



East Staffordshire Borough Council

Waste Storage and Collection Guidance for New Developments

Final v3.0

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Revision Schedule

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1.0 Introduction

- 1.1 This document seeks to establish clear and concise guidance for waste management in development sites. It is a design tool for architects and developers, and will be used by Planning Officers in assessing planning applications to ensure that waste management priorities are addressed.
- 1.2 The Council recognises the benefits of growth, which could see up to 8,932 new dwellings delivered in the Borough by 2031, and this guidance will address the issue of waste management in development sites of a residential, commercial or mixed use nature. It provides information for developers on segregation, storage and collection of waste to underpin the key principles in the waste hierarchy.
- 1.3 Waste management solutions should compliment the Council's current operation, but proposals from developers for innovative waste management solutions will be welcomed.
- 1.4 In summary, the key principles of the document are to:
 - Compliment the Joint Municipal Waste Strategy for Staffordshire and Stoke on Trent;
 - Provide an overview of the current refuse and recycling collection service offered by the Council;
 - Detail the waste segregation, storage and collection requirements that designers and developers need to satisfy;
 - Ensure waste storage facilities form an integral part of the design process and compliment the East Staffordshire Design Guide: Supplementary Planning Document: February 2008;
 - Assist Planning Officers in assessing planning applications to ensure that waste management issue are suitably addressed;
 - Address waste management problems in high density developments;
 - Highlight to developers, the financial implications of waste management;
 - Contribute to the Councils climate change and sustainability agendas;
 - Provide full technical details of the waste containers used by the Council;
 - Identify the access requirements for waste collection vehicles.
- 1.5 This final version was adopted following a period of public consultation in accordance with the Council's Statement of Community Involvement.

2.0 Background

- 2.1 The Council introduced its Alternate Weekly Collection (AWC) system for refuse and recycling in April 2009 to underpin its commitment to the Joint Waste Management Strategy for Staffordshire and Stoke-on-Trent, entitled 'Zero Waste to Landfill' by 2020.
- 2.2 Under the AWC system, residents have their grey bin (residual waste) collected one week and their blue bin (dry recyclables), brown bin (food and garden waste) and blue bag (paper) collected the following week. This type of service is known as co-mingled or dual stream recycling. The Council's current vehicle fleet used in the recycling collection service have split bodies to facilitate this type of collection method and to keep the material separated.
- 2.3 This operation has resulted in the Council's recycling and composting rates increasing significantly, from 38% in 2008/9, to a current figure of 52% (2nd quarter performance 2011/12). This increased recycling rate has been accompanied by a positive reduction in the amount of residual waste collected from each household. Detailed performance figures are shown in Table 2.0 below.

Material	2010/11 Figures
Residual Waste	23,000 tonnes
Dry Recyclables	11,000 tonnes
Organic Waste	12,000 tonnes
NI191 (residual waste per household)	473kg
NI192 (% recycled/composted)	50%

Table 2.0 East Staffordshire Borough Council: Performance in Waste 2010/11

- 2.4 The current collection system serves approximately 48,000 households per week across the Borough. However, there is potential for up to 8,932 additional dwellings to be delivered between the period 2012 to 2031.
- 2.5 Whilst significant improvement has been made, the Council recognises that further work needs to be done. Importantly, waste must be seen as a resource rather than a problem. By following this guidance, developers can play an active part in helping East Staffordshire achieve more sustainable waste management, thus reducing land fill and maximising re-use and recycling potential. They can also support the Council's environment and sustainability policies and waste collection regimes.

3.0 Scope

- 3.1 This guidance is appropriate to all types of development, from small householder extensions to large scale residential development, commercial and mixed use proposals.
- 3.2 It establishes good design practice to minimise waste, increase recycling and underpin the Waste Hierarchy. It will help to mitigate the environmental impact of waste, including visual appearance of waste storage facilities and the facilitation of a safe and efficient collection operation.



- 3.3 In order to assess the suitability of a planning application, with regard to waste management, the Council’s Planning Delivery section will consult Environment. The submission will be assessed against the guidelines contained in this document.
- 3.4 Furthermore, with regard to pre-application discussions, the East Staffordshire Design Guide SPD states:

East Staffordshire Borough Council is very keen to be actively involved in the design and development process and not just at the time a planning application is submitted.

Positive ongoing pre-application discussions are encouraged. Working with Council planning officers from an early stage can help identify opportunities and constraints in relation to a site and development. Additionally, it can assist developers to understand what will be required for planning applications and how best to manage the planning process for a site.

- 3.5 Developers should also refer to Council's Validation Document which provides guidance on the additional information required to accompany a planning application. Further details may be found at: <http://www.eaststaffsbc.gov.uk/Planning/Pages/ApplicationFormsGuidance.aspx> or by contacting the Planning Delivery Section. With regard to Waste Management, the following supporting documents are required:

Waste Audit and Site Waste Management Plan (SWMP)

Management Plan Regulations 2008.

PPS10: Planning for Sustainable Waste Management (July 2005), paragraphs 3, 33 – 34.

Waste Audit

Applications for 10 or more dwellings or 1000m² or more of new floorspace.

A Waste Audit is required for all major applications. This should include details of the following:

- Management of waste generated by the development process, i.e. construction, demolition and excavation;
- Use of recycled and renewable building materials in the construction of the development;
- Provision for in-house storage, recycling, treatment and disposal of waste generated by the development once in use;
- Access arrangements for collection of waste or waste derived end products generated by the development;
- Provision for energy recovery from waste and use of waste derived energy within the new development (where feasible/ appropriate).

Site Waste Management Plan (SWMP)

Applications where estimated construction costs are higher than £300,000 (for 4 or more additional dwellings or 250m² or more of new floorspace)

It is a legal requirement for a **SWMP** to be prepared for any project involving construction work* with an estimated cost greater than £300,000. To be valid, an application should include a copy of the latest version of each SWMP prepared for the application site, or failing that, there should be a statement explaining why

copies of the SWMP(s) cannot be provided.

Applicants are encouraged to use the waste auditing and benchmarking tools/SWMP templates developed by BRE and WRAP (examples of free templates provided in links below):

www.smartwaste.co.uk

http://www.wrap.org.uk/construction/tools_and_guidance/site_waste_management_planning/index.html

* As defined in the SWMP Regulations 2008

3.6 The document should not be read in isolation. Reference should also be made to the following key documents:

- Government Review of Waste Policy in England 2011; DEFRA;
- National Planning Policy Framework 2012; Department for Communities and Local Government;
- Planning Policy Statement 10: Planning for Sustainable Waste Management; Office of the Deputy Prime Minister (2005);
- Planning for Sustainable Waste Management: Companion Guide to Planning Policy Statement 10; DCLG (2005);
- Staffordshire and Stoke-on-Trent Joint Core Waste Strategy 2010 – 2026;
- Staffordshire and Stoke-on-Trent Joint Municipal Waste Management Strategy (2008);
- East Staffordshire Design Guide: Supplementary Planning Document (February 2008);
- Manual for Streets; DCLG, DfT;
- Manual for Streets 2: Wider Application of the Principles; CIHT;
- Making Space for Waste: Designing Waste Management in New Developments; ADEPT (2010).

4.0 Policy and Planning Context

- 4.1 This guidance seeks to make a positive contribution to the sustainable management of waste and the need to see waste as a valuable resource, rather than a problem. In developing the guidance, reference has been made to a number of national and local policies and planning documents.

Government Review of Waste Policy in England 2011

- 4.2 In its latest waste review, the Government recognised that good progress had been made over the last decade to reduce the volume of waste sent to landfill and increase recycling. However, it also stated that we must go further and faster to fully realise the benefit to our environment and climate change, but also in the competitiveness of our businesses. The review was guided by the Waste Hierarchy and set out a number of principle commitments, as follows:

As part of a more sustainable approach to the use of materials, delivering environmental benefits and supporting economic growth, we will:

- Prioritise efforts to manage waste in line with the waste hierarchy and reduce the carbon impact of waste;
- Develop a range of measures to encourage waste prevention and reuse, supporting greater resource efficiency;
- Develop voluntary approaches to cutting waste, increase recycling, and improve the overall quality of recycle material, working closely with business sectors and the waste and material resources industry;
- Consult on the case for higher packaging recovery targets for some key materials;
- Support energy from waste where appropriate, and for waste which cannot be recycled;
- Work to overcome the barriers to increasing the energy from waste which Anaerobic Digestion provides, as set out in the new AD strategy;
- Consult on restricting wood waste from landfill and review the case for restrictions on sending other materials to landfill.

To improve the service to Householders and Businesses while delivering environmental benefits and supporting growth we will:

- Support initiatives which reward and recognise people who do the right thing to reduce, reuse and recycle their waste;
- Work with councils to increase the frequency and quality of rubbish collections and make it easier to recycle;
- Encourage councils to sign the new Recycling & Waste Services Commitment, setting out the principles they will follow in delivering local waste services;

- Stopping councils from criminalising householders for trivial bin offences, while ensuring that stronger powers exist to tackle those responsible for flytipping and serious waste crime;
- Support councils and the waste industry in improving the collection of waste from smaller businesses;
- Reduce the burden of regulation and enforcement on legitimate business, but target those who persistently break the law.

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National Planning Policy Framework

4.3 The National Planning Policy Framework was published in March 2012 and sets out the Governments planning policies for England. Its principal aim is to achieve sustainable development, which includes minimising waste. It does not contain specific waste policies, since these will be published in the future as part of the National Waste Management Plan for England. Until this is published, Planning Policy Statement 10 remains in place.

4.4 The Framework does however state that:

Local Authorities preparing waste plans and taking decisions on waste applications should have regard to policies in this Framework so far as relevant.

Planning Policy Statement 10: Planning for Sustainable Waste Management

4.5 Planning Policy Statement 10 (PPS10) sets out the Governments key planning objectives for waste management. It forms part of the national waste management plan for the UK and, in relation to this guidance document, outlines the importance of good design and layout in new developments.

4.6 Paragraphs 35 and 36 state:

Good design and layout in new development can help to secure opportunities for sustainable waste management, including for kerbside collection and community recycling as well as for larger waste facilities. Planning authorities should ensure that new development makes sufficient provision for waste management and promote designs and layouts that secure the integration of waste management facilities without adverse impact on the street scene or, in less developed areas, the local landscape.

Waste management facilities in themselves should be well-designed, so that they contribute positively to the character and quality of the area in which they are located. Poor design is in itself undesirable, undermines community acceptance of waste facilities and should be rejected.

Staffordshire and Stoke-on-Trent Joint Core Waste Strategy 2010 – 2026

4.7 Staffordshire County Council and Stoke-on-Trent City Council have jointly prepared the 'Staffordshire and Stoke-on-Trent Joint Waste Core Strategy' for formal pre-

submission consultation under Regulation 27 of the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended). This is a strategy for how to manage all the waste produced in Staffordshire and Stoke-on-Trent for the period 2010 - 2026, setting out where, when and how new waste management facilities will be developed and assessed. When adopted, this strategy will replace the existing Waste Local Plan in determining waste planning applications.

- 4.8 The 'Publication' document is the version of the strategy that the Councils intend to submit to the Secretary of State. The representations submitted will be forwarded to the Secretary of State. He will then appoint an Inspector, who will hold an 'Examination' to consider whether the strategy complies with the legal requirements and is 'sound'. The submission will be made to the Secretary of State in January 2012 with a view to formal Adoption in Autumn 2012.
- 4.9 The Joint Waste Core Strategy will set out a vision, objectives and spatial strategy for the development of waste management facilities in Staffordshire and the City of Stoke-on-Trent over the next 15 years. It will indicate broad locations for the development of future waste sites and set criteria to be applied to proposals for new development within those broad locations.

Vision

By 2026 the people and businesses of Staffordshire and Stoke-on-Trent will be actively minimising waste and regarding waste as a resource.

To support this, 'our waste infrastructure' will comprise a network of existing, enhanced and new sustainable waste management facilities that are in the right place to contribute to the local economy, and to minimise and/or mitigate any impacts on climate change, people, transportation systems, and the built, natural, historic and water environment.

More specifically 'our waste infrastructure' will:

- Have the capacity to manage an amount of waste at least equivalent to the amount we generate. This capacity will be higher up the "waste hierarchy" so that we can minimise our reliance on and use of landfill. In order to maintain this capacity, we will have used our planning powers where necessary to try to protect our waste infrastructure from constraints that may be imposed by non-waste related development in the vicinity;
- Be located close to the main urban areas, as far as practicable, to minimise the impacts of transporting waste and recycled materials; and,
- Meet modern design standards and, wherever practicable and environmentally acceptable, be located within buildings or enclosed structures appropriate to the technology or process, on general industrial or previously developed land.

- 4.10 The vision is to be delivered through a number of specific policies which support 4 strategic objectives. Policy 1.2 is particularly relevant to this guidance.

Policy 1.2 Make better use of waste associated with non-waste related development

All major development proposals should:

- Use /Address waste as a resource;
- Minimise waste as far as possible;
- Demonstrate the use of sustainable design and construction techniques, i.e.: resource-efficiency in terms of sourcing of materials, construction methods, and demolition;
- Enable the building to be easily decommissioned or reused for a new purpose; and enable the future recycling of the building fabric to be used for its constituent material;
- Maximise on-site management of construction, demolition and excavation waste arising during construction;
- Make provision for waste collection to facilitate, where practicable, source separated waste collection systems; and,
- Be supported by a site waste management plan.

- 4.11 Para 5.8 and 5.9 in the Core Strategy state: *“The principles of waste minimisation should be applied to all development, alongside increasing awareness amongst business operators and communities. All major developments should demonstrate that they have addressed waste minimisation and resource efficiency issues”.*

“The layouts for new developments should include adequate storage for recyclable and non-recyclable waste pending collection including storage for recyclable wastes, and access for waste collection vehicles. Applicants for such development should therefore liaise with the relevant local planning Authority at the earliest opportunity, to check the requirements for storage of recyclable and non-recyclable waste and the access requirements for waste collection”.

East Staffordshire Design Guide: Supplementary Planning Document (SPD)

- 4.12 The East Staffordshire Design Guide recognises that high quality design should be the aim of all those involved in the development process. The Council is committed to raising design standards in all new development. This is in part to take forward national government’s sustainable communities agenda, but also to improve the quality of the environment across the Borough.

- 4.13 The design guide recognises that value can be added to a development through good design, with the following benefits:

- Add economic value as a percentage increase in saleable / rentable values;

- Help developments to sell or let more quickly;
- Enable more efficient use of land to generate development outputs;
- Create a value added development by maximizing latent site opportunities;
- Create a legacy of environmental improvement and regeneration;
- Support and deliver transformational change to create new commercial markets;
- Generate health, education and community benefits;
- Create safer places, which are attractive to people and well used; and
- Support an improved quality of life.

4.14 In relation to waste management, the design guide makes reference to the importance of waste storage and collection in the design process:

Paragraph 2.6.4 states:

*The location of essential plant or infrastructure, for example sub-stations, **bin stores**, cycle stores and junction boxes, flues and ventilation and other plant can also have a detrimental impact on the quality of the scheme. Simple robust design and discreet location of infrastructure can help ensure the quality of the design is not undermined.*

In terms of sustainability, paragraph 2.10.2 states:

*Residential developments will need to be designed to be environmentally sustainable as buildings and places, but also to support more sustainable lifestyles. Simple issues like designing appropriate storage space, particularly for cycles, **integrating recycling facilities** and providing water butts for all houses, can all help to encourage more environmentally responsible lifestyles.*

For commercial developments, paragraph 3.18.3 refers:

*The Council will encourage developers to set out the management arrangements for their development, focusing on the buildings (and any associated plant), the grounds (including open spaces and parking areas) and the operation of the development (including noise, **storage and waste**). This could form part of the Design and Access Statement.*

Staffordshire and Stoke-on-Trent Structure Plan and East Staffordshire Local Plan

4.15 The guidance is also drawn from a number of local policies as set out below, including saved policies in both the East Staffordshire Local Plan and the Staffordshire and Stoke-on-Trent Structure Plan.

**Structure Plan Policy MW5
Sustainable Waste Management**

In accordance with the principles of sustainable waste management:

- (a) proposals at or near the top of the 'waste hierarchy' will be favoured provided that the proposals represent the 'best practicable environmental option', include sensitive working and restoration practices and do not cause any unacceptable direct or indirect adverse impacts;
- (b) new proposals should be located reasonably close to the source of waste production in accordance with the 'proximity principle';
- (c) an appropriate contribution towards the treatment and disposal of waste arising within the West Midlands or adjoining regions will continue to be provided, in accordance with the principle of 'regional self-sufficiency' and the 'proximity principle', provided that it would not cause any unacceptable direct or indirect adverse impacts upon people, transportation systems or the environment;
- (d) Staffordshire and Stoke-on-Trent will aim to continue to be self-sufficient in the management of waste arising in the Plan area;
- (e) the waste implications of all major development proposals and the measures to be taken to manage the waste generated should be identified and be consistent with the 'waste hierarchy' and the 'best practicable environmental option'.

- 4.16 Reference is also made to Structure Plan Policy D8 and Local Plan Policy IMR2, both of which require developments to provide appropriate mitigation measures or financial contributions.

**Structure Plan Policy D8
Providing Infrastructure Services, Facilities and/or Mitigating Measures
Associated with Development**

Where appropriate, development schemes should be accompanied by the provision of necessary on- and off-site infrastructure, community services, and/or mitigating measures. Local authorities should include in their local plans policies on planning obligations with the aim of securing benefits where these are necessary, relevant to planning, directly related in scale and kind to the proposed development and reasonable in all other respects.

Local Plan Policy IMR2 Contributions and Legal Agreements

In considering proposals for development where planning objections cannot be overcome by condition the planning authority will seek to enter into a legal agreement with the applicant with the intention of securing provisions to overcome any adverse social, economic or environmental impact arising from the development. Any provisions secured through such agreements will be necessary, reasonable, commensurate with the scale, nature and location of the development and clearly related to valid planning objectives. Provisions secured through such agreements may be through direct provision or through the payment of sums to the appropriate body to secure provision off site. Any financial contributions to the provision of facilities shall be identified separate from an organisation's own expenditure, spent on provisions clearly related in scale and kind to the development and returned if not spent within a reasonable period.

Staffordshire and Stoke-on-Trent Joint Municipal Waste Management Strategy

- 4.17 In May 2007 DEFRA published its updated National Waste Strategy for England and Wales entitled 'WASTE 2007' which imposed statutory targets on Waste Collection Authorities for increased recycling and composting rates and reducing the volume of residual waste collected.
- 4.18 The Staffordshire and Stoke-on-Trent Joint Municipal Waste Management Strategy sets an overall vision for the sustainable management of municipal waste in Staffordshire and Stoke-on-Trent to 2020 and beyond, and contains three overarching principles:
- To increase household recycling: delivering a combined household recycling and composting target of 55% (equivalent to 50% of all municipal solid waste).
 - To recover benefit from all remaining municipal solid waste: sending approximately 50% of all municipal solid waste for recovery.
 - To achieve the target of zero municipal waste to landfill: minimising municipal waste to landfill through increased recycling followed by maximum recovery of all remaining residual waste, thus placing landfill as the last and final option.
- 4.19 The Council developed an Action Plan for East Staffordshire to achieve these targets, setting out 3 principle objectives:
- Reduce the volume of household waste collected
 - Continue to increase the level of recycling and composting
 - Reduce the volume of waste sent to landfill
- 4.20 In January 2008, the Council's Cabinet approved a stretch recycling/composting target of 55%, by 2020, as part of its commitment to the Joint Waste Management Strategy for Staffordshire and Stoke-on-Trent, entitled 'Zero Waste to Landfill' by

2020. Subsequently, in November 2008, Cabinet agreed to implement Alternate Weekly Collections from April 2009 to achieve a step change in performance. As part of this, residents were issued with a blue bin to enable the Council to collect a greater range of recyclable materials, including cardboard, tetra packs and all plastics.

4.21 More recently, at the October 2011 meeting of the Staffordshire and Stoke-on-Trent Joint Waste Management Board, Members resolved to refresh the joint strategy to compliment the recent Government review of waste. This will be undertaken over the next 12 months and will include the following key parameters:

- That we treat waste as a resource, not a problem.
- Include clear recognition of partner authority's waste minimisation and recycling strategies.
- Incorporate a waste minimisation and re-use strategy.
- Explore fully the potential to increase work with third sector organisations.
- Incorporate a strategy for dealing with commercial waste.
- Set a clear framework for infrastructure requirements which consider a wide range of technologies to ensure we recover the maximum value from the materials we collect.
- Working in partnership to maximise external funding opportunities.

Manual for Streets

4.22 Manual for Streets provides technical guidance on the detailed design of streets and open spaces. It provides guidance on the design of waste collection services and the need to integrate waste storage and collection into the design of streets.

Manual for Streets 2: Wider Application of the Principles

4.23 Manual for Streets 2 is a companion guide to Manual for Streets and demonstrates through guidance and case studies how the principles can be extended beyond residential streets to encompass both urban and rural situations.

5.0 Legislation

- 5.1 In accordance with Part II of the Environmental Protection Act 1990 (EPA), Waste Collection Authorities are required to collect waste from all residential properties within their borough boundary. The Authority may also specify the type and number of receptacles to be used and the locations where the waste should be placed for collection purposes.
- 5.2 More specifically, Section 45 EPA places a duty on the Council to arrange for the collection of household waste, including, if requested, commercial waste. Section 45A places a duty for the separate collection of recyclable waste. Section 46 is more specific in terms of the receptacles to be used and establishes the following:
- Waste of certain types to be stored separately so that they may be recycled;
 - Occupiers of dwellings to provide containers of a specified type for the storage of waste;
 - Additional containers to be provided for the separate storage of recyclable waste;
 - Locations where containers should be placed for emptying.
- 5.3 All new developments must also comply with Part H6 of the Building Regulations 2000 (solid waste storage). This specifies that:
- Adequate means of storing waste is required;
 - Adequate means of access should be provided for people in the building to the place of storage and from the place of storage to a collection point for the collection of waste.

6.0 Residential Developments

6.1 Housing

6.1.1 To promote recycling within the home environment, provision should be made for both internal and external storage of all the waste streams collected by the Council.

6.1.2 The Council operates an alternate weekly collection service whereby residents have their grey bin collected one week and their blue bin, brown bin and blue bag collected the following week. Material segregation is as detailed below:

- Blue bin – dry recyclables, including glass, plastics, metals and cardboard;
- Brown bin – organics including **food waste**, grass cuttings, leaves, plants and cuttings;
- Blue bag – paper and magazines;
- Grey Bin – residual waste, including any item which cannot currently be recycled or composted.

6.1.3 All residential dwellings should be provided with suitable containment systems to enable householders to segregate and store these separate waste streams. The internal and external capacities detailed in the following paragraphs are applicable to individual houses and flats/apartments.

Internal Storage Capacity

6.1.4 Internal storage is necessary to ensure that residents have sufficient space to segregate waste at source. It enables residents to proactively support the Council's waste collection service through the efficient segregation of different waste streams.

6.1.5 The Borough Council does not supply containers for internal storage, so developers should seek to provide suitable facilities within each unit of housing. This will enable residents to segregate residual waste, food waste and dry recyclables and store it temporarily prior to transferring to outside storage/bins.

6.1.6 Internal storage should allow for the segregation of the following materials:

- Dry recyclables, including plastics, cardboard, glass and metals
- Food Waste
- Paper
- Residual waste, which includes any item that cannot currently be recycled or composted.



6.1.7 The size of the units should be sufficient to store a volume of waste that supports the Council's alternate weekly collection system. It is therefore recommended that no individual bin should have a volume less than 15 litres and that developers provide a minimum total capacity of 60 litres. This may be achieved for example through the use of kitchen units with drawers or containers as shown above.

6.1.8 Internal storage should also be considered as part of any planning application which seeks to extend kitchen and utility areas.

6.1.9 Additional guidance may be found in BS 5906 (2005) Waste Management in Buildings: Code of Practice.

External Storage Capacity

6.1.10 Developers will be required to provide the appropriate amount of space to house the external storage containers in a manner that minimises their visual impact and integrates into the design of the property/development. Reference should be made to the East Staffordshire Design Guide: Supplementary Planning Document (2008).

Type of Waste	Container	Capacity	Colour	Image
Recyclables (mixed glass, plastics, card, metals)	Wheeled bin	240 litres*	Blue	
Organic (garden) waste	Wheeled bin	240 litres*	Brown	
Residual Waste	Wheeled bin	180 litres*	Grey	
Paper	Reusable bag	35 litres	Blue	

Table 6.0. External Storage Containers

* Whilst the containers detailed in Table 6.0 represent the standard sizes issued to households, developers should be aware of the Council's policy for individuals or larger families. For example, a 140 litre container may be issued to a single person household or, for households with 6 or more people permanently living at the property, a 360 litre grey and blue bin may be issued to reflect the additional demand.

6.1.11 East Staffordshire Borough Council currently operates an alternate weekly collection service whereby residents have their grey bin collected one week and their blue bin, brown bin and blue bag collected the following week. A summary of the external containers is shown in Table 6.0 above, with a full specification contained in Appendix A.

Waste Storage Points

6.1.12 Containers must be located within the boundary of each property and identified on planning drawings. The storage areas should be sensitively located and designed in accordance with the East Staffordshire Design Guide SPD. The storage area must be sufficient to accommodate all external containers. It should be noted that larger properties and/or those with larger families may require 360 litre containers instead of standard 180 or 240 litre units. This should be taken into consideration when designing storage areas.

6.1.13 The storage area and collection point must be on hard standings and, if covered, of sufficient height to permit opening of bin lids. Residents are responsible for moving the containers from the storage area to the collection point, so the areas should be conveniently located.

6.1.14 In summary, storage points should adhere to the following guidelines:

- Sensitively located to the side or rear of the property, with appropriate screening. Storage of waste bins at the front of properties will not be accepted.
- Be accessible to disabled people, particularly wheelchair users;
- Not require wheeled bins/containers to be moved through a building to reach the collection point;
- Be well ventilated and preferably in a shaded position to minimise odours;
- Storage areas must not be more than 30 metres from the designated collection point;
- Collection crews should not have to move 2- wheeled containers more than 25 metres and 4-wheeled containers no more than 10 metres.;
- Gradients should not exceed 1 in 12 and avoid steps;
- Contracted in a smooth, bound material, with appropriate drainage.

6.1.15 As a general rule, householders are required to present their bins for kerbside collection and return them to the storage point as soon as possible after collection. In some instances, for those with certain physical or mobility problems, the Council may be able to offer an Assisted Collection. Developers should therefore ensure that storage areas are also accessible to collection crews in order to accommodate this.

Housing Extensions

6.1.16 Where a proposed extension to an existing property results in the loss of the outside waste storage area, a suitable alternative area must be provided as part of the

development proposals. It is preferable to have storage areas to the rear or side of the property to reduce the cluttered appearance of the street and to minimise impact on the street scene. Proposals which result in the bins being relocated to an open freestanding position to the front of the property are unacceptable.

Home Composting

- 6.1.17 Home composting is the ideal way for householders to reduce their waste and save money. By placing most kitchen and garden waste into a compost bin will produce a free supply of rich brown compost which can be used in the garden.
- 6.1.18 An area suitable for home composting should be considered in each plot in all new residential developments, with easy access from the kitchen or utility room.
- 6.1.19 The Council actively promotes the use of home composters, which may be ordered via the East Staffordshire Borough Council web site. An example is shown in Appendix A.

6.2 Flats and Apartments

Internal Storage Capacity

- 6.2.1 Internal storage capacity for flats and apartments should be provided for each individual residential unit in accordance with the requirements set out in paragraphs 6.1.4 to 6.1.9 above.

External Storage Capacity

- 6.2.2 Communal storage facilities are deemed to be more appropriate for flats and apartments and should be provided at strategic locations throughout the development site. The Council makes use of 4-wheel Eurobins for this purpose which have adequate volume for multiple properties. The storage capacity should be calculated for each residential unit based on the figures in Table 6.1 and then aggregated to provide the total capacity. This figure may then be converted to the required number of communal bins as shown in the example below.

Size of Accommodation		Total Storage Capacity (litres)	Percentage of Different Waste Streams	
1 bed unit		340	Residual	50%
2 bed unit		440	Dry Recyclables	40%
3 bed unit		540	Paper	10%
4 bed unit		640		

Table 6.1. Flats and Apartments – External Storage Requirements

6.2.3 Example calculation of required external storage:

A development consists of five 1 bed units, five 2 bed units and 2 three bed units. Therefore:

$$\text{Total Storage Capacity} = (5 \times 340) + (5 \times 440) + (2 \times 540) = \mathbf{4980 \text{ litres}}$$

Waste Stream	Volume of Storage	Type of Storage	Number of Bins*
Residual	4980 x 50% = 2490 litres	Grey/Black 1100 Eurobin	2490/1100 = 2
Dry Recyclables	4980 x 40% = 1992 litres	Green 1100 Eurobin	1992/1100 = 2
Paper	4980 x 10% = 498 litres	Blue 240l wheeled bin	498/240 = 2

(*Where calculations result in a fraction, figures should be rounded up or down, as appropriate).

Table 6.2 Example Calculation of Number of Communal Bins for each Waste Stream

6.2.4 A full specification of all container types, including the necessary floor space, may be found in Appendix A.

Waste Storage Points

6.2.5 It is not practical to provide individual storage points for each residential unit and the use of communal storage areas will be necessary. These require residents to transfer their waste and recycling to communal containers (usually Eurobins) located in strategic locations throughout the development site and accessible by waste collection vehicles. The number of areas should be kept to a minimum to minimise visual impact and the number of collection points. This supports an efficient collection service and reduces the areas that collection vehicles are required to access, enabling the design of higher quality public spaces.

6.2.6 The design of communal storage areas is vitally important within a development site. Poorly designed areas can lead to contamination of materials and litter, potentially resulting in public health issues. They must be an integral part of the development, located to avoid conflict with parking areas and to ensure that residents, collection vehicles and crews can obtain access at all times. It is good practice to provide signage at the storage points to remind residents of the need to segregate recyclable materials and to use the correct bin for each specific material source. All signage should be in accordance with WRAP iconography.

6.2.7 The storage area must be accessible to all residents, including wheelchair users, without presenting a health and safety risk. The method of transit of waste to a storage point will depend on the type of development, but generally will rely on residents transferring their waste to a communal point. Developers should make adequate arrangements for the management, cleansing and maintenance of all

communal waste infrastructures within their development site. The storage area should include the provision of a walkway of at least 1.3m wide to allow access to each of the individual containers and to ensure that each container may be removed from the store without the need to move others.

- 6.2.8 The area should be well illuminated so residents may continue to use the area in the evenings and feel safe in doing so. Communal bin areas have been known to attract anti-social behaviour, and poor design, siting and lack of lighting often attribute to this, leaving residents reluctant to use the facilities. Their location should provide natural surveillance balanced against the need for integrated screening.
- 6.2.9 Storage areas should be provided on a hardstanding with suitable drainage. The structure must be sufficiently robust to withstand impact from containers and suitably designed to minimise visual impact, noise (e.g. glass deposits) and odours.
- 6.2.10 It is vitally important that communal storage areas are sensitively integrated into the development site, with appropriate screening to minimise their visual impact. Reference should be made to the East Staffordshire Design Guide SPD.

Chutes

- 6.2.11 Chutes can be considered in apartment developments provided that the scheme enables residents to segregate their waste and compliments the Council's collection of recycling materials.

Underground Storage of Waste

- 6.2.12 Developers should be encouraged to consider the use of underground storage facilities to reduce the aesthetic impact of waste containers. Such proposals would require early discussions with the Council and careful evaluation of potential collection methods.

Composting

- 6.2.13 Flats and apartment developments with communal garden facilities should consider the use of composting facilities which can be incorporated into the landscaping plan for the site. However, developers will be required to identify a suitable community body or management maintenance company who will assume responsibility for the area.

7.0 Section 106 Obligations

- 7.1 In order to support the Council's waste collection operation, the principles of sustainable waste management and in accordance with Structure Plan policies D8 and MW5 and PPS 10, for all residential developments the developer will be required to provide the appropriate external containers (in accordance with the Council's specification) or pay a financial contribution to the Council for their provision via a Section 106 Agreement. The developer must ensure that all containers are provided to residents prior to occupation and prior to the commencement of the Council's collection service. A detailed specification of all container types is listed in Appendix A.
- 7.2 It is essential that the Council be notified a minimum of 8 weeks prior to first occupation, so that the development may be added to the collection schedule and the rounds adjusted, if necessary. This will allow any relevant information packs, including information on available recycling facilities to be provided.
- 7.3 From 2014, the Council is proposing that these financial contributions will be included in the Charging Schedule as part of the Community Infrastructure Levy (CIL).

8.0 Commercial Developments

- 8.1 In commercial developments, it is essential that designers give full consideration to waste management, including storage, segregation and collection. Some commercial developments may be required to deal with high volumes of waste and, all too often, storage areas are an afterthought in the design process. The same high quality design principles should be applied to commercial developments and appropriate guidance may be found in the East Staffordshire Design Guide SPD and ADEPT: Designing Waste Management in New Developments.
- 8.2 The provision of adequate storage space for recyclable materials is likely to result in lower collection charges and reinforce the occupiers' environmental policies

Storage Capacity

- 8.3 All commercial developments must provide adequate storage for both recycling and residual waste. Typically, commercial developments are provided with large 4-wheel bins (e.g. Eurobins), but the exact storage capacity will be dependant on the actual waste arisings generated by the occupier of the premises. As guidance to developers, the recommended storage capacities for different land uses are detailed in Table 8.0 below.

Type of Development	Waste Storage Capacity
Offices	2,600 litres per 1000m ² GFA
Retail	5,000 litres per 1000m ² GFA
Restaurants/Fast Food	10,000 litres per 1000m ² GFA
Hotels	7,500 litres per 1000m ² GFA

Table 8.0. Commercial Developments – External Storage Capacity Guidelines

- 8.4 The provision of waste storage should maximise the amount of recyclable materials that may be collected. For reasons of health and safety, it is expected that the waste will be stored in purposely built containers, rather than refuse bags. The occupier may arrange collections through the Council or a private waste contractor. A full specification of the containers offered by the Council is detailed in Appendix A.
- 8.5 Landlords should ensure that leasing agreements include appropriate clauses which require their tenants to segregate their waste and arrange for recycling collections.

Waste Storage Points

- 8.6 The storage containers must be located internally or within the external boundary of commercial premises. If the latter, it is essential that the containers are suitably screened from public areas (including multi-story residential properties). The design of the screening should compliment the external appearance of the main development building and ensure that it is an appropriate height to obstruct the highest container.

8.7 All commercial developments should seek to maximise the level of recyclable materials that are segregated and therefore sent for recycling. The storage area should be sufficient to enable the number of containers to be maximised in order to reduce the number of collections and therefore keep collection vehicle movements to a minimum. They should also be conveniently located for both collection crews and the occupants of premises. In summary, storage points should adhere to the following guidelines:

- Be accessible to the building occupier and collection crews;
- Be an integral part of the design process, sensitively located and screened from the main public facing frontages;
- Provide a walkway within the store of at least 1.3m wide to allow access to each of the individual containers and to ensure that each container may be removed from the store without the need to move others;
- Collection crews should not have to move 2- wheeled containers more than 25 metres and 4-wheeled containers no more than 10 metres.
- Gradients should not exceed 1 in 12 and avoid steps.
- The area should be well drained, with a uniform bound surface to facilitate the easy removal of containers;
- Located away from windows and ventilators to avoid nuisance odours entering the premises;
- If entering the curtilage of the building, collection vehicles must be able to enter and exit in a forward gear.

Waste Compaction

8.8 On site waste compaction is an option for commercial developments, although the Council is currently unable to provide a collection for this type of waste. The use of compactors must not discourage occupiers from segregating their waste for recycling.

Food Waste

8.9 Commercial premises that generate food waste are governed by the Animal By-Products Regulations 2005. These regulations place a duty on the collection, handling, transportation, storage and disposal of animal by products, which may have an implication on the development layout. Additional information may be found at <http://www.defra.gov.uk/food-farm/byproducts>

Mixed Use Developments

8.10 For mixed use developments, separate waste storage facilities and containers must be provided for the commercial and residential elements. Under no circumstances should commercial waste enter the domestic waste stream.

Schedule 2 Properties

- 8.11 Schedule 2 of The Controlled Waste Regulations 1992 lists various types of *household waste* for which local authorities can make a charge for collection. Household waste 'in this context includes waste from various non-domestic institutions, including schools, hospitals and prisons. Under the current legislation, local authorities have a duty to collect waste from these institutions if requested, but can only charge for the collection of the waste and not for its disposal. Defra has recently consulted on proposed changes to this legislation and any amendments will need to be reflected in an update to this guidance.
- 8.12 In terms of external storage and collection, the general principles for commercial waste should be followed, although at least half the waste generated is likely to be recyclable, so appropriate segregation facilities must be made available.

9.0 Waste Collection

Commencement of Collection Service

- 9.1 Developers must ensure that they have contacted the Council to confirm that the waste containers are in place before occupation of any properties. This will enable the collection service to commence. They should provide details of any phasing of the development site and a likely timescale of resident occupation, in order for the Council to make the necessary amendments to its collection rounds.
- 9.2 The Council will not commence collection within a development until the carriageway has been constructed to binder (base) course layer and access is unhindered. If collection is required prior to this, private arrangements must be made by the developer.

Collection Guidance

- 9.3 The East Staffordshire Design Guide SPD provides guidance on obtaining a balance between the requirements of servicing vehicles and the desire to move away from the dominance of public places by roads. Innovative design solutions are encouraged, but early dialogue with the Planning Authority and the Highway Authority, Staffordshire County Council, are encouraged. A typical specification of a refuse collection vehicle is detailed in paragraph 9.5 below and additional advice on highway design for waste collection may be found in the following:
- Staffordshire Residential Design Guide
 - Manual for Streets, and Manual for Streets 2
 - Making Space for Waste. Designing Waste Management in New Developments: ADEPT
- 9.4 The Council utilises software systems to optimise waste collection rounds and is therefore able to test the impact of new developments. Developers should not assume that existing collection rounds can be extended to accommodate new properties and early dialogue is essential to help the council maintain an efficient operation.
- 9.5 The Council operates a number of different vehicle types but, in general, the specification shown in Figure 9.0 should be applied when designing for waste collection in developments.
- 9.6 A safe working area to the rear of the vehicle is also required for bin lifting operations. This should be 4m in length by 3.5m wide.
- 9.7 Waste collection rounds should, wherever possible, enable collection vehicles to continue in a forward gear and minimise reversing manoeuvres. Reversing of waste collection vehicles is a dangerous operation and requires the use of reversing assistants to support the driver. Injuries to collection crews or member of the public by moving collection vehicles are invariably severe or fatal. Where reversing cannot be avoided, vehicles should not be required to reverse distances in excess of 12

metres. Longer distance may be considered but the routes should be straight and free from obstruction.



Chassis Type	6 x 4
Gross Vehicle Weight (kg)	26,000
Unladen Weight (kg)	15,420
Turning Circle (m)	17.1
Overall Length (mm)	9305
Overall Length – tailgate raised (mm)	10205
Overall wheelbase (mm)	5400
Width (mm)	2550
Overall height (mm)	3280
Overall Height – tailgate raised (mm)	5265

Figure 9.0 Typical Waste Collection Vehicle

- 9.8 If a collection vehicle is required to enter a cul-de-sac, the turning head must be adequate to enable the vehicle to enter and exit the road in a forward gear.
- 9.9 For waste collection, BS5906:2005 recommends a minimum street width of 5 metres, but reduced widths may be acceptable if on-street parking is discouraged. Developers should utilise swept path analysis to demonstrate the suitability of highway design.

Commercial Developments



- 9.10 The collection of commercial (non-domestic) waste must be undertaken by a Licensed Waste Carrier who complies with the Duty of Care under S34 of the Environmental protection Act 1990.

- 9.11 If collection vehicles are required to enter the curtilage of a commercial premise, they must be able to enter and exit in a forward gear.

Un-adopted (Private) Roads

- 9.12 Where it is proposed to include private roads within a development, the Council should be consulted at an early stage to confirm their collection requirements. As a general rule, the Council will not enter a private road for collection and the occupiers will be required to bring their bins to a designated collection point, usually adjacent to the public highway. Developers should therefore consider the use of a communal collection point sited discretely at the development edge. Informal solutions that would result in a significant number of wheeled bins left in the open in public view will not be accepted.

Appendix A – External Storage Containers

Container	Image	Dimensions (mm)		Floor Space Required	Colour	Materials
1100 litre Eurobin		Width	1375	1575 x 1190mm	Green	Dry recyclables
		Depth	990		Grey / Black	Residual waste
		Height	1370			
		Height (with lid open)	2370			
360 litre wheeled bin		Width	580	780 x 1080mm	Blue	Dry recyclables
		Depth	880		Grey / Black	Residual waste
		Height	1100			
		Height (with lid open)	1690			
240 litre wheeled bin		Width	580	780 x 940mm	Blue	Dry recyclables
		Depth	740		Brown	Food / garden
		Height	1100			
		Height (with lid open)	1750			
180 litre wheeled bin		Width	479	680 x 940mm	Grey / Black	Residual waste
		Depth	744			
		Height	1100			
		Height (with lid open)				
140 litre wheeled bin		Width	505	680 x 750mm	Blue	Dry recyclables
		Depth	555		Brown	Food / garden
		Height	1100		Grey / Black	Residual waste
		Height (with lid open)	1700			
Blue Bags		Width	320	n/a	Blue	Paper
		Depth	260			
		Height	460			
Home Composter (330l)		Height	1000	1000 x 1000mm	Green / Black	Organics
		Diameter	800			

Appendix B – Refuse and Recycling Vehicle Dimensions

East Staffordshire Borough Council operates 6 x 4 type RCVs, with a full body or twin pack unit as shown below.

HCTP shown, mounted on Dennis Eagle Elite 2 chassis - 6x4, rubber suspension



Vehicle model	TwinPack 15	TwinPack 20
Elite chassis type	6x2 ML (Mid Lift)	6x4
Body effective volume (m ³)	Large compartment 10.0 / small compartment 5.0	Large compartment 12.6 / small compartment 6.3
GVW (Gross Vehicle Weight)	23000	26000
Unladen weight	13720	15120
Front axle plated weight	7100	8000
Rear axle/bogie plated weight	16000	19000
Turning circle - overall (metres)	17.2	22.2
Air suspension		~
Recycling box type		~
Recycling box volume (m ³)		~
Recycler at full height		~
V1 Overall length	8205	9305
V2 Overall length - tailgate raised	9105	10205
V3 Overall wheelbase	4250	5400
V4 Front overhang		1665
V5 Front overhang - cab tilted		3500
V6 Rear overhang		2185
V7 Rear overhang - tailgate raised		3085
V8 Front axle to front of body		760
V9 Overall height	3230	3280
V10 Overall height - tailgate raised	5215	5265
V11 Height at exhaust tip - nominal		3500
V12 Cab roof height		3040
V13 Cab roof height - cab tilted		3600
V14 Cab floor height		805
V15 First cab step height from ground		435
V16 Rave rail height	1100	1150
V17 Ground clearance at lowest part of vehicle		250
V18 Ground clearance - tailgate	380	400
V19 Approach angle		15.5°
V20 Departure angle		14°

NOTE: Unless otherwise stated, all dimensions are nominal, in mm and represent an unladen vehicle without a lifting device and fitted with standard tyres; tyre deflection is not included. On vehicles equipped with optional air suspension, heights may differ. All specifications are subject to manufacturers tolerances. An allowance of +/- 2% should be made for all weights. All weights are in kgs and include oil and water, and on diesel fuelled vehicles, AdBlue and 50 litres of fuel. Additional equipment may alter dimensions and weights quoted.



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Appendix C – Check List for Developers

Residential – Housing			Check ✓
Internal storage	Para 6.1.4	Is there adequate capacity and segregation for recycling?	
External Storage	Para 6.1.10	Have the number of bins and type for each property been calculated?	
Storage Points	Para 6.1.14	<p>Will residents be able to safely transfer waste to the bins? Do planning drawings indicate adequate storage points? Are storage points:</p> <ul style="list-style-type: none"> • Sensitively located to the side or rear of the property, with appropriate screening? • Accessible to disabled people, particularly wheelchair users? • Not require wheeled bins/containers to be moved through a building to reach the collection point? • Well ventilated and preferably in a shaded position to minimise odours? • No more than 30 metres from the designated collection point? • Ensure collection crews should not have to move 2- wheeled containers more than 25 metres and 4-wheeled containers no more than 10 metres? • Gradients should not exceed 1 in 12 and avoid steps? • Contracted in a smooth, bound material, with appropriate drainage? 	
Extensions	Para 6.1.16	If the storage area is affected, is a suitable alternative location shown?	
Composting	Para 6.1.17	Do rear gardens have suitable locations?	

Residential – Flats & Apartments			Check ✓
Internal storage	Para 6.1.4	Is there adequate capacity and segregation for recycling?	
External Storage	Para 6.2.2	Calculate the capacity for each unit and convert into a number of communal bins	
Storage Points	Para 6.2.3	<p>Will residents be able to safely transfer waste to the communal storage areas?</p> <p>Do planning drawings indicate adequate storage points?</p> <p>Are storage points:</p> <ul style="list-style-type: none"> • Located strategically to minimise the number of collection points? • Accessible to all residents including wheelchair users? • Integrated into the development site, with appropriate screening with reference to the East Staffordshire Design Guide SPD? • Avoiding conflict with parking areas? • Accessible by collection vehicles/crews at all times? • Well illuminated with signage to encourage waste segregation (WRAP iconography)? • Well ventilated and preferably in a shaded position to minimise odours? • Robust to withstand impact from containers? • Sufficient in size to enable each individual bin to be removed without impacting on others? • Ensure collection crews should not have to move 2- wheeled containers more than 25 metres and 4-wheeled containers no more than 10 metres? • Gradients should not exceed 1 in 12 and avoid steps/full face kerbs? • Contracted in a smooth, bound material, with appropriate drainage? 	

Financial Implications			Check ✓
Section 106 Obligations	Para 7.1	Make arrangements for the provision of external containers or pay a financial contribution via a Section 106 Agreement.	

Commercial Developments			Check ✓
External Storage	Para 8.3	Is there adequate storage capacity for all waste streams to promote recycling?	
Storage Points	Para 8.6	<p>Do planning drawings indicate adequate storage points?</p> <p>Are storage points:</p> <ul style="list-style-type: none"> • Accessible to the building occupier and collection crews/vehicles? • An integral part of the design process, sensitively located and screened from the main public facing frontages? • Designed with a walkway within the store of at least 1.3m wide to allow access to each of the individual containers and to ensure that each container may be removed from the store without the need to move others? • Ensure collection crews should not have to move 2- wheeled containers more than 25 metres and 4-wheeled containers no more than 10 metres? • Gradients should not exceed 1 in 12 and avoid steps. • Well drained, with a uniform bound surface to facilitate the easy removal of containers? • Located away from windows and ventilators to avoid nuisance odours entering the premises? • If entering the curtilage of the building, allow collection vehicles to enter and exit in a forward gear? <p>Have arrangements been made for collection by a Licensed Waste Carrier?</p>	

Waste Collection			Check ✓
Commencement	Para 9.1	Has the developer contacted the Council to confirm the waste containers are in place?	
	Para 9.2	Is the carriageway constructed to binder course layer, with access unhindered?	
Design	Para 9.3	<p>Do planning drawings show how the collection vehicle will travel round the site, with a swept path analysis?</p> <p>Does the site layout:</p> <ul style="list-style-type: none"> • Minimise reversing manoeuvres? • If unavoidable, not require vehicles to reverse distances in excess of 12 metres? • Include turning heads that enable a collection vehicle to enter and exit in a forward gear? • Discourage on-street parking that could obstruct collection vehicles? • Provide road widths of 5.0 metres minimum? • Maintain a safe working area to the rear of the vehicle of 4m long by 3.5m wide? • Maintain a 4 metre minimum clearance height? 	
Private Roads	Para 9.12	Have private roads been provided with a well designed communal collection point?	