



## Runnymede Borough Council - New developments and conversions – taking waste into account

October 2017

### Legislative context

Legislation that governs the planning process is the Town and Country Planning (Local Planning) (England) Regulations 2012<sup>1</sup>. According to the Planning Portal.co.uk, planning seeks to guide the way towns, cities and countryside develop; including the use of land & buildings, the appearance of buildings, landscaping considerations, highway access and the impact that the development will have on the general environment.

The planning regulations require that councils produce Supplementary Planning Documents (SPDs) to help applicants make successful applications. The design guidance for the provision of waste storage space that would deliver sustainable, effective and efficient waste management is one of the important documents within the collection of SPDs.

Regulations that govern the design and construction of buildings are Building Regulations 2010. They aim to ensure the safety and health of the people who would live in those buildings as well as those who would move around them.

The Part H of Schedule 1 - Drainage and Waste Disposal Approved Documents H 2015<sup>2</sup> of the Building Regulations requires that provision is made for the management of waste produced by residents of these developments. It states that:

- 1) *Adequate provision shall be made for storage of solid waste*
- 2) *Adequate means of access shall be provided*
  - a. *For people in the building to the place of storage*
  - b. *From the place of storage to a collection point*

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<sup>1</sup> Town and Country Planning (Local Planning) (England) Regulations 2012

<http://www.legislation.gov.uk/uksi/2012/767/contents/made>

<sup>2</sup> Building Regulations 2010 Approved Documents H 2015 -

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/442889/BR\\_PDF\\_AD\\_H\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442889/BR_PDF_AD_H_2015.pdf)

## **Design Guidance Document**

Waste management infrastructure ought to be an integral part of site plans for new residential and commercial developments as well as for developments to existing buildings.

This guidance document has been produced to help planners, architects, developers and property managers design waste separation and storage spaces that enable and encourage residents to fully participate in the council's waste services as well as enable easy access to collection crews.

### **1. Waste collection service**

- a. Frequency of collections.
  - i. alternate weekly collection for residual waste and for mixed dry recyclables using wheeled bins
  - ii. opt-in (subscription based), fortnightly garden waste collection service using wheeled bins.
  - iii. weekly kerbside collection of small electrical items (WEEE)
  - iv. weekly kerbside collection of textiles
  - v. opt-in clinical waste collection service, available on a fortnightly schedule where required.
- b. List of mixed dry recyclable materials collected.
  - i. paper and cardboard.
  - ii. glass bottles and jars.
  - iii. plastic bottles, pots, tubs and trays.
  - iv. tins, cans and aluminium foil.

### **2. Internal storage provision for waste and recycling – all dwellings**

- a. Food waste container – 7 lt kitchen caddy

### **3. External storage**

#### **a. Houses**

- i. Bin capacity allocated per house for a fortnightly collection service:
  - one 240 litre bin for rubbish,
  - one 240 litre bin for recycling and
  - one 23 litre lockable food caddy.
- ii. Optional garden waste collection service in 240 litre bin
- iii. Dimensions of the bins can be found on the internet.
- iv. Dimensions of the bin storage space can be calculated using the dimensions of the bins.
- v. Storage space ought to be a paved area.

- vi. It ought to be sited at a maximum distance of 30 meters from the property and should be within 10 meters of the collection point (i.e., carry distance)<sup>3</sup>.

**b. Blocks of flats**

- i. If there are five or less units in a block of flats, each unit will be allocated one 240 lt rubbish and one 240 lt recycling bin and one 23 lt food waste caddy.
- ii. Calculation for determining bin capacity needed to store rubbish and dry mixed recycling in a block of flats housing more than five units, is based on the accepted assumption that 60 litres is sufficient for one person producing an average amount of waste/dry mixed recycling over a fortnightly collection period. Therefore, for example a block of flats made up of 5 two bedroom units, each housing a maximum of 4 people, would need 1,200 lt capacity, one for rubbish and one for dry mixed recycling. The council will round up or down where appropriate and in this example would suggest two 1,100 litre four wheeled communal bins, one for rubbish and one for dry mixed recycling.
- iii. Depending on the number of apartments in a block, communal bins of 1,100 litres capacity will be required for the collection of rubbish and recycling respectively.
- iv. Food waste is mostly collected in 120 litre bins. In some cases it is collected in 23 litre caddies that are allocated to individual apartments.
- v. Should you require advice in respect of the exact type and number of communal bins per waste type for flatted developments please contact the DSO on Tel: 01932 425778 for more information.
- vi. Storage space –
  - Where possible, storage space ought to be sited on the ground level within the block.
  - The dimensions of the waste storage space is to be calculated using the number of bins/communal bins required for the block and their dimensions.
  - In case of storage chambers for communal bins, the design ought to allow containers to fit side by side (width to width), enabling the lid to be opened by any person standing directly in front of them to deposit waste/recycling<sup>4</sup>. There should also be 150mm of clear space around each container<sup>5</sup> to allow collection crew to move them horizontally without having to move others.

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<sup>3</sup> Building Regulations 2002 – Part H -

[http://webarchive.nationalarchives.gov.uk/20141202102454/http://www.planningportal.gov.uk/uploads/br/BR\\_PDF\\_ADH\\_2002.pdf](http://webarchive.nationalarchives.gov.uk/20141202102454/http://www.planningportal.gov.uk/uploads/br/BR_PDF_ADH_2002.pdf)

<sup>4</sup> Medway Council – Waste management requirements – New Developments - <http://www.medway.gov.uk/pdf/waste%20and%20recycling%20requirements.pdf>

<sup>5</sup> Building regulations 2002 - Schedule 1 Part H

[http://webarchive.nationalarchives.gov.uk/20141202102454/http://www.planningportal.gov.uk/uploads/br/BR\\_PD\\_F\\_ADH\\_2002.pdf](http://webarchive.nationalarchives.gov.uk/20141202102454/http://www.planningportal.gov.uk/uploads/br/BR_PD_F_ADH_2002.pdf)

- Storage chambers for communal bins ought to be minimum 2m high to allow for the bin lids to be opened.<sup>6</sup>
- All doors (where applicable) to the storage area ought to open outwards, with a clear opening and have a facility to hold them open during collection.
- When calculating the dimensions of the storage space, provision for an extra bin(s) ought to also be made for when residents might need additional rubbish capacity due to medical conditions or large families.
- Where the waste and recycling storage space is located outside, it ought to be far enough from the housing unit to reduce impact of smells and noise during bin use and collection.
- However, it ought to be sited at a convenient spot so as to encourage greater sorting and recycling and discourage misuse of the bins but not further than 30 metres from the entrance door of the block<sup>7</sup>.
- It ought to be sited at a location which will not necessitate bins being taken through a building or across designated parking spaces for emptying.

#### **c. Rural properties**

Collection vehicles do not enter private driveways. Therefore a paved area as the designated collection point ought to be provided where bins can be permanently stored between collections.

#### **d. Mixed use developments**

Developments that house both residential and commercial units, i.e. 'Mixed Use Developments', are required to have separate waste and recycling storage areas/chambers to ensure business waste is kept out of the household waste stream.

The dimensions of these two areas/chambers ought to be calculated separately. The size of the waste storage area for residential units will be the same as that for blocks of flats explained above in section 2(b – i, ii and v).

The size of the waste storage area for commercial units shall be dependent on the type of businesses that are likely to operate out of the units and the size of bins that will be used by their collection contractor.

#### **e. Houses of Multiple Occupancy (HMOs)**

Where a detached or terraced house is converted to a number of individual residential units or is occupied by a number of persons that would constitute a

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<sup>6</sup> Building regulations 2002 - Schedule 1 Part H

<sup>7</sup> Building regulations 2002 - Schedule 1 Part H

large family, it is referred to as a HMO. Such properties should provide external waste storage areas that would accommodate individual wheeled bins. The number of wheeled bins necessary to contain the waste and recycling produced on the premises shall be based on the number of persons living there, as explained in bullet point 2 b(i and ii) above.

**f. 'Change of use' developments**

Where a development involves change of use of a building such as an office block to residential units or a terraced/detached property being converted into individual flats and HMOs, depending on the number of apartments created, the council will recommend storage area/chamber provision to be made available either for wheeled bins for each individual apartment<sup>8</sup> or for communal containers.

An appropriate collection point should also be agreed with the council at the start of building works in order to avoid later challenges and delays in the start of collections after first occupancy.

**4. Signage**

- a. Clear and permanent signage ought to be displayed around the storage space to ensure materials are placed in correct bins and the storage space is kept tidy and clean.

**5. Purchasing bins and signage**

- a. Purchasing the bins is the responsibility of the Developer and should be purchased from the Council by phoning our Customer Services on Tel: 01932 838383.
- b. The council will only collect domestic waste from containers of a predetermined type and number. This is a legal requirement under Section 46 of the Environmental Protection Act 1990. Developers are required to contribute all the costs of waste and recycling infrastructure (receptacles and signage).
- c. Contact our Customer Services on Tel: 01932 838383 to purchase bins.

**6. Collection point**

- a. A place at the boundary of the property ought to be provided that is closest to the highway, hard standing, impervious and free-draining.
- b. Steps must be avoided between storage place and collection point.
- c. Maximum distance collection crews should have to move wheeled bins with two wheels is 25 metres and for four wheeled bins 10 meters<sup>9</sup>.

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<sup>8</sup> Mid Sussex DC -

[http://www.midsussex.gov.uk/media/3336/msdc\\_waste\\_storage\\_planning\\_advice\\_final\\_2015.pdf](http://www.midsussex.gov.uk/media/3336/msdc_waste_storage_planning_advice_final_2015.pdf)

<sup>9</sup> Building regulations 2002 - Schedule 1 Part H

[http://webarchive.nationalarchives.gov.uk/20141202102454/http://www.planningportal.gov.uk/uploads/br/BR\\_PD\\_F\\_ADH\\_2002.pdf](http://webarchive.nationalarchives.gov.uk/20141202102454/http://www.planningportal.gov.uk/uploads/br/BR_PD_F_ADH_2002.pdf)

## 9. Road, vehicle and operative access

### Collection vehicle

Sufficient room should be allowed to manoeuvre and load a vehicle of the following dimensions:

- a. Length – 11.5m (when loading – 13.1m)
- b. Width – 3m (when loading – 4.1m)
- c. Height – 4m, 6m including top loader arms
- d. Turning circle, between kerbs – 17.88m
- e. Turning circle, between walls – 19.39m

Fully laden collection vehicles weigh approximately 32 tonnes.

### Collection vehicle access – pathways.

Pathways from the storage area to the collection point (where the vehicle stops) ought to:

- a. Be level. Unless the gradient falls away from the storage area in which case the gradient should not be steeper than 1:12<sup>10</sup>.
- b. Be at least 1.5 metres wide.
- c. Be free from kerbs and steps.
- d. Have solid foundations, hard standing and a smooth continuous impervious surface.
- e. Have shallow ramps and have dropped kerbs where they meet roadways.

### Collection vehicle access - roads.

For large blocks of flats, where possible, the collection vehicle should be able to enter the development to avoid the risk of obstructing traffic. This is essential where four or more containers are to be emptied and/or if the bin store is located more than 10m from the public highway.

However, collection vehicles should not reverse into the development from a major road, and should always exit the development onto a major road in a forward gear.

Where the collection vehicle needs to be able to park close to the storage area access roads ought to:

- a. Have suitable foundations and surfaces to withstand the maximum weight of the vehicle (generally 26t GVW, 11.5t axle loading. 32 tonnes when fully loaded).
- b. Have heavy-duty manhole covers, gully gratings etc.
- c. Be designed to ensure reasonable convenience for the collection vehicle.
- d. Be a minimum of 4 metres wide.
- e. Offer adequate turning space.

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<sup>10</sup> Building regulations 2002 - Schedule 1 Part H

## **10. Collection sign off after completion of building works**

The developer is required to notify the Council's Waste Management team at least one month (12 weeks) before the first property is due to be occupied to get:

- a. Council's internal/external rubbish/recycling containers.
- b. Welcome packs explaining the council's waste and recycling service.

Having the waste and recycling bins in place together with a welcome pack should enable the new resident to fully participate in the council's waste and recycling service.

Waste and recycling collections from the new development shall not start until the council carries out a route risk assessment and that:

- a. The route is deemed to be safe.
- b. The carriageway has been constructed to binder (base) course layer.
- c. Access is unhindered at all times.

If collections are required prior to this, arrangements for a suitable temporary collection point must be made by the developer.

## **11. Management considerations**

Best practice requires that all flatted developments put in place a 'Housing Management' arrangement. The key responsibilities of the Housing Management organisation would be:

- a. Keeping residents informed of waste facilities.
- b. Maintenance of bins and the communal bin compound.
- c. Resolving instances of misuse, contamination and fly tipping.

## List of links to local authority best practice examples of 'design guidelines

### 1. SWP authorities

- Reigate and Banstead Borough Council –  
[http://www.reigate-banstead.gov.uk/info/20085/planning\\_applications/147/recycling\\_and\\_waste\\_developers\\_guidance](http://www.reigate-banstead.gov.uk/info/20085/planning_applications/147/recycling_and_waste_developers_guidance)
- Woking Borough Council – Waste and recycling provisions for residential developments.  
<https://surreycc.jiveon.com/docs/DOC-2952>
- Waverley Borough Council - Requirements for Refuse and Recycling Provision on New Developments Guidance Notes for Applicants and Agents  
[https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjQ2pyP5p\\_WAhWJLMAKHcg0AJAQFgg2MAA&url=https%3A%2F%2Fwww.waverley.gov.uk%2Fdownloads%2Fdownload%2F1647%2Fguidance\\_on\\_refuse\\_and\\_recycling\\_provision\\_for\\_new\\_homes&usq=AFQjCNGxEr9SL-lqIgi6nXjtgu5zEKiaiQ](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjQ2pyP5p_WAhWJLMAKHcg0AJAQFgg2MAA&url=https%3A%2F%2Fwww.waverley.gov.uk%2Fdownloads%2Fdownload%2F1647%2Fguidance_on_refuse_and_recycling_provision_for_new_homes&usq=AFQjCNGxEr9SL-lqIgi6nXjtgu5zEKiaiQ)

### 2. Other English authorities

- Chichester District Council – Waste storage and collection guidance for new housing developments within the Chichester district -  
<http://www.chichester.gov.uk/CHttpHandler.ashx?id=27637&p=0>
- Oxford City Council -  
[https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwjO5LHk8J\\_WAhVMBMAKHS70AxYQFghIMAA&url=https%3A%2F%2Fwww.oxford.gov.uk%2Fdownload%2Fdownloads%2Fid%2F1362%2Ftechnical\\_advice\\_note\\_3\\_-\\_waste\\_bins\\_storage.pdf&usq=AFQjCNGi9dmWp7JXFSQCr9NH-zbh3-L4SQ](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwjO5LHk8J_WAhVMBMAKHS70AxYQFghIMAA&url=https%3A%2F%2Fwww.oxford.gov.uk%2Fdownload%2Fdownloads%2Fid%2F1362%2Ftechnical_advice_note_3_-_waste_bins_storage.pdf&usq=AFQjCNGi9dmWp7JXFSQCr9NH-zbh3-L4SQ)
- Medway Council – Waste management requirements – New Developments -  
<http://www.medway.gov.uk/pdf/waste%20and%20recycling%20requirements.pdf>
- Mid Sussex District Council - Waste Storage and Collection Guidance for new Developments

[http://www.midsussex.gov.uk/media/3336/msdc\\_waste\\_storage\\_planning\\_advice\\_final\\_2015.pdf](http://www.midsussex.gov.uk/media/3336/msdc_waste_storage_planning_advice_final_2015.pdf)

- Wiltshire Council - Waste storage and collection: guidance for developers  
<http://www.wiltshire.gov.uk/wiltshire-council-waste-collection-guidance-for-new-developments.pdf>
- East Staffordshire Borough Council  
<http://www.eaststaffsbc.gov.uk/sites/default/files/docs/planning/planningpolicy/spd/WasteStorageandCollectionGuidance.pdf>
- Manchester City Council - Waste Storage and Collection Guidance for New Developments July 2016  
[http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=ria&uact=8&ved=0ahUKEwiw2Ya4nt7UAhVqDMAKHRbeDREQFggpMAA&url=http%3A%2F%2Fwww.manchester.gov.uk%2Fdownload%2Fdownloads%2Fid%2F22385%2Fwaste\\_storage\\_and\\_collection\\_guidance\\_for\\_new\\_developments.pdf&usq=AFQjCNFBA76XWwefgclSNIELPq1Uj7Hadg](http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=ria&uact=8&ved=0ahUKEwiw2Ya4nt7UAhVqDMAKHRbeDREQFggpMAA&url=http%3A%2F%2Fwww.manchester.gov.uk%2Fdownload%2Fdownloads%2Fid%2F22385%2Fwaste_storage_and_collection_guidance_for_new_developments.pdf&usq=AFQjCNFBA76XWwefgclSNIELPq1Uj7Hadg)
- London Borough of Newham - Waste Management Guidelines for Architects and Property Developers  
<https://www.newham.gov.uk/Pages/Services/waste-management-new-developments.aspx>