



# 2021

## Recycling & Waste Technical Planning Guidance



April 2021



# London Borough of Sutton and Royal Borough of Kingston Upon Thames Joint Recycling and Waste Technical Planning Guidance

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# Section One - Waste Technical Planning Guidance - Purpose, Status and Supporting Guidance

## 1.1 Purpose

This document provides guidance on the waste storage and collection requirements that should be considered for residential developments in Sutton and Kingston. It is subject to review every two years and collection services may change so planners, developers, architects and property managers should check with their relevant Council in respect of each development. This guidance contains minimum standards that planners, developers, architects and property managers should be aware of to assist in designing and developing systems for the storage and collection of refuse and recycling, primarily from residential properties, although some information on commercial properties is also provided.

The document reflects what both Councils' view is as best practice and how they seek to achieve workable, long lasting solutions for the management of waste and recycling.

## 1.2 Status

This guidance document replaces all previously published information issued by the London Borough of Sutton and Royal Borough of Kingston upon Thames with regard to waste planning and will be referenced.

Planning applications for all new developments and conversions should contain a waste management strategy and this strategy should include:

- Estimated volumes and types of waste forecast to be produced from the occupation and use of the proposed development;
- Details of internal and external storage for waste and recycling;
- Location of the proposed collection point and the route to be used by the collection vehicle;
- Details of how the waste and recycling will be transferred between storage points and to the collection vehicle.

The waste strategy document forms a material consideration to be taken into account when determining planning applications. It will inform reasons for refusal, conditions and informatives applied to a planning permission.

## 1.3 Supporting Waste Storage Guidance

Supporting Guidance documents that planners, developers, architects and property managers should be aware of include:

**a) London Plan 2011 Implementation Framework Sustainable Design and Construction April 2014 - Storage for recyclables, organic material and waste** (page 66)

Developers must ensure sufficient internal and external space is provided to facilitate recycling and composting and the good management of waste. Boroughs have requirements for the storage of recyclable materials, organic material and residual (non-recyclable) waste in accordance with the local collection provision. The design of waste storage should be considered early in the design process and should ensure it is as convenient as possible to recycle.

In all developments, the location of external storage areas should consider the noise generated from the frequency of use of this area and its servicing, as well as the requirements of the serving operator, to pick up the materials. This is especially important in dense, mixed-use areas with residential occupiers as commercial recycling and waste services may occur at night.

**b) Housing Regulations**

Housing developments in London have to comply with the [Mayor of London Housing Supplementary Planning Guidance \(2016\)](#) in particular Standards 22 and 23.

**c) New Build Flats**

Developers for New Build Flats have to clarify via the [Template Recycling and Waste Management Strategy: For New Build Flats in London \(2015, London Waste and Recycling Board\)](#) what operations have been considered to maximise recycling in the operational lifetime of the development and give specific reference to best practice and associated legislation.

The aim of this recycling and waste strategy template is to allow developers to demonstrate to local planning and waste management authorities that they have considered the design and operation of waste and recycling collection services. It will enable the occupiers and managing agents of new developments to assist local authority waste teams with the sustainable management of recycling and waste arising through the lifetime of the development.

**d) Building Regulations**

Developments have to comply with [Approved Document H of The Building Regulations 2010](#) (as amended) Drainage and Waste Disposal-H3. Section H6 Solid Waste deals with provision of storage space for waste and means of access for people in the building to the storage space and from the collection point to the storage space.

**e) Manual for Streets**

This design guide has been informed by and complements the Department for Transport's [Manual for Streets from 2007](#).

**f) Legal Compliance:**

Compliance with this Guidance does not of itself confer immunity from legal obligations. Attention is also drawn to the British Standard BS 5906:2005 and the following statutory regulations:

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- Controlled Waste Regulations 1992;
- Packaging (Essential Requirements) Regulations 2003;
- Manual Handling Regulations 1992;
- Integrated Pollution Prevention and Control (England and Wales) Regulations 2000;
- Road Vehicles (Construction and Use) Regulations 1986;
- Environmental Protection Act 1990;
- Control of Pollution (Amendment) Act 1989;
- Disability Discrimination Act 1995.

## Section 2 - COLLECTION REQUIREMENTS

### 2.1 Background to Collection Requirements

On average, households generate approximately 1 tn of waste per annum. Whilst approximately 20% is taken to Household Waste Recycling Centres, the vast majority, 80%, is collected from their homes.

Expansion of recycling services has seen the amount of waste being recycled, composted or re-used steadily increasing and the quantity of residual waste declining. This shift in emphasis away from disposal towards recycling relies on proper sorting and storage at source. There are several design challenges associated with the storage and collection of waste from households. These include:

- Provision of sufficient waste storage capacity to facilitate the segregation of waste streams that are consistent with the requirements of the local Council's collection methodology;
- Provision of adequate and accessible storage capacity to encourage recycling and discourage users from contaminating recyclate waste streams;
- Ensuring that there is good access to the bin storage area to encourage residents to utilise the designated storage area;
- Ensuring there is sufficient access to the bin store area from the highway or access road to allow collection vehicles to approach the bin storage area safely;
- Ensuring there is an access route from the waste storage area to the vehicle pick up point, including adequate door widths and drop kerbs to facilitate the egress and ingress of wheeled containers;
- Visual impact of communal bin stores and household bins left on the kerbside;
- Mitigating potential issues arising from waste storage including damage, litter, graffiti, pollution and waste odours.

Designing in space inside the home, especially in the kitchen, for simple and easy recycling will encourage the necessary behavioural change to maximise recycling rates.

Developers are also encouraged to consider in-sink food waste disposal units to help reduce the amount of waste being presented for collection.

Making space outside the home for storage receptacles is also critical for increasing recycling and composting rates and reducing the amount of waste sent to landfill.

Making space for storage of materials for recycling and waste is therefore an important part of the design of new schemes. Many of the potential problems can be mitigated by appropriate design and location of storage facilities. This document gives guidance and advice on best practice.

#### Other Household Waste Flows

A wide range of other items can be taken to the Kimpton Park Way Household Reuse & Recycling Centre (for London Borough of Sutton residents) and Villiers Road Household Re-use and Recycling Centre (Royal Borough of Kingston upon Thames residents). Both

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Councils also provide chargeable collections of bulky items which are organised on request through their respective Contact Centres and websites. No containers are provided for these services.

## 2.2 Collection Requirements- General

There are two service categories used to specify waste service collection requirements for recycling and residual waste within residential properties:



- **Kerbside Collection** – Houses, individual properties and smaller developments where individual waste storage is provided for each property;
- **Communal Collection** - Purpose built blocks of flats and large developments where communal waste storage is provided.

The latest available household quantities for both the London Borough of Sutton (LBS) and the Royal Borough of Kingston upon Thames (RBK) are provided in the table below:

Type	LBS Number (2015)	RBK Number (2018)
Houses/Individual Properties	62,025	52,752
Communal Properties	20,303	18,933
<b>Total</b>	<b>82,327</b>	<b>71,685</b>

## 2.3 Houses/Individual Properties

From April 2017, the majority of individual residential households receive the following service:

Waste Stream	Collection Frequency	Type of Container		
			LBS	RBK
<b>Residual Waste (non-recyclable)</b>	Fortnightly		Brown 140 litre wheelie bin	Black 180 litre wheelie bin
<b>Dry Mixed Recycling (plastics, glass, cans and cartons)</b>	Fortnightly		Green 55 litre box	Green 240 litre wheelie bin and/ or 55 litre green box

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<b>Paper and Card</b>	Fortnightly		Green 240 litre wheelie bin	Blue lidded 240 litre wheelie bin
<b>Food Waste</b>	Weekly		Brown internal 7 litre caddy and external brown 23 litre caddy	Brown internal 7 litre caddy and external brown 23 litre caddy

There are exemptions for existing individual properties without curtilage and some flats above shops which are provided with a bags service.

### **2.3.1 The Dry Mixed Recycling stream:**

consists of the following acceptable materials:

- plastic bottles - including lids
- steel and aluminium cans
- steel and aluminium aerosols
- aluminium foil
- glass bottles and jars (clear or coloured) - including lids
- food and drink cartons - including poly, foil and wax lined Tetra Packs
- plastic food trays
- margarine tubs
- yogurt pots
- takeaway boxes and foil trays can be recycled but must be clean and without grease.

### **2.3.2 The Paper and Card stream:**

consists of the following materials:

- food and non-food packaging
- cardboard - larger items and boxes should be broken down
- newspapers
- catalogues
- telephone directories - including Yellow Pages
- envelopes and office paper
- junk mail - excluding polythene
- wrapping paper
- greetings cards
- books - paperback and hardback



### **2.3.3 The Food Waste stream:**

consists of the following materials:

- vegetable and fruit peelings
- teabags and coffee grounds
- egg shells
- dairy products
- meat, fish, bones
- left overs
- cooked food

### **2.3.4 Garden Waste**

In addition to the above residents of both councils can also pay for a garden waste collection which uses a 240l wheeled bin and is collected fortnightly. Residents can pay for additional wheeled bins if they require more capacity.

Developers should therefore ensure that there is sufficient space at the front of the premises for these bins to be presented for collection so that no obstruction is caused to building access.

### **2.3.5 Home Composting**

To enable and encourage residents to compost their garden waste at home, the Council requires any properties with a rear garden to include sufficient space for a home composting bin. Developers are encouraged to install compost bins in all private gardens to encourage their use by residents.

## **2.4 Collection Requirements - Communal Collection:**

Both London Borough of Sutton and RB Kingston Council endeavour to provide residents living in flats/properties of 5 units and above with communal collections in the Boroughs with access to the same range of waste service as those in individual dwellings.

## Section 3 - STORAGE REQUIREMENTS

### 3.1 Kerbside Collection:

#### 3.1.1 Introduction

This section of the guidance should be followed for houses which have a front garden or yard, where each property will have individual waste storage provision. Generally, both the London Borough of Sutton and the Royal Borough of Kingston upon Thames do not recommend the use of communal waste storage for developments of houses and encourages developers to ensure that all street level properties have direct road access to simplify waste collection services. However, where this is not possible, architects should follow the guidance in Section 3.2 for the design and positioning of bin stores, rather than using the detail in this section for premises with individual recycling and waste bins.

#### 3.1.2 Kerbside Capacities

For kerbside collection properties, developers should provide storage capacity for the following receptacles (See Appendix 1 for Container Dimensions):

##### London Borough of Sutton

- a) **Stored inside the house** (or on the plot providing they are under cover in order to be kept dry):
  - Internal storage of paper and card prior to transfer to external bin;
  - Internal storage of residual waste prior to transfer to external residual waste bin;
  - One 7 litre food waste caddy.
- b) **Stored Outside the house** but on the plot:
  - One 140L brown Residual Waste Bin; or
  - One 240 litre brown Residual Waste Bin for properties with 5 or more residents or those with medical needs;
  - One 240 litre green Paper and Card Recycling Bin;
  - At least one 55 litre green Dry Mixed Recycling box;
  - At least one 240 litre brown garden waste bin with green lid;
  - One 23 litre food caddy.

##### Royal Borough of Kingston upon Thames

- c) **Stored inside the house** (or on the plot providing they are under cover in order to be kept dry):
  - Internal storage for mixed dry recycling;
  - Internal storage of paper and card prior to transfer to external bin;
  - Internal storage of residual waste prior to transfer to external residual waste bin;
  - One 7 litre food waste caddy.
- d) **Stored Outside the house** but on the plot:
  - One 180L black Residual Waste Bin; or

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- One 240 or 360 litre black Residual Waste Bin for properties with larger families, or those with medical needs. Exact capacity will depend on specific household requirements and will require an assessment carried out by the Kingston waste team;
- One 240 litre green Mixed Dry Recycling Bin or 55 litre green box;
- One 240 litre blue lidded Paper and Card Recycling Bin;
- At least one 240 litre green lidded garden waste bin;
- One 23 litre food caddy.

### 3.1.3 Bin Provision

In the London Borough of Sutton, it shall be the responsibility of the developer to purchase the necessary bins for waste storage and ensure that these are in place before residents move into new properties. The London Borough of Sutton does not provide these bins. When bins are purchased from another source, the details must be provided and agreed with the Council in advance.

In the Royal Borough of Kingston upon Thames, it is the responsibility of the developer to purchase the necessary communal containers for recycling and waste storage and that these are in place before residents move into new communal properties. All new and replacement containers for domestic properties from 1st April 2021 onwards are subject to a charge, in line with RBK's charging policy; only food waste caddies remain free of charge.

### 3.1.4 Bin Storage Specification

- a) The design of the front garden or yard should enable the bins to be stored in a shaded position, away from windows;
- b) The bins must not intrude on the street scene, and therefore must be contained within an appropriate front wall, fence or hedge for the garden, or alternatively within a dedicated and suitably designed structure within the boundary of the premises;
- c) Bin storage areas should be located to minimise nuisance to adjoining properties;
- d) In all cases, there must be sufficient space for the occupants to easily access both their recycling and refuse bins to deposit waste, and it must be possible for the lids of all bins to be fully opened;
- e) There should be a clearance of 150mm around and between each bin to enable ease of movement;
- f) Each bin should be able to be used and moved without having to move another bin first;
- g) Residents are required to present their wheelie bins at the front boundary of the property on their specified collection day;
- h) In the layout design of any house, it must be easy to transfer bins from the rear of the plot to the collection point. If access is provided through an integral garage, there should be a wide enough pathway next to the parked vehicle;
- i) Adequate provision must be made for the elderly, disabled and families with young children, such that the design of the front of the premises enables residents to set

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out the required containers for collection on the same day, while maintaining sufficient access to the property entrance for a wheelchair or double-buggy;

- j) To avoid bins being left out on the kerbside between collections, it is recommended that they have a dedicated storage area. This may be a purpose-designed space within the building envelope, or an enclosure on the outside of the building, or within the garden. It may be designed into a garage near the house as long as the garage size is adequate to maintain space to park a vehicle and wheel bins past the car;
- k) The storage area should be on an adequate area of hard standing, ideally screened and for ease of use by residents;
- l) Bin stores with a roof should have enough vertical clearance to allow the lids to open fully;
- m) When it is appropriate to have storage areas at the front of houses, they should be integrated with the architecture, well-screened and unobtrusive. Particular attention to external storage is necessary for mid terraced houses and townhouses due to the lack of external access between the front and rear gardens.
- n) Appropriate access for collection crews must also be included in the design of the outside space. This should involve solid surfaces, with NO steps down to the pavement from the bin storage/presentation point;
- o) The distance from the presentation point to where the collection vehicle can safely stop should ideally be no more than 10m;
- p) There should not be any locks on the doors or gates of bin storage chambers for individual houses.

## 3.2 Communal Storage

### 3.2.1 Introduction

The Councils will endeavour to collect recycling and residual waste from flats and communal properties, providing those managing the property comply with the following guidelines.

### 3.2.2 Storage Capacities

The most optimum container solution for flats and communal properties will be assessed on an individual basis, but the following assumes communal collections are undertaken weekly or fortnightly and outlines the recommended bin type for each of the waste streams:

Waste Stream	Container type	Frequency
Residual Waste	1100l	Weekly
Paper/Card	360l	Fortnightly
Dry Mixed Recycling	1100l	Fortnightly
Food Waste	240l	Weekly

To provide some guidance to the waste storage requirements across the spectrum of communal properties, the following calculation is provided:

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Total Waste Capacity Required = 30l per unit and 70l per bedroom.

The split between the four waste streams is set out in the table below:

- Residual Waste - 40%
- Dry Mixed Recycling - 30%
- Paper and Card - 20%
- Food Waste - 10%

Example - For a development of 8 no 2 bed flats 5 no 3 bed flats:

Total Waste Capacity, joint Borough Example = (13 x 30l) + (31 x 70l) = 390 + 2,170 = 2,560l

- Residual Waste = 40% x 2,560 = 1024l
- Dry Mixed Recycling = 30% x 2,560 = 768l
- Paper and Card = 20% x 2,560 = 512l
- Food Waste = 10% x 2,560 = 256l

Where a street-level property is being subdivided into flats, it may be appropriate to allow for each dwelling to have its own recycling and refuse bins. However, the proliferation of wheelie bins can be detrimental to the streetscene, so adequate solutions must be devised by architects to minimise this. In most cases, it may be more appropriate to move the property onto a communal (shared) waste storage system, using larger wheelie bins or Eurobins. The use of compactors will not be supported as these cannot be serviced as part of collection arrangements.

### Site Management internal waste collection

In large residential developments, it may be proposed by developers that the site management will provide an internal waste collection service for residents, either door-to-door or through use of smaller communal waste deposit points. Developers considering doorstep collections must ensure that all relevant health and safety issues are addressed, including trip hazards and fire risk. In particular, developers must be able to demonstrate to their respective Council that they have consulted and received approval from the London Fire Brigade in respect of any such proposals. A waste storage area must be provided on each floor, which includes provision for appropriate and separate containers for refuse and recycling. The storage area must be well lit, ventilated, include fire-suppression technology, and be designed to enable easy cleansing. Any external waste storage areas, and the location where the waste will be presented for collection, must be designed in accordance with the storage and access issues detailed below. A written statement must be provided to their respective Council which demonstrates how the internal waste collection service will be operated and managed, and how the waste will be presented for collection.

### Chute Systems

Designers of larger residential developments may consider the installation of chute systems to make it easier for tenants to deposit their waste. Boroughs do not recommend this type of system owing to the tendency of the chutes to get blocked, but if such a system is being considered, then the following guidelines should be followed. Waste chutes must be designed to fit in with the architectural aesthetics of the buildings. The internal surfaces of the chutes should be completely smooth to minimise snagging of waste sacks and subsequent blockages. Chute systems will only be permitted if there are two separate chutes

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provided at each installation point, to enable the segregation of dry recycling and refuse. The receptacles on each floor into which tenants deposit their waste must be clearly labelled to encourage recycling and minimise the risk of contamination. Poster or sticker designs should be presented to the respective Council's waste management department for approval. It will be the responsibility of the site management to cleanse and maintain chute systems, and clear any blockages which may arise. The London Borough of Sutton and the Royal Borough of Kingston upon Thames will both expect to see details of how this will be managed. A fully enclosed and secured bin storage area must be provided at the base of each chute, designed in accordance with the requirements set out in the following sections. Chamberlain bins are recommended for use with chute systems, however Eurobins may also be used, and are recommended if it is expected that some tenants will deposit their waste directly into the containers without using the chutes. Site management will be responsible for rotating the bins at the base of the chutes between the weekly collections to prevent overflowing of waste. Any overflows which do occur will be the responsibility of site management to clear.

### 3.2.3 Bin Provision and Site Managers responsibilities

- a) It shall be the responsibility of the developer to purchase the necessary bins for external waste storage and ensure that these are in place before residents move into new properties. In order to ensure the manufacturing quality, branding and labelling meet required standards, developers or site managers should acquire the necessary refuse and recycling bins from the respective Borough's preferred suppliers' list. ReLondon's Toolkit – Flats recycling package - sets out the labels and signs that should be used on communal properties to help encourage and promote responsible recycling. In the event that a developer/site manager wishes to acquire bins independently of the Council, the full specifications must be provided and agreed in advance. The Councils both reserve the right to refuse to empty bins that do not meet the required standards if there is a risk of damage to the collection vehicles or to the safety of the collections staff.

**Note: Paladin bins - Both Councils are unable to service Paladin containers as they are not compatible with the lifting equipment on the back of refuse collection vehicles.**

- b) It will be the responsibility of the site managers to arrange for bins to be cleaned. It is recommended that space is allocated on-site, for the storage of at least one empty container, to allow cleansing of bins to be undertaken on a rotation basis without reducing the availability of recycling and refuse storage capacity.
- c) Site managers will be responsible for the security of the bins, and the storage arrangements should therefore be designed to minimise the risk of theft, arson or other vandalism. In the event of a bin being stolen, or damaged beyond repair through vandalism, the site manager will be required to purchase a replacement container. Bins that have been purchased from other sources will be the responsibility of the site managers to repair or replace. It will be the responsibility of site managers to adequately cleanse waste storage and collection areas, including the floor, internal walls, bins and lighting fixtures.
- d) Site managers will also be responsible for ensuring that all waste is placed into the containers for collection. This includes materials that have been placed beside or on top of bins, or waste that has overflowed from the containers.

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- e) The ongoing maintenance and repair of residual waste and recycling containers for newly built or refurbished developments is the responsibility of the Management Agent, Resident Association or Facility Management company (i.e. controlling agents).
- f) Communal bins should be inspected on a regular basis by the controlling agents to ensure that they are fit for purpose. Communal bins have a limited lifespan and when they are considered beyond repair they should be replaced.

### **3.2.4 Bin Store Specifications**

- a) All bins must be accessible within the bin store.
- b) Waste storage facilities should not block any utility service points.
- c) Bin storage areas must not obstruct sight lines for pedestrians, drivers and cyclists.
- d) Bins should be in a separate storage area from bicycles.
- e) Bins should be inside or at least enclosed. If bins are used outside they should be secured in a compound to prevent them being moved to a position next to the building and set on fire.
- f) Bin storage areas should be designed and located in such a way as to limit potential noise disturbance to residents (for example through the sound of glass breaking) either through use by residents or during collection.
- g) Storage sites should include areas for instructional signage detailing correct use of the facilities. ReLondon's Toolkit – Flats recycling package - sets out the labels and signs that should be used.
- h) Within any enclosed storage area there should be adequate lighting that is easily maintained and good natural ventilation.
- i) Communal container housing should have an impervious floor to permit washing down.
- j) Bins should remain closed at all times and all waste correctly deposited within them, rather than at their side, to prevent access to that waste by pests and vermin.
- k) Bin storage areas should be of adequate height to allow the lids of containers to be fully opened; a minimum height of 2m is required.
- l) In mixed use developments, separate recycling and refuse areas should be provided for residential and commercial uses.
- m) Where there are electronic gates and/or barriers controlling access to a bin storage area, a tradesperson button or code device should be in use. Codes and/or keys should be provided to the Council prior to bins being installed.

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- n) Doors or gates to any bin storage area must not open out over the public highway. Doors should also be fitted with a hook back facility to prevent damage from bins colliding into doors upon entry or exit. Handles should be fitted on the outside of the door to facilitate opening. Doorways must be wide enough for bins to fit through (see dimensions in Appendices).

### **3.2.5 Access specifications**

- a) The recommended maximum distance residents should have to walk to their bin storage area is 30m - (horizontal distance). Consideration should be taken wherever possible for elderly or disabled residents and their ability to travel this distance. Please refer to both BS 8300:2009 and DD 266:2007 (both available at <http://www.bsigroup.com/en-GB/>) for codes of practice regarding access to and design of accessible buildings.
- b) Bin stores should be located at street level. Where this is not possible, a suitable ground floor collection area must be indicated on drawings submitted for approval. In addition, a written statement must be attached describing the proposed method for transporting the bins to the ground level collection point, indicating parking arrangements for a tractor unit, if these are required. If waste containers are to be transported to ground level by a goods lift, it must be large enough to accommodate at least one bin as well as the porter.
- c) In large developments more than one bin will need to be accommodated in the goods lift. The lift doors and adjacent lobby or corridor must be sized so that waste containers can be easily manoeuvred.
- d) Within new buildings, the siting of storage containers should, wherever possible, allow movement of containers to the collection point without being taken through a building (unless it is a porch, garage or carport or other open covered space).
- e) Collection points should be at street level and within 10m of the nearest stopping point for refuse collection vehicles.
- f) The path between the bin storage and collection point must be free of steps and kerbs (a drop-kerb should be designed in).
- g) Paths should also be level unless the gradient falls away from the housing or chamber, in which case it should not exceed 1:12 (BS5906) (note: cobbled surfaces are not suitable).
- h) The maximum distance that a collection vehicle should be expected to reverse in order to turn at a turning head is 2 vehicle lengths (up to 15m).
- i) It is required that collection vehicles can both enter and exit a development (to leave or rejoin the highway) using a forward gear. Where collection vehicles do have to enter a development, there should be sufficient on-site turning circles or hammerheads to allow safe manoeuvring and exit from the development. Road layout should allow for a turning circle of about 20m. The turning movements of waste collection vehicles should



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be tracked by developers to minimise potential impact. Please refer to BS5906 for further details of road layout and distance requirements.

- j) When developing routes and footways within a new development, developers should be aware of, and refer to, Transport for London's streetscape guidance, which provides advice on the design, appearance and upkeep of roads and streets in the capital.
- k) If a service road / access is to be constructed for refuse vehicles to use, this must be constructed to a standard that would withstand the weight and vibrations of the vehicle (in accordance with the Department of Transport's Manual for Streets, which replaced the previous Design Bulletin 32: Residential Roads and Footpaths (DB 32)). All manhole covers, gully gratings etc. should also be able to withstand this weight. The road must be wide enough for a vehicle with a maximum width of 2500mm to fit down.
- l) The current key specifications for the largest vehicle in the refuse fleet for which sufficient clearance must be incorporated in building and road layout designs are as follows (see Appendix 2 Vehicle Specification):
  - Length 10700mm
  - Width 2590mm
  - Max. Height 4300mm
  - Max. Weight (fully laden) 26 tonnes
  - Turning Circles: 14.68m

## Section Four - Storage Requirements – Other Household Services

### 4.1 Bulky Waste

Both the London Borough of Sutton and Royal Borough of Kingston upon Thames offer their residents chargeable collections of most bulky household items, which are also available to occupants of developments. In these cases, a separate designated area must be provided for bulky waste, and only those items which have been booked for a collection will be cleared. Where bulky items are dumped on a private development (or left in a bin storage area without a collection being booked), it is the responsibility of the site managers to remove them and organise for them to be collected and disposed of through a commercial arrangement with the respective Council or a private contractor.

### 4.2 Clinical Waste

Where clinical waste is likely to be generated, separate storage and collection arrangements for clinical waste will need to be considered.

### 4.3 Offensive Waste

‘Offensive waste’ is non-clinical waste that is non-infectious and doesn’t contain pharmaceutical or chemical substances, but may be unpleasant to anyone who comes into contact with it such as used gloves and masks, sterilised laboratory waste, nappies and incontinence pads. This should be securely stored, ideally separated and clearly marked.

### 4.4 Hazardous Waste

All hazardous wastes should be correctly identified, segregated and stored separately in accordance with guidance from the Environment Agency and specialist hazardous waste contractors. Hazardous waste must not be mixed with general waste, composting or recycling.

Waste is generally considered hazardous if it (or the material or substances it contains) are harmful to humans or the environment. Examples of hazardous waste include:

- asbestos
- chemicals, such as brake fluid or print toner
- batteries
- solvents
- pesticides
- oils (except edible ones), such as car oil
- equipment containing ozone depleting substances, like fridges

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- hazardous waste containers

[Classify your waste](#) to find out if it is hazardous.

Please note that the Councils do not collect hazardous waste. You can find local [hazardous waste disposal services](#) on the Gov.uk website.

# Section Five – Commercial & Mixed-Use Developments

## 5.1 Service Provision Overview

This section provides information on the specific requirements for developments that include commercial units. The information given in this section should be read in conjunction with the above and treated as additional to those which are set out in relation to capacity, storage and access.

Whilst businesses do not receive a collection service through their Business Rates, the Councils do offer a commercial waste collection service, with a range of container options and collection frequencies to suit all types of premises. Businesses can also choose to take out a contract with a fully licensed private waste collection firm.

## 5.2 Design of Waste Storage Facilities

The guidance given with Sections 2 and 3 should be followed in relation to the required capacity for domestic refuse and recycling. The quantity of waste generated on commercial premises can vary significantly, depending on the nature of the business occupants and the frequency of collection they secure through their waste contract. Architects and developers should identify the types of businesses intended for any units proposed on their development and ensure that adequate storage capacity is provided for the likely quantity of waste generated. Further guidance for some types of premises is given in British Standards BS 5906:2005.

[The following guidance may help developers in designing waste storage space and facilities for businesses.](#) It comes from the Association of Directors for Environment, Planning and Transport – ADEPT.

The guidance sets out the importance of not underestimating how the poor planning and design for waste management in new developments can have a detrimental effect on the quality, character and function of that space. Potential risks to avoid are set out below:

- The overall layout of buildings, blocks and the public spaces within and between may be compromised, owing to unnecessarily conservative requirements for waste vehicle access requirements or the influence of ‘carrying distances’ between properties, storage and collection points;
- Access requirements for large waste collection vehicles result in an unsightly streetscape that fails to accommodate walking, cycling and the social use of street and spaces;
- The public realm is cluttered with unsightly and inappropriately located bins or containers;
- Ineffective and inconvenient waste management arrangements lead to a deterioration in environmental quality as residents and/or operatives cease to respect arrangements.

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This guidance should be taken as a guideline only and the details of individual developments considered carefully. The amount of waste storage required for any given development type is determined by a number of factors including:

- Volume and composition of waste
- Extent of segregation
- Frequency of collection
- Availability of onsite processing/compaction.

The below total waste storage capacities are indicative only:

<b>Offices</b>	2600litres per 1000m <sup>2</sup> of gross floor space. 50% capacity retained for recycling.
<b>Retail</b>	5000litres per 1000m <sup>2</sup> of gross floor space. 50% capacity retained for recycling.
<b>Restaurants/Fast Outlets</b> <b>Food</b>	1500litres per 20 dining spaces. Certain fast food outlets will generate substantially more. Recycling % variable
<b>Hotels</b>	1500litres per 20 dining spaces. Recycling % variable

The following extract from [WRAP Commercial Recycling Guide](#) also provides an indication of the types of waste stream by business types

WRAP - Waste composition of different business types (% by weight)

Waste Composition of different business types (% by weight)					
Sector/ Waste Stream	Food and Drink	Retail	Office	Leisure	Other
Mixed Paper	11.3	19.4	34.1	19.5	35.6
Cardboard	12.1	17.8	12.5	13.9	14
Food Waste	41.3	13.8	16.3	20	11.2
Other Organics	9.5	8.3	6.2	8.5	7.9
Plastic Film	5.9	9.6	8.5	6.9	6.1
Plastic Bottles	1.9	1.7	2.9	3.9	1.9
Other Dense Plastic	0.5	3.6	2.1	1.3	1.1
Other Plastic	2.4	3.6	3.7	3	2
Packaging Glass	5.5	1.6	1.3	9.3	1.8
Other Metal	1.4	2.9	3.7	3.3	4
Other Glass	0.3	5.9	0.4	1.2	4.2
Metal Cans	1.9	0.5	0.9	1.5	0.3
Other	6	11.3	7.4	7.7	9.9
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

British Standard 5906 also contains reference to typical weekly waste arisings from a range of building types and businesses.

## 5.3 Segregation of Commercial and Household Waste

External storage areas for waste on mixed-use developments must be segregated, so that domestic and commercial waste bins are in separate secured areas. Access to the domestic bins should only be possible for residents of the development and site management. It is also good practice to secure the commercial bin storage area to prevent residents from misusing these for disposing of household waste. Combined storage of domestic and commercial waste can be permitted if the developers make arrangements for this to be dealt with through a commercial contract.

The London Borough of Sutton and The Royal Borough of Kingston upon Thames reserve the right to refuse to undertake domestic waste collections from non-segregated storage areas. Suitable arrangements for segregating the storage of bulky household waste items will also need to be made. All storage areas must be easily identifiable through the use of clear and appropriate signage. It is also recommended that residents and businesses are provided with leaflets or information sheets explaining which waste storage areas to use. In developments where on-site businesses will be arranging individual contracts with waste collection providers, it will be necessary to ensure there is sufficient space available for each commercial unit to have its own bins or allocated area for storage.

On developments with multiple commercial units, landlords or site managers may choose to include the cost of waste collection in the unit rental price. This will enable a single contract to be arranged between the landlord/site manager and the respective Council or a licensed waste collection provider and remove the need for individual bins/storage areas to be provided for each business. Architects and developers should ensure that provisions for waste and recycling storage and collections are compatible with the varying container and vehicle types used by different waste contractors. If it is known that a particular provider is the intended contractor for a site, that company should be consulted at the earliest opportunity.

## 5.4 Waste Collection Frequency

Collection frequencies for commercial waste will be dependent on the space available, the amount of waste being generated and the particular contractual arrangements. However, where commercial units will be producing food waste, developers should be aware of the increased likelihood of odours. A twice-weekly collection service is recommended for such businesses and should be allowed for in the design of the waste storage and access. Premises which generate a significant quantity of waste may also benefit from a twice weekly collection to reduce the need for storage space.

## 5.5 Recycling

The Waste Regulations 2011 require “separate collections” of paper, metal, plastic and glass to be in place for businesses. Developers should ensure that businesses and waste contractors are able to meet these requirements through the design of waste storage and collection facilities at new developments, including storage space within the business premises. Mixed-material recycling is in operation for household waste, but such schemes may not be appropriate or permissible for businesses. As such, architects should consider the

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need for separate bins for each material for business premises. Medium to large hotels and restaurants must be designed to include separate storage provision for waste cooking oil.

# Appendices

## Appendix 1 - BIN TYPES and DIMENSIONS

### 1) WHEELIE BINS:

These are plastic two-wheeled bins with capacities as follows:

Capacity (ltr):	140/180/240/360
Dimensions (mm)	
Depth:	560/730/735/860
Width:	480/480/580/625
Height:	1065/1070/1065/1095

Black Waste Wheelie Bin	Green Recycling Wheelie Bin	Blue Recycling Wheelie Bin
		

### 2) RECYCLING BOX:

Capacity (ltr):	55
Dimensions (mm)	
Depth:	380
Width:	590
Height:	390





### 3) FOOD WASTE CONTAINERS:

Capacity (ltr):

Internal Caddy	7	23
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Dimensions (mm)

Depth:	229	400
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Width:	252	320
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Height:	234	406
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Ht Lid Open:	360	630
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#### 4) CHAMBERLAIN TYPE CONTAINERS

These are four-wheeled bins. The 940ltr model has the option of a fitted lid.

Capacity (ltr):	720	940
Dimensions (mm)		
Depth:	790	980
Width:	1040 (both)	
Height:	1430 (both)	



#### 5) EUROBINS

These are four-wheeled bins. They may be used as an alternative to Paladins and have the advantage of a lower loading height.

Capacity (ltr):	660	1100
Dimensions (mm)		
Depth:	740	1000
Width:	1265	1270
Height:	1320	1380

**Eurobins Waste Container**



## Appendix 2 Vehicle Specifications

- Chassis Make: Dennis Eagle
- Chassis Model: Elite 6 6x2 Rear Steer Wide
- Body Make: Dennis Eagle
- Body Model: Olympus OL20W
- Bin Lift Make: Terberg
- Bin Lift Model: OmniDEL XTRA
- Overall Length of vehicle: 10700mm
- Overall width of vehicle: 2590mm
- Vehicle turning circle: 14.68m
- Vehicle rear overhang: 3195mm
- Vehicle tare weight: 15,055kg (including crew & fuel)
- Vehicle payload weight: 10,945kg

## Appendix 3 - Sutton and Kingston Waste Policy Two - Exemption from Wheelie Bin Policy

All properties within the borough will be deemed suitable for a standard recycling and residual waste bins as outlined in Policy One (Standard Bin) unless they meet the criteria below to qualify for an exemption.

A property **may** be exempt from using a wheelie bin if:

- The front door opens directly onto the pavement
- The front garden does not have available space of at least 1m<sup>2</sup> **including** any space taken up by plants and landscaping
- There are more than 2 steps to gain access to the public highway **and** there is no space to store it at the boundary of the property

AND ALSO

- There is no alternative means of bringing the bin to the boundary for collection
- There is no rear garden suitable for the storage of a bin or access to the property from an access road or public highway

If the property only has room for the storage of one wheelie bin, the default bin would be a 140 litre brown bin for residual waste in the case of properties within the London Borough of Sutton, and a 180 litre black bin for residual waste for properties within the Royal Borough of Kingston Upon Thames.

### Recycling and garden waste exemptions:

A property will be exempt from using a wheelie bin for the collection of recycling or garden waste only if it is already exempt from the use of the residual waste wheeled bin.

### Operational exemptions:

In certain circumstances, the respective Council may deem for operational reasons (i.e. Health and Safety) that a property cannot have a wheelie bin for the storage of their recycling and residual waste.<sup>1</sup>

#### We will:

- Provide clear sacks for the dry recycling service
- Provide subscribers of the garden waste service compostable sacks

#### Residents in exempt properties will be responsible for:

- Presenting their recycling in clear sacks, residual waste in black sacks and garden waste in compostable waste sacks.

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<sup>1</sup>Notes: *Lifting bins over steps, pulling bins up steep inclines and pulling out over long distances are deemed higher risk of manual handling injuries and these actions must be risk assessed.*

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- Supplying accurate information when requesting an exemption from Policy One (Standard Bin) policy

**Reason for policy:**

This policy defines the reasons a property would be exempt from the use of wheeled bins

## Appendix 4 – Sutton and Kingston Waste Policy Three – Exceptions Policy

Special arrangements or changes to the core recycling and waste collection arrangements will be made available in the circumstances detailed below:

### **Assisted collections:**

Assisted collections will be made available to residents who on assessment are deemed to be unable to use the core recycling and waste collection service without assistance from the respective Council (i.e. collection of the recycling and residual waste containers inside the property boundary).

Each case will be treated on its own merits. Examples of issues requiring assisted collections include:

- Disability
  
- Age
  
- Illness or infirmity (may require temporary arrangements)

### **Additional residual waste capacity (Large 240 litre bin or 4 black sacks):**

Any applications received for additional capacity will be assessed against the following criteria:

- Sutton: The size of the household (must be above 5 people in a household to be entitled to a larger wheeled bin)
- Kingston: The size of the household is assessed by the Council to be entitled to a larger wheeled bin
  
- The household is recycling all materials collected by the respective Council's recycling service and is continued to be made during the issue of the additional capacity
  
- Medical reasons (see information below)

Where additional residual waste capacity is approved and it is later found that a resident is not fully using the recycling services available, the respective Council reserves the right to withdraw the additional capacity.

### **Medical assistance bins for residual waste:**

Additional capacity for residual waste is available for medical reasons.

Each case will be assessed individually around the medical condition of the resident, the waste that the condition produces and the needs of the resident and what service would best suit these needs.

### **Reason for policy:**

Ensure everyone is able to access our services by providing those with specific needs with a tailored service.

## Appendix 5 - Local examples of communal bin storage solutions

