) from residential properties. An area outside must be provided for residents to place items of bulky waste, on an appointment day booked with the council.

The area must cover approximately 10m<sup>2</sup>. 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.

## 4.10 Other

Consideration should be given to composting facilities within new developments (including the communal gardens space in multi-occupation premises) as treatment of waste at source is recognised as the most sustainable method of treatment. Gardens should, where possible, be laid out so that sufficient space is allowed for home composting.

**The collection of recyclable and compostable materials is an evolving service and developers should contact the council's recycling and waste department for specific advice on current recycling collection arrangements.**

## 5.0 General Requirements

When planning and designing bin storage areas and hard surfaces, please adhere to the following guidelines. This will facilitate safe use and protect the health and safety of collection crews when manoeuvring, emptying and returning bins.

- Residents should not have to pull/push bins or carry waste for more than 25 metres.
- Collection crews should not have to push/pull 2 wheeled bins or carry individual waste bins for more than 15 metres.
- Residents living in a communal household should not have to walk more than 30 metres to the bin store to dispose of their recycling or waste.
- Collection crews should not have to push/pull 4 wheeled bins for more than 10 metres.
- Footpaths must be built wide enough to accommodate bins of all sizes.
- A safe stopping bay or equivalent should be provided with sufficient turning area and manoeuvring space for the collection vehicle (this will be as standard in general planning guidance for our vehicles).
- Recycling bins should be co-located with waste bins.
- Collection vehicles cannot collect bins that are on a slope. The gradient of a slope that bins need to be moved over must not exceed 1:12.
- Surfaces that bins need to move over must be of a smooth continuous finish and free from steps or other obstacles. Any steps shall incorporate a drop-kerb.
- Lights must be installed in bin stores to enable collection crews to avoid any hazards. Wooden bin stores and door frames will need metal protection to minimize any damage.
- Roads must be built to adoptable highway standards to enable WCV access. Collection crews and vehicles **are not permitted** to go on private driveways; this includes shared driveways.
- Road layout and parking must be taken into account when considering the need for a WCV to access the bin collection point(s) without obstruction.

- We recommend that individual bins are labelled or numbered as this makes it easy to identify ownership and has been proven to deter theft.
- Space allocated for bin storage should not have bins stored more than one deep and should provide ample room for rotating the bins.
- Overhead service cables, pipes, archways and other potential obstacles must be at least 7m from ground level.
- Collection vehicles should not reverse into developments from a major road, or reverse onto a major road when exiting the development.

Developers should take all appropriate steps to design-out manual handling and the requirement for vehicle reversing when designing the new development. The British Standard guidance document BS5905:2005 states that the distance collectors should have to cover in respect of transporting waste bins to and from the collection vehicle should be minimized to achieve an economical service. The collector should not be required to carry individual waste bins or move two wheeled bins for a distance of more than 15 metres, nor to manoeuvre four wheeled waste storage bins from the storage points to the collection vehicle for a distance of more than 10 metres.

Where bulk bins are used, direct vehicular access to the bins is necessary. The collectors should not be required to move wheeled waste storage bins over surfaces that may hinder the smooth passage of the bin. An adjacent storage area designed to not block the pavement should be provided where a large number of households use the same collection point.

**These health and safety requirements must be incorporated into the scheme from the earliest design stage.**

## 5.1 Vehicle Specifications

The proposed layouts of developments should include a vehicle tracking plan indicating satisfactory vehicle manoeuvrability within the site to be developed, and demonstrate that it has been designed to include an efficient recycling and waste collection 'round', based upon the operating standards and vehicle dimensions.

The vehicles used are:

- Collecting recycling and waste- Mercedes Econic Faun Variopress body
- Collecting food waste- Mitsubishi Fuso Canter Geesinknorba

### Vehicle Specifications

Type of Vehicle	Weight of Vehicle	Dimensions
Mercedes Econic Faun Variopress body	26T ( 26000 Kg)	Height- 3584 mm Width-2600 mm Length-9515 mm
Mitsubishi Fuso Canter Geesinknorba	7.5T(7500kg)	Height- 2540 mm Width-2027 mm Length-5465 mm

The tracking plan will need to be agreed with Buckinghamshire County Council as the highway authority and AVDC's recycling and waste department as the collection authority.

Reversing a WCV is one of the most dangerous activities carried out by the collection crews. Accidents involving WCV are invariably severe or fatal. Therefore the development must be designed to allow the WCV's to operate in a forward gear only wherever possible; adequate turning facilities, large enough to accommodate the WCV, will be required where the WCV is unable to drive a circuitous route. Where the WCV will not be expected to have direct access, provision of collection points must be shown; designated collection points must be agreed with the council's recycling and waste department as part of the scheme design before an application is submitted.

To allow safe access, all roads, and other areas, that are to be used by the WCV must be designed to withstand the full weight of the vehicle, which is 26 tonnes. Should there be a need to access courtyard areas then a vertical clearance of 4.50 metres will be required. Consideration must be made with regard to tree overhang, such as; cables, balconies, barriers, archways etc.

The width of any road where the WCV is expected to access will need to be a minimum of 6 metres, this will allow **single side** parking and the WCV to pass without hindrance. Consideration must be given at the initial design stage for the provision of adequate off street parking in safe and convenient locations for residents. This is to minimise unnecessary parking on the street. Where developments are designed to have on street parking on both sides of a road, the minimum road width would need to be 8 metres.

**IMPORTANT: The council's WCVs will only travel along roads that have been constructed to Buckinghamshire County Council's adoptable standard and the road has been adopted. AVDC vehicles will not drive on private roads.**



## 6.0 Contacts

**AVDC's Recycling and Waste department** – for information on collections, vehicle data and purchasing bins

Please email: [newdevelopments@aylesburyvaledc.gov.uk](mailto:newdevelopments@aylesburyvaledc.gov.uk).

**Planning Services** – for developer enquiries and pre-application advice

Please email: [devcon@aylesburyvaledc.gov.uk](mailto:devcon@aylesburyvaledc.gov.uk)

## 7.0 Tips on Presenting the Information We Need to Assess Your Application

- Provide a vehicle tracking plan that demonstrates vehicle accessibility to every roadway on the plan.
- Show the storage location of the appropriate number of bins on the residential property (red dot).
- Show the expected collection/emptying location for the bins (blue dot).
- Demonstrate that each property has an outside route (not through the property) to move the bins from the storage location to the collection location.
- Clearly mark roads that are private or not being adopted by Buckinghamshire County Council.
- Confirm the pull distances for crews and residents.
  - Where communal waste facilities are being built:
    - clearly show the location of the bin store.
    - suitable capacity (no's of bins) for the number of properties the collection point for crews.
    - the distances from the storage compound to the furthest residential property.

## Appendix A

### Bin Specification

Waste bins				
Bin type	Size	Body Colour	Lid Colour	Markings
<b>140 litre capacity</b>	Height (mm): 1054  Width (mm): 560  Weight (kg): 6.5  Wheel Diameter: 200	Green	Green	Embossed white AVDC logo  on body
<b>240 litre capacity</b>	Height (mm): 1063  Width (mm): 720  Weight (kg): 9  Wheel Diameter: 200	Green	Green	Embossed white AVDC logo  on body
<b>360 litre capacity</b>	Height (mm): 1095  Width (mm): 850  Weight (kg): 22.5  Wheel Diameter: 200	Green	Green	Embossed white AVDC logo  on body

## Recycling Bins

<p><b>140 litre capacity</b></p>	<p>Height (mm): 1054</p> <p>Width (mm): 560</p> <p>Weight (kg): 6.5</p> <p>Wheel Diameter: 200</p>	<p>Green</p>	<p>Bright blue</p>	<p>Embossed in white</p> <p>AVDC logo and text on body</p> <p>Text on lid</p>
<p><b>240 litre capacity</b></p>	<p>Height (mm): 1063</p> <p>Width (mm): 720</p> <p>Weight (kg): 9</p> <p>Wheel Diameter: 200</p>	<p>Green</p>	<p>Bright blue</p>	<p>Embossed in white</p> <p>AVDC logo and text on body</p> <p>Text on lid</p>
<p><b>360 litre capacity</b></p>	<p>Height (mm): 1095</p> <p>Width (mm): 850</p> <p>Weight (kg): 22.5</p> <p>Wheel Diameter: 200</p>	<p>Green</p>	<p>Bright blue</p>	<p>Embossed in white</p> <p>AVDC logo and text on body</p> <p>Text on lid</p>
<p><b>23 litre caddy</b></p>	<p>Height (mm): 455</p> <p>Width (mm): 308</p>	<p>Green + black handle</p>	<p>Green</p>	<p>Embossed in white</p> <p>AVDC logo and text on body</p>

	Weight (kg): 22.5  Wheel Diameter: 200		Text on lid
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**Specification and quantity will be supplied on request for communal bins.**

### Waste Bin Charges

New build house requirements	Size	Per property (including delivery)
Recycling, waste, food caddy and kitchen caddy	140 / 240 / 360 litre	£120
Food Caddy + Kitchen caddy	23 and 7 litre	
Communal property requirements	Size	Per bin (including delivery)
Recycling ( Green Body and Blue lid)	1100 litre	£300
Waste ( Green body and Black Lid)	1100 litre	£300