



## **Good Practice Guide for Property Developers**

### **Refuse & Recycling Storage at New Residential Developments within the Hastings, Wealden and Rother Council Areas**

(Version 5. Prepared March 2019)

Good Practice Guide (GPG)  
Refuse & Recycling Storage at New Residential Developments within Eastbourne, Hastings, Rother and Wealden

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## **Purpose**

Under the Planning and Compulsory Purchase Act (2004) this design guide has been produced as a Good Practice Guide to assist developers in complying with Council Design Guides and provide appropriate waste storage facilities.

### **Hastings Borough Council**

Hastings design guidance and information can be obtained from:

[http://www.hastings.gov.uk/environment\\_planning/planning/info\\_advice/](http://www.hastings.gov.uk/environment_planning/planning/info_advice/)

For further information please contact:

Hastings Borough Council : Planning Policy Tel: 01424 451098 Email: [fplanning@hastings.gov.uk](mailto:fplanning@hastings.gov.uk)

### **Rother District Council**

A copy of the Rother Design Guide can be obtained from:

<http://www.rother.gov.uk/article/8842/Pre-application-advice-and-fees>

For further information please contact:

Rother District Council : Planning Policy Tel: 01424 787000 Email: [planning@rother.gov.uk](mailto:planning@rother.gov.uk)

### **Wealden District Council**

A copy of the Wealden Design Guide can be obtained from:

[http://www.wealden.gov.uk/Wealden/Residents/Planning\\_and\\_Building\\_Control/Planning\\_Policy/Local\\_Plan/Wealden\\_Design\\_Guide/Planning\\_Design\\_Guide.aspx](http://www.wealden.gov.uk/Wealden/Residents/Planning_and_Building_Control/Planning_Policy/Local_Plan/Wealden_Design_Guide/Planning_Design_Guide.aspx)

(With specific reference to Volume 5 section 11 and Volume 7 sections 9 & 11. )

For further information please contact:

Wealden District Council : Planning Policy Tel: 01892 653311 Email: [planning@wealden.gov.uk](mailto:planning@wealden.gov.uk)



## 1 Introduction

Hastings Borough Council, Rother District Council and Wealden District Council are parties to a joint contract with Biffa Municipal Ltd for the collection of waste and recycling from domestic properties. The Contract provides collection services to **200,000 properties across an area of over 550 square miles**.

The Councils joint policy requires each household to take responsibility for their own refuse and recycling. Residents need to ensure they keep their waste is suitably contained within their property and only present their waste and recycling at the edge of their property on the day of collection. Suitable storage areas need to be available for the wheeled bins that each household uses.

At properties where there is a shared residential and commercial use (for example, flats above shops), sufficient storage is required for household waste to be contained separately from commercial waste.

Communal properties such as blocks of flats and maisonettes may have a communal bin store or a refuse/recycling collection point (either internal or external to the building) where suitable bins will be stored.

Suitable access is required for the collection vehicles to service all types of domestic property.

Each Council is the designated Waste Collection Authority (WCA) with the powers to determine what level of refuse storage a developer must provide in accordance with Document H of The Building Act (1984) Review of Part H (drainage and solid waste). Further information can be found at [www.communities.gov.uk](http://www.communities.gov.uk).

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This Good Practice Guide (GPG) has been compiled to assist developers, who need to demonstrate they have provided adequate refuse and recycling storage at any new or converted residential development.

## **2. Collection and Storage of Refuse and Recycling**

This section, describes how refuse and recycling materials are collected and how the materials should be stored at each type of property to allow the residents to comply with the waste collection service arrangement provided by the Councils.

### **2.1 Collection Point**

The Councils provide an edge of curtilage refuse and recycling collection service. Residents are required to present their refuse and recycling at ground level by the edge of their property which is nearest to the adopted highway. The location where wheeled bins are presented for collection is known as the Collection Point.

It is the responsibility of the householder to place their refuse and recycling bin at the edge of their property curtilage for collection and return any empty receptacles to a location within their property boundary after collection. The Collection Point should be inside the boundary of the property but visible from the highway (or footpath). Wheeled bins should not cause an obstruction to a public footpath or the highway.

The Collection Point at the edge of the property should be hard standing and within 25 metres of vehicular access. The Collection Point may be at the front or rear of the property however this collection point should be consistent with existing properties within the street. To allow the bins to be wheeled the collection point should be connected to the highway by a hard surface pathway rather than soft surface (e.g. gravel or grass). Guidance should be sought from the waste management team for each local council with regard to collections taking place from the front or the rear of the property.

To allow residents to manoeuvre the wheeled bins, steps and steep slopes (greater than 1:12) within the property curtilage should be avoided between the wheeled bins storage location and the collection point.

#### **2.1.1 Houses**

A suitable Collection Point should be provided within the boundary of each property to allow the resident(s) to present a minimum of 3 wheeled bins. It is important the collection point is flat and at ground level, this will ease the manoeuvring of bins and reduce the risk of bins moving or falling over,

#### **2.1.2 Rural Properties**

Collection vehicles will not enter private driveways. In rural areas dwellings may be some distance from the public highway so provision should be made for a Collection Point at the roadside because the resident(s) will need to present their bins for collection at this point. Consideration should be given to a road-end Collection Point which could also be designed as permanent storage for bins and boxes. Residents have opportunity to deposit their waste materials in the bins and boxes as they travel to and from the property.

### 2.1.3 Flats, Maisonettes and Multiple Occupancy Properties

The need for refuse and recycling to be collected is a primary design consideration so the Collection Point will usually inform the location for any communal storage of refuse and recycling. This can be achieved by use of a bin cupboard or enclosed area close to the property.

Consideration must be given to the likelihood and impact of any excess material deposited by residents which could increase the risk of fire or block access to other dwellings.

## 2.2 Storage for Wheeled Bins and Boxes

### 2.2.1 Houses (including rural properties)

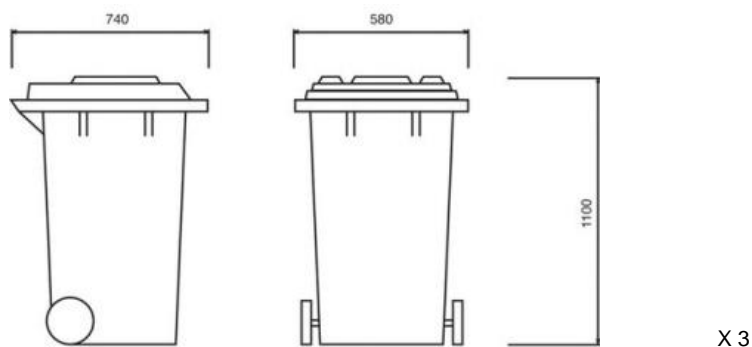
Each residential property is allocated a refuse capacity of 180 litres and a recycling capacity of 240 litres.

Each property is provided with a 180 litre grey/black coloured bin for rubbish (residual waste), a 240 litre green coloured bin for mixed dry recycling. In addition, residents can opt-in to receive a 240 litre brown coloured garden waste bin.

Residents store their waste in these bins provided by the council prior to collection. Sufficient space is therefore required within the boundary of the property to accommodate 3 wheeled bins in a position convenient for the resident to use and manoeuvre to their Collection Point.

The route from the bin storage location to the Collection Point should be at ground level with no steps or other obstructions. Where this is not possible a sloped walkway from the bin store to ground level must be incorporated.

To assist developers and ensure sufficient consideration is given to the need for rubbish and recycling to be stored separately, the area required to accommodate 3 bins measures 2m wide by 1.1m high (lid closed) and 0.75m deep.



### 2.2.2 Flats, Maisonettes and Multiple Occupancy Properties

To ensure suitable provision is made for the storage of rubbish and recycling at communal properties, houses in multiple occupation (HMOs) and properties where a shared bin storage area or purpose built bin store is included as part of the design, developers must discuss the arrangements with the waste management team at the local council.

Various solutions can be considered to meet the need for residents to store their waste and recycling prior to collection. Typical solutions include use of 180 litre and 240 litre bins for small communal properties and use of large 1100 litre bins for larger multiple occupancy properties.

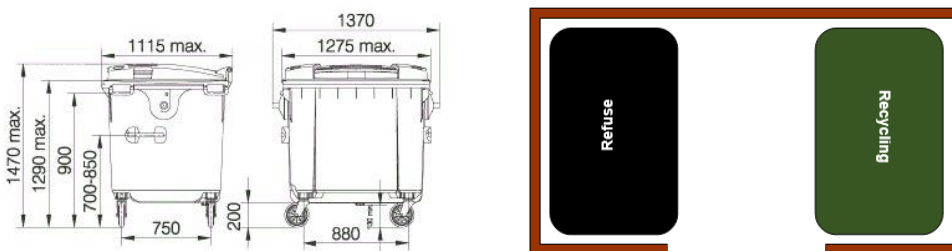
Each council operates a different policy with regard to the provision and funding of large capacity bins at communal properties. In some cases, the council will provide suitable bins and in others the management company is responsible for funding and providing large bins for their residents to use.

Collection Points are necessarily at ground floor level for vehicle access. Where bin storage areas are located above ground level, residents are responsible for moving their refuse and or recycling down to the Collection Point on the scheduled collection day.

At high density developments where separate bin storage locations for each dwelling are not possible, a communal bin store or compound should be provided. Ideally large 1100 litre bins will be provided for rubbish and recycling, although depending on the number of dwellings, smaller size bins may be acceptable.

The councils and their contractor do not take responsibility for the use of mechanical lifts. Although scissor lifts or other mechanical lifts may be used to provide access, we will not accept responsibility for manoeuvring bins to and from the store using a mechanical lift. Therefore it would be the responsibility of the managing agent (or residents) to procure a separate service where the bins are moved to the Collection Point prior to collection and returned to the bin store after collection.

The extent of communal storage for rubbish and recycling largely depends on the size and type of dwellings being developed. To assist developers and ensure sufficient consideration is given to the need for rubbish and recycling to be stored separately, the area required to accommodate 2 large 1100 litre bins (suitable for approximately 6 dwellings) measures 3m wide by 1.5m high (lid closed) by 1.2m deep.



The Councils provide alternate weekly (fortnightly) collection of rubbish and recycling so bin storage areas need to be large enough to accommodate the size and number of bins required by residents. Provision of sufficient storage is essential to avoid waste overflowing and provision of sufficient separation for rubbish from recycling is essential to allow residents to meet UK legislative requirements.



### 2.2.3 Total bin capacity calculation

For each flat/dwelling we would recommend using the following calculation to consider how many communal bins are required for our fortnightly collection service.

**(Number of flats x 240) divided by communal bin size i.e. 1100) x2 = total bins required**

For example a communal with 20 flats using 1100 litre bins would be

$(20 \times 240) / 1100) \times 2 = 8.73$  (rounded up to 9 x 1100 litre containers)

In this example we would recommend 5 refuse and 4 recycling 1100 litre bins. Our contract operates a strict no side waste policy and therefore all waste must be contained within a bin. For this reason we would advise that 50 % or more of the total capacity is devoted to waste provision. In regards to recycling as long as it is contained in bags/sacks (not black refuse sacks) it will be collected as additional recycling.

## 3. Bin Storage Areas: Design Considerations

### 3.1 Location and Resident Use of the Bin Storage Area

To encourage residents to responsibly handle their rubbish and recycling, an external bin store should be conveniently located within 30 metres of an entrance to the property.

Bin stores should be located within 25 metres of the Collection Point where the collection vehicle will stop. This is an essential requirement in situations where 1100 litre bins are to be used.

Internal bin stores should be located at ground level, near to walkways or access points. An external access should be available for collection crews to service the bin store.

The ceiling height needs to be sufficient for the lid on the bins to be fully opened. An 1100 litre bin requires a ceiling height no lower than 2.3 metres.

The doors to an internal bin store should be louvered to allow ventilation into the bin store.

Doors or gates to bin stores are not permitted to open over a public highway and should open outwards to ensure collection crews can always gain access to the area (to avoid the potential for any bins inside to inadvertently block access to the storage area.)

Where bin stores are located within parking areas, ensure parking spaces are not placed directly in front of the bin store doors. Consideration must be given to allow the egress and ingress of bins without a risk of damage to the structure of the bin store or parked vehicles.

Chute systems, where residents use a chute which is directly connected to the bin store, should be avoided as they require residents or the management agent to rotate bins in order to avoid overflowing waste.

Particular design consideration is needed for residential properties which are combined with commercial units, for example flats above shops or commercial units on the lower floors of residential blocks. Suitable rubbish and recycling storage areas are needed to ensure segregation of household waste from commercial waste.

### 3.2 Signage, Safety and Security

Signage should be used to identify the separate locations of bins for refuse, dry recycling. The councils can provide designs for suitable signage on request.

It is also advisable to provide notices indicating reasonable hours of use for residents.

Bin stores require adequate ventilation and must be fitted with either sensor lights or switched lights.

Lighting should be positioned to allow residents to see into the bin with the bin lid lifted.

Developers should consider use of open rail gates or window sections in solid doors to allow residents to see into the bin storage area before entering.

Fly tipping is waste which is not contained within the agreed bins/boxes. Fly tipping is a common problem associated with bin stores and the residents or their managing agents are liable for the costs incurred by Councils to dispose of fly tipped waste. Consideration of this liability when designing bin storage areas can help to minimise the likelihood that residents will inappropriately dispose of their waste (including furniture, carpets, etc).

Provision of CCTV and external lighting can help residents and their managing agents to deter fly tipping.

Vermin boxes may be used to reduce the presence of vermin in the bin store.

External bin stores should be located away from windows and ventilators and preferably in the shade or under shelter to reduce the likelihood of waste decomposing in the bins.

A regular cleaning schedule is required to clear spilt waste, wash bins and generally maintain the bin storage area.

### 3.3 Internal and External Features

Level flooring capable of withstanding heavy loads and drainage provision are essential considerations.

Bin storage areas should be designed with separate areas for refuse and recycling to assist residents to segregate their waste.

A block placed on the floor or a rubber buffer affixed to the surrounding wall reduces unnecessary damage to bins. These features also reduce noise created by bins crashing against the walls/side fence.

The ceiling (or roof fitted to an external bin store), should be high enough to allow lids to be fully open without coming in to contact with the ceiling, any lights and other electrical fittings.

Provision of a water connection nearby will assist residents or their managing agent when cleaning the area.



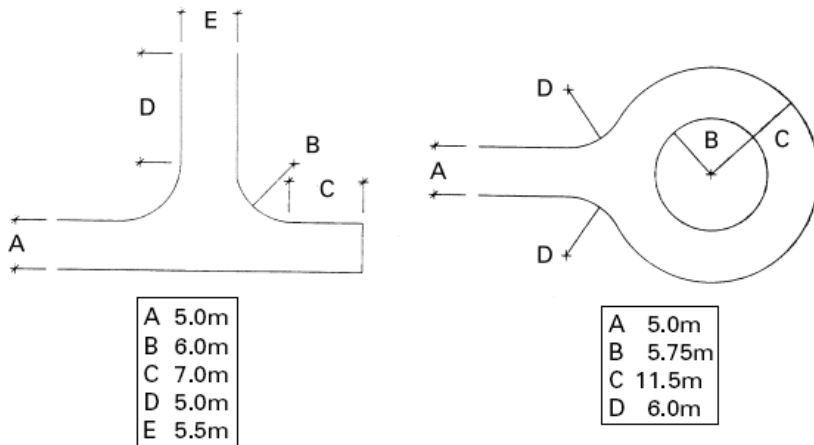
To ensure the visual aspect of the street scene is not compromised by bin storage areas strategic screening using planting, soil bunds and similar should be provided.

#### 4 Vehicle Road Access for Collections

The access road(s) within a new development must be capable of accommodating a vehicle with dimensions of approximately 12 metres length x 3.5 metres high x 3 metres wide and weighing 26 tonnes (when fully loaded).

Within the access road, all manhole and similar service covers should be heavy duty 'Grade A' type capable of withstanding the weight of a fully loaded collection vehicle.

The layout of the access road should not require the collection vehicle to reverse more than 25m. Where there are multiple roads within a development, suitable on-site turning circles or hammerhead turning areas must be provided free from parked vehicles. Developers are advised to conduct a swept path analysis for a refuse vehicle to ensure an appropriate access route to the main highway is provided.



## 5 Manual Handling by Collection Crews

Collection crews will manoeuvre bins from the Collection Point to the collection vehicle and return them to the Collection Point. Collection crews will manoeuvre large bins from the bin store to the collection vehicle unless a different Collection Point has been agreed. Collection Points must be within 10m of the collection vehicle position.

The access route to the collection vehicle should not involve bins being wheeled through residential areas, across gravel, grassed areas or similar soft surfacing. The route also needs to be free from obstacles and across flat made ground.

Where level ground is not possible, suitable slopes (not exceeding 1:12) and dropped kerbs need to be installed, this will also reduce damage to the bins. Collection crews will not manoeuvre bins (or bagged contents presented within bins) up/down steps or steep ramps. Where larger containers are concerned such as 1100 litre it is vital for both ease of movement and safety that there is no significant change in level between the collection point and the vehicle access.

External doors can be secured with either an electronic or mechanical push button combination lock or key operated lock. Codes and/or keys need to be provided and registered with the Council before the development is completed.

Access doors on both external and internal bins store need to be fitted with a mechanism which will allow the doors to be held open while collection crews are servicing the bins.

Where bin stores are located near to designated parking, suitable access should be left clear to allow bins to be moved to the waiting collection vehicle. Parking spaces should not be created in front of a bin store or access route.

## 6 Checklist for Submission of Planning Application.

To assist compiling the documentation prior to the formal submission of a planning application, please ensure your submission includes the following points:

### Houses and single dwellings

- Has suitable space for a collection point within the development been allocated for rubbish bins and recycling bins (space for 3 wheelie bins at curtilage of the property nearest the highway)?
- Have I ensured all access routes are free from obstacles such as steps or width restriction and included suitable slopes (must not exceed 1:12) and drop down kerbs where level changes occur?
- Have I allowed for the collection vehicle to gain access to within a maximum distance of 25 Metres to the properties collection point?
- If the property is accessed by a long private drive have I built into the plan a purpose built bin area / storage recycling bins?
- Have I provided enough capacity for refuse and recycling at the development?
- Have I provided details of the location and size of any proposed communal bin store(s)?
- Have I ensured access to communal bin storage area(s) is suitable for both residents and the collection operatives?
- (Where applicable) Have I ensured that commercial waste is kept separate from household waste?
- Please include drawings, detailing all proposed external and internal bin storage areas. List of drawings should include:
  - Location and site plan (clearly showing location of proposed bin store).
  - Floor plans including elevations.
  - Bin store design (including number and layout of bins to be accommodated).

The councils waste team welcome discussion to ensure the design and intended use of waste facilities adequately meet the needs of residents. Please contact the councils at:

- Hastings Borough Council : Planning Policy      Tel: 01424 451098
  - Email: [fplanning@hastings.gov.uk](mailto:fplanning@hastings.gov.uk)
- Rother District Council : Planning Policy      Tel: 01424 787000
  - Email: [planning@rother.gov.uk](mailto:planning@rother.gov.uk)
- Wealden District Council : Planning Policy      Tel: 01892 653311

- o Email: [planning@wealden.gov.uk](mailto:planning@wealden.gov.uk)

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### **Visual examples of good and bad waste provisions**



This is an example of a poorly designed storage point for a communal building which in this example is also the collection point. The containers sit above the vehicle access and are difficult to manoeuvre to the collection vehicle. The bins have to be bumped up and down a step and taken out and put back one at a time. It is also very difficult for residents to gain access to their bin to dispose of waste.



This development has got everything right in terms of providing a good storage area, but it is inappropriate due to the lack of a dropped kerb to manoeuvre bins over. This is a significant error as this bin stores houses large 1100 litre bins which should not be required to be moved over distances to the nearest drop kerb (safe manual handling) or will be damaged if alternately bumping up and down over the kerb on a regular basis.



An excellent example of an appropriately located and designed communal bin store. The store is enclosed, secure, with a smooth flat surface for manoeuvring bins, with a dropped kerb.





This is a good example where a durable bin store area has been built with consideration for drainage as it is an open air site. The floor surface is flat and hard wearing and there is sufficient space for the number of bins required and to manoeuvre them easily to the collection vehicle. In this example signage has been included to inform residents to make sure all waste is contained within bins.





This is an example within the same development where 2 properties no 88 & 89 have unacceptable collection points shown as on the pavement (highway) whereas properties 90 & 91 have been allocated collection points at the edge of the property where it adjoins the public highway.