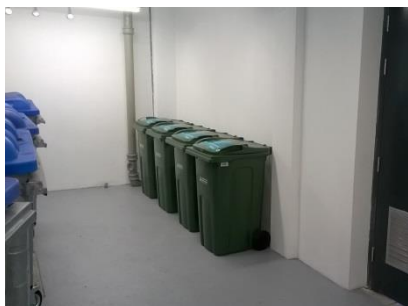


## Waste Supplementary Planning Guidance



**August 2019**

## Summary

This document has been updated (August 2019) to reflect the addition of food waste to the range of materials collected for recycling, to cover changes in the types of bin from which the Council can collect, and to notify architects and developers of new Council requirements where refuse and recycling containers are to be collected from secured locations.

This revised Supplementary Planning Guidance aims to facilitate Local Plan *policy EQ1: Residential and Environmental Quality*, which states “*all development proposals must include provision for the storage of refuse and recycling facilities, and access to them suitable for waste management vehicles, in compliance with the Council’s Waste Supplementary Planning Guidance.*”<sup>1</sup> The guidance forms a material consideration in the determination of those planning applications within the Borough in which provision for waste storage and collection is required.

It is important that provision is made for different types of waste storage and collection within well-designed developments so that the Council can meet its responsibilities to minimise waste and increase recycling while achieving a high quality built environment. In new developments therefore, it will be necessary for developers to show that proposed waste storage provision and collection arrangements are consistent with this Guidance.

The provision of waste collection services for new residential developments is the exclusive responsibility of the Council through its Environmental Services department. In new commercial developments however the choice of registered waste carrier is up to the businesses themselves, although this service is also available through the Council’s contractor BEST.

The document has three sections setting out the Council’s requirements for different types of development: housing and small flatted developments; large flatted developments with five or more units; and commercial developments. A mixed use development with aspects of more than one of these (for example a development with retail on the ground floor and flats above) will need to comply with the relevant requirements from all sections that apply.

### Useful contacts

**Planning:** For pre application advice on the requirements in this document, please contact the Council’s planning service on 01992 785555 or email [planning@broxbourne.gov.uk](mailto:planning@broxbourne.gov.uk)

**Environmental Services:** For information on the Council’s waste collection procedures and policies call 01992 555555 or email [wastemanagement@broxbourne.gov.uk](mailto:wastemanagement@broxbourne.gov.uk)

To contact the Council’s contractor for **commercial waste collections** please email [commercialwaste@bestbob.co.uk](mailto:commercialwaste@bestbob.co.uk)

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<sup>1</sup> Broxbourne Local Plan 2018-2033, Chapter 28: Environmental Quality. See [www.broxbourne.gov.uk/localplan](http://www.broxbourne.gov.uk/localplan)

**A. Housing developments of all sizes and flatted developments of up to five residential units<sup>2</sup>**

1. Each property requires a minimum bin storage area of 2.5m wide x 1.0m deep. This footprint will be sufficient for residents to obtain easy access to each recycling and residual waste container supplied by the Council<sup>3</sup>.
2. Bin storage areas must be located such that they are less than 30m from the external door of a property.
3. Bins must be stored such that they cannot be seen from a public vantage point, preferably at the rear of a property, or otherwise in an enclosed bin store. Such stores must be of a complementary design and constructed of materials contextual to their surroundings.
4. Where bin stores are fully enclosed, they must be permanently ventilated. Where they are an integral part of a building (i.e. not a stand-alone enclosure), they must also have doors at least 1.8m high and ceiling heights of at least 2.0m. Bin stores must be resilient to wear and tear and be protected from damage in their use.
5. Bin storage areas must have paved impervious floors, and drain to the property's household drainage system via a gully with a constantly-sealed trap.
6. Bin storage areas must be located as far as practical from windows and ventilators to habitable rooms.
7. Bin storage areas must be located so that the resident can easily move the waste and recycling containers from the storage area to the proposed waste collection point. In practice this means that the bin storage area and the waste collection point must:
  - Be no more than 25m apart;
  - Be connected by a smooth step free surface no steeper than 1:12, through gates and on pathways at least 0.9m wide; and
  - Not be located such that waste or recycling containers would have to be taken through a building to get between the bin storage area and the waste collection point.
8. The proposed waste collection point must:

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<sup>2</sup> Flats developments of five dwellings or less can be provided with individual storage and containers for all waste and recycling services under the requirements set out in this section. However, if communal waste and recycling services are proposed then the guidance in Section 2 should be followed.

<sup>3</sup>Currently the Council supplies three 55 litre recycling boxes, one 23 litre food waste container, one 180 litre wheeled bin for residual waste. The Council can also supply one 240 litre wheeled bin for an optional subscription green garden waste service.

- Be as close as possible to the highway;
  - Allow the resident to position bins and boxes such that they can easily be seen and accessed by the Council's collection crews; and
  - Allow bins and boxes to be positioned for collection and returned after collection without obstructing the highway, the footway or the driveway of the dwelling concerned.
9. The plans submitted with a planning application must clearly identify the bin storage area and proposed waste collection point for each dwelling.
10. For developments creating new or internal vehicular access routes, a planning application must include a vehicle tracking plan, showing that waste collection vehicles would not have to reverse more than 25m to any waste collection point. Any such vehicle access routes must also be able to accommodate waste collection vehicles of 10.65m in length, 4.5m in height and 26 tonnes in weight.
11. Where collections are to be made through gates please note that Council operatives will not carry keys, fobs or other physical or electronic unlocking devices. Secured gates must either be unlocked by third parties in time for collection or protected by coded locks or similar with information on how to gain access provided to the Council.

**B. Waste and recycling storage in flatted developments**

1. The Council expects residents in flatted developments to recycle and to manage their waste responsibly in the same way as those living in single family housing. The Council therefore requires new flatted developments to be equipped with storage areas with sufficient capacity to allow
  - Residents to sort refuse, recycling and food waste easily into different labelled containers;
  - Council operatives to move containers easily to and from the waste collection point for emptying;
  - Two weeks' of refuse and recyclables and one week's food waste to be stored pending collection.
  
2. In developments of five flats, if preferred, each flat can be provided with individual storage and containers for all waste and recycling services as set out in section 1 above. If communal bin stores are provided however, they must comply with the requirements set out below.
  
3. In developments in which individual bin stores will serve 13 flats and more, all waste and recycling services must be offered on a communal basis to facilitate efficient collection.
  
4. The Council can only service containers of the following capacities:
  - 23 litre locking lid containers (individual food waste only);
  - 180 litre wheeled bins (individual refuse only);
  - 240 litre wheeled bins (communal refuse, individual special needs refuse, communal recycling, communal food waste, individual or communal chargeable garden waste);
  - 360 litre wheeled bins (communal plastics/cans and communal paper/cardboard only)
  - 1100 litre Eurobins (communal refuse only)
  
5. The table below offers a summary of the acceptable container combinations. The Council does not have the means to handle waste containers of any other capacities than those listed here.

<i>Bin store to serve ...</i>	<b>... up to 12 flats</b>	<b>... 13 to 18 flats</b>	<b>...19 flats and more</b>
<b>Refuse Containment</b>	Individual black 180 litre or communal black 240 litre wheeled bins or silver 1100 litre bins (six flats or more)	Communal 240 litre or 1100 litre bins	1100 litre bins
<b>Communal Cans/Plastics Recycling</b>	240 litre or 360 litre labelled wheeled bins	360 litre labelled wheeled bins	360 litre labelled bins

<i>Bin store to serve ...</i>	<b>... up to 12 flats</b>	<b>... 13 to 18 flats</b>	<b>...19 flats and more</b>
<b>Communal Paper/ Cardboard Recycling</b>	240 litre or 360 litre labelled wheeled bins	360 litre labelled wheeled bins	360 litre labelled bins
<b>Communal Glass Recycling</b>	240 litre labelled wheeled bins	240 litre labelled wheeled bins	240 litre labelled wheeled bins
<b>Food Waste</b>	Individual 23 litre food waste bins or (six flats and more) communal 240 litre bins	Communal 240 litre labelled wheeled bins	Communal 240 litre labelled wheeled bins
<b>Garden Waste (Optional Chargeable Service)</b>	240 litre labelled wheeled bins	240 litre labelled wheeled bins	240 litre labelled wheeled bins

6. Bin storage areas must be provided to accommodate an appropriate number of containers based of the types detailed above. The following allowances in litres should be used to estimate the total capacity of waste containers that will be required:

<b>Waste type in litres</b>	<b>Refuse</b>	<b>Food</b>	<b>Paper/Card</b>	<b>Plastics/ Cans</b>	<b>Glass</b>
per 1 bedroom flats	110	10	40	40	16
per 2 bedroom flats	143	15	52	52	21
per 3 bedroom flats	165	23	55	55	24

7. Typical bin dimensions are shown in the table below

180 litre wheeled bin	480 mm (w) x 725 mm (d) x 1080 mm (h)
240 litre wheeled bin	575 mm (w) x 730 mm (d) x 1060 mm (h)
360 litre wheeled bin	585 mm (w) x 880 mm (d) x 1110 mm (h)
23 litre food waste container	305 mm (w) x 390 mm (d) x 410 mm (h)
1100 litre Eurobin	1235 mm (w) x 970 mm (d) x 1370 mm (h)

8. Bin storage area(s) must be of a size to allow a 150mm gap around each container and to ensure that bins can be stored parallel to one another so that access to any one bin is not blocked by another.
9. Bin stores must be resilient to wear and tear and be protected from damage in their use.

10. Bin storage areas must be located such that they are less than 30m from the door of a property.
11. Bins must be stored such that they cannot be seen from a public vantage point, preferably at the rear of a property, or otherwise in an enclosed bin store. Such stores must be of a complementary design and constructed of materials contextual to their surroundings.
12. Where bin stores are fully enclosed, they must be permanently ventilated, with doors at least 1.8m high and ceiling heights of at least 2.0m.
13. Bin storage areas must have paved impervious floors, and drain to the property's household drainage system via a gully with a constantly-sealed trap.
14. Bin storage areas must be located as far as practical from windows and ventilators to habitable rooms.
15. Bin storage areas must be within 10m of the closest proposed waste collection point. These must be as close as possible to the highway, and be shown on the site plans enclosed within a planning application. Where individual refuse bins are provided, residents will be responsible for presenting their bin at the collection point if this is different from the bin storage area. Communal refuse and recycling containers will be collected from storage areas provided these are not more than 10m from the collection vehicle.
16. The design of developments must ensure that waste will not be taken through a building (other than a garage, utility room or loading bay) to get from a bin storage area to a waste collection point.
17. The route from the bin storage area to the waste collection point must have a smooth surface and be no steeper than 1 in 12 and gates and pathways must be at least 1.3m wide.
18. For major developments creating new or internal vehicular access routes, a planning application must include a vehicle tracking plan, showing that waste collection vehicles would not have to reverse more than 25m to any waste collection point. Any such vehicle access routes must also be able to accommodate waste collection vehicles of 10.65m in length, 4.5m in height and 26 tonnes in weight.
19. Where collections are to be made from secured bin stores or through gates please note that Council operatives will not carry keys, fobs or other physical or electronic unlocking devices. Secured bin stores and gates must either be unlocked by third parties in time for collection or protected by coded locks or similar with information on how to gain access provided to the Council.

**C. Commercial developments**

1. The development must have sufficient bin storage space (including refuse, recycling and any specialist waste streams) for the likely waste needs of the use class being applied for. The Council will generally assess this on a case-by-case basis, however B1 offices must provide storage space for one 1235mm wide x 970mm deep Eurobin per 500m<sup>2</sup> of floor space.
2. In all cases, bin storage areas must be designed to ensure that bins can be stored parallel to each other so that access to any one bin is not blocked.
3. Bin storage areas must be located such that premises staff do not have to walk more than 30m from the door of any commercial unit.
4. Bins must be stored such that they cannot be seen from a public right of way – either at the back of a property, or within an enclosed bin store. Such stores, where used, must be of a low-impact design and constructed of materials contextual to their surroundings.
5. Where bin stores are fully enclosed, they must be permanently ventilated, with doors at least 1.8m high and ceiling heights of at least 2.0m.
6. Bin storage areas must have paved impervious floors, and drain to the property's internal drainage system via a gully with a constantly-sealed trap.
7. Bin storage areas must be located as far as practical from windows and ventilators to habitable rooms.
8. Bin storage areas must be within 10m of the closest proposed waste collection point. These must be as close as possible to the highway, and be shown on the site plans enclosed within a planning application.
9. The design of developments must ensure that waste will not be taken through a building (other than a loading bay or non-habitable area) to get from a bin storage area to a waste collection point. Such routes must have a smooth surface and be no steeper than 1:12 and gates and pathways must be at least 1.3m wide.
10. For major developments creating new or internal vehicular access routes, a planning application must include a vehicle tracking plan, showing that waste collection vehicles would not have to reverse more than 25m to any waste collection point. Any such vehicle access routes must also be able to accommodate waste collection vehicles of 10.65m in length, 4.5m in height and 26 tonnes in weight.