



Waste and recycling provisions for new residential developments

RECYCLE FOR WOKING

This document is a design tool for architects, developers and will be used by Planning Officers, Members and the public in assessing planning applications to ensure that waste management and recycling priorities are addressed. It includes a check list of activities to be completed prior to first occupation.

Contents

Contents	1
1. Planning Applications	3
2. Planning Conditions	4
3. Waste Collection Services in Woking	5
4. Future Proofing	5
5. Example of the Collection Schedule	6
6. Internal Storage Capacity for Waste and Recycling – All Dwellings.....	7
7. External Storage Capacity – Houses and Apartments (12 or less apartments)	7
8. External Storage Capacity –Apartments (more than 12 apartments) ...	7
9. Collection Point	8
10. Additional Capacity.....	8
11. Rural Properties	9
12. Underground Storage of Waste	9
13. Chute Recycling Systems.....	9
14. Bin Sizes	9
15. Communal Facilities – Systems to Encourage Recycling	10
16. Coverage of costs of waste and recycling infrastructure.....	12
17. Signage.....	12
18. Bulky waste and home composting	17
18.1. Bulky Waste Storage.....	17
18.3. Composting.....	17
18.5. Garden Waste Subscription Service.....	17
19. Management considerations	17
20. Check List for Design Considerations Pre-Application.....	19
21. Check List for Work Required Prior to First Occupation	22

The Surrey Waste Partnership (SWP) representing the 12 authorities of Surrey has produced a 'Plan for Waste Management' which aims to present a sustainable future for Surrey through the efficient management of resources.

The Vision is for a county in which resources are used and managed efficiently so that by 2026:

- the amount of waste produced will continue to be reduced or reused.
- materials reused, recycled or composted will exceed 70%.
- the environment will be protected and enhanced for future generations.

Further information: www.surreywastepartnership.org

1. Planning Applications

CS21 of the Woking Core Strategy states that proposals for new development should incorporate provision for the storage of waste and recyclable materials.

- 1.1. When a new development, significant extension or change of use is submitted for approval, the scheme will be assessed to ensure that adequate facilities are provided for waste and recycling. All developments should contribute to sustainable waste management by providing safe, convenient and pleasant facilities which encourage residents to recycle and compost their waste. These requirements should be considered at the earliest stages of the design process and details submitted to the Council when applying for planning permission. If these details are not included the application may be invalid and cause a delay to the determination of the application. The Council's requirements are listed throughout this document including the check lists for pre-application and pre-occupation.

2. Planning Conditions

Where approved, applications will be subject to the following condition;

C129A (Planning Condition)

No development shall take place until details of the proposed waste and recycling management arrangements for the development have been submitted to and approved in writing by the Local Planning Authority.

Such details as may be agreed shall then be implemented prior to first occupation and retained thereafter.

D067 (Planning Informative)

In seeking to address the waste and recycling management condition above, the applicant's attention is drawn to the requirement for the provision of receptacles and signage prior to first occupation. The proposed management arrangement should detail;

- The space on site to be secured for the appropriate number and style of waste and recyclable receptacles and erection of suitable signage to promote recycling;
- How the collection will work in practice.
- How the developer will contribute all the costs of waste and recycling infrastructure where the need for those facilities arises directly from the development. This includes the cost of providing all:
 - waste and recycling receptacles, including food waste housing units.
 - signage to promote recycling.
 - systems to minimise contamination of recyclables where communal bins are required by the development.
 - home composters.
- Receptacles and appropriate signage to promote the items which can be recycled are required to be in situ prior to the first occupation of the development and retained thereafter (Lead-in times for bins can exceed 12 weeks).

3. Waste Collection Services in Woking

3.1. The provision of recycling collections direct from the kerbside is an important element of Woking's strategy. The kerbside waste and recycling services provided by the Council include:

- an alternate weekly collection system for residual waste and for mixed dry recyclables using wheeled bins (whereby residents receive a collection of residual waste one week, followed by a collection of mixed dry recyclables the following week).
- a weekly kerbside collection of food waste.
- an opt-in (subscription based), fortnightly, garden waste collection service using wheeled bins.
- an alternate weekly kerbside collection of small electrical items (WEEE) including batteries when presented by householders on residual week.
- an alternate weekly kerbside collection of textiles when presented by householders on recycling week.
- a separate chargeable collection of bulky waste upon request by the householder.
- an opt-in clinical waste collection service, available on a weekly schedule where required.

4. Future Proofing

Applications need to incorporate future-proof design concepts into the layout of waste and recycling storage facilities which demonstrate flexibility to accommodate the expansion of current or introduction of new recycling services.

4.1. Woking Borough Council intends to expand its current range of recycling services to ensure targets are met in line with Surrey's Plan for Waste Management. This may include providing additional kerbside collection schemes for other materials e.g. an opt-in weekly collection of absorbent hygiene products (AHP) such as nappies, using a small storage container and yellow/black 'Tiger' sacks.

5. Example of the Collection Schedule

Week One:					
					
Residual	Food	*Absorbent Hygiene Products (AHP)	Small electrical items (WEEE)	Clinical	
Week Two:					
					
Recycling	Garden*	Food	*Absorbent Hygiene Products (AHP)	Textile	Clinical

***garden waste is collected on either week one or week two depending upon the properties address. AHP collections are identified in the Plan for Waste Management.**

5.1. The mixed dry recyclables accepted in the blue lidded bins include:

- o paper and cardboard.
- o glass bottles and jars.
- o plastic bottles, pots, tubs and trays.
- o tins, cans and aluminium foil.

6. Internal Storage Capacity for Waste and Recycling – All Dwellings

- 6.1. Internal storage areas should be designed into each property (houses and flats), providing sufficient space in the kitchen or another convenient location for the separate storage of recyclables, food waste and residual waste. This will enable occupants to segregate materials temporarily, until they can be transferred to external receptacles.

Residual waste	60 litre bin
Mixed dry recyclables	60 litre bin, box or reusable bag
Compostable kitchen waste	7 litre silver kitchen caddy
Absorbent Hygiene Products	50 litre bin

7. External Storage Capacity – Houses and Apartments (12 or less apartments)

- 7.1. Houses and apartment block developments (with 12 or less apartments) are expected to incorporate into their design designated storage and collection points for receptacles. The standard capacity per property is shown below (smaller 140 litre wheeled bins for residual waste and mixed dry recyclables are available for single occupancy dwellings);

Residual waste	240 litre black wheeled bin
Mixed dry recyclables	240 litre blue lidded wheeled bin
Compostable kitchen waste	23 litre green kitchen caddy
Garden waste (opt-in service)	240 litre green wheeled bin
Small electrical items	60 litre carrier bag
Textiles	60 litre carrier bag
Clinical waste (opt-in service)	60 litre sacks
Absorbent Hygiene Products (opt-in service)	50 litre bin

- 7.2. For houses, a paved area should be provided for storing receptacles, with convenient access to the kitchen door but also where the receptacles can be easily moved by the residents to the property boundary (collection point) for emptying.
- 7.3. For apartments, developers should design storage areas which minimise the potential for residents to misuse receptacles assigned to another dwelling. Where possible, waste and recycling storage areas should be accommodated within the block. Alternatively, external communal bin compounds should be sufficiently far from housing units (at least 5 metres where practicable) so as to reduce the impact of noise during bin use and collection.

8. External Storage Capacity – Apartments (more than 12 apartments)

- 8.1. Only where the provision of individual receptacles for apartments is demonstrated by the developer as being impracticable, should communal bins be considered for residual waste and/or recycling. The following guide will help in determining the capacity to provide for external storage where communal facilities are used:

Residual waste¹	1,100 litre black metal bin per every 5 apartments or per 8 apartments based on single occupancies
Mixed dry recyclables¹	1,100 litre blue metal bin per every 5 apartments or per 8 apartments based on single occupancies
Lockdown Units	One lockdown unit for every 1,100 litre bin where these are stored outside and not in a bin store
Compostable kitchen waste²	One 140 litre black bin, brown lid & one housing unit per every 15 apartments
Garden waste (opt-in service)	240 litre all green wheeled bin
Small electrical items	60 litre carrier bag
Textiles	60 litre carrier bag
Clinical waste (opt-in service)	60 litre sacks
Absorbent Hygiene Products (opt-in service)	50 litre bin (estimate 1 in every 16 households will require a weekly collection of AHP)

9. Collection Point

- 9.1. For houses, it is the responsibility of the householder to place their receptacles at the curtilage (boundary of property nearest the adopted highway) for collection and recover them as soon as practicable after they have been emptied.
- 9.2. For apartments, the collection point should be situated at ground level within the boundaries of the development.
- 9.3. For wheeled bins, steps should be avoided between the storage and collection point. The collection point at the property boundary and from the boundary to the collection vehicle should be a hard standing.
 - Road access to the individual receptacles must be to within 25 metres for two wheeled bins and to within 10 metres for four wheeled bins (carry distance from the collection point to the collection vehicle). Minimum vehicle clearance; 5m width, 4.3m height.

10. Additional Capacity

- 10.1. Circumstances which would allow residents to apply for an additional capacity:
 - More than six persons in the household (no children under three years old)
 - More than three adults and one child under three years old
 - Two or more adults and two children under three years old
 - Medical condition
 - Houses of multiple occupation (HMOs)
- 10.2. It is the developers responsibility to ensure all waste is containerised and the arrangements meet the requirement of the Environmental Protection Act 1990 Section 46. Woking Borough Council is not obliged to collect household waste that is placed for collection in contravention of a requirement under Section 46.
- 10.3. Where communal bins are used, developers should consider how to encourage residents to flatten cardboard boxes prior to placing in recycling bins to avoid overfilling containers.

¹ The one-to-five ratio is to be used as a **guide only**. The number of communal bins could be increased or decreased according to the number of residents per apartment and/or the number of properties with greater or less than two bedrooms per unit.

² The one-to-fifteen ratio is to be used as a **guide only**. The number of wheeled bins could be increased or decreased according to the number of residents per apartment.

11. Rural Properties

- 11.1. Collection vehicles will not enter private driveways to collect domestic waste. In rural and village areas dwellings may be some distance from the public highway and provision should be made for a designated collection point at the roadside. The occupier will need to present their receptacles at this point. In these circumstances the road-end collection point should be designed to permanently store the receptacles between collections and limit access to authorised users only.

12. Underground Storage of Waste

- 12.1. The use of underground storage facilities can reduce the aesthetic impact of waste containers. Such proposals would require early discussions with the Council and careful evaluation of potential collection methods.

13. Chute Recycling Systems

- 13.1. Separate chutes for recyclables, food waste and residual waste may be a more practical solution for waste management in high rise developments where there is a 24h concierge or on-site caretaker. Chutes must be clearly labelled for specific wastes and apertures tailored to reduce the risk of contamination and/or blockages. Chute systems must be regularly maintained with the bins underneath rotated to avoid overfilling and spillages.

14. Bin Sizes

Bin sizes (approximate):

Capacity	Height (h)	Depth (d)	Width (w)
7 litre kitchen caddy (indoor)	232mm	229mm	271mm
23 litre food caddy (outdoor)	405mm	400mm	320mm
50 litre AHP bin (indoor/outdoor)	500mm	396mm	390mm
Sack Holders (electricals and textiles)			
For 60 litre sacks	890mm	530mm	535mm
Two wheeled bins (plastic)			
140 litre wheeled bin	1,100mm	555mm	505mm
140 litre food waste housing unit	1,250mm	605mm	595mm
240 litre wheeled bin	1,100mm	740mm	580mm
Four wheeled standard (metal)			
1,100 litres	1,470mm	980mm	1,250mm
Lockdown Unit (for 1,100 litre bins)	1690mm	1300mm	1690mm

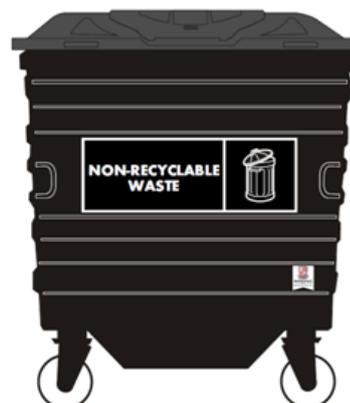
15. Communal Facilities – Systems to Encourage Recycling

15.1. Waste audits show that communal facilities result in the lowest quantity and quality of recycling. Therefore, developers need to clearly outline how communal facilities will promote the highest levels of recycling and manage out the potential for misuse. The minimum specifications are provided below.

15.2. **Communal Bin Specification for Residual Waste**

15.2.1. Communal bins of 1,100 litre size for residual waste shall be metal and fitted with a circular lid in lid. The design of this unit allows sufficient access to deposit a residual waste sack.

15.2.2. This bin is available from UK Containers with lid reference MM4937RM.



15.3. **Communal Bin Specification for Mixed Dry Recyclables**

15.3.1. Communal bins of 1,100 litre size for mixed dry recyclables shall be metal and fitted with a lid in lid. This aperture allows residents to deposit their recycling through the flap loosely, but is not large enough to accommodate a residual waste sack. The lid flap should be removed for ease of use where bins are stored indoors. Blue colour RAL 5002.

15.3.2. This bin is available from Taylors with a 'flap lid'.



15.4. **Communal Housing Unit for Food Waste**

15.4.1. For developments with 140 litre food waste wheeled bins, metal housing units are required to ensure the waste is kept locked and secure (compliant with animal by-product regulations). The 140 litre wheeled bins are stored inside the housing unit which is a metal cover fitted with an aperture in the top through which food waste is deposited. The units shown are fitted with a foot pedal and available from Unicorn Containers Ltd.



15.5. **Lockdown Units (where bins are stored outside and not in bin stores)**

15.5.1. Where communal 1,100 litre bins are not stored within a purpose built store 'Lockdown Units' are required. These systems will; secure metal communal 1,100 litre waste and recycling bins in place; provide vibrant imagery to promote recycling services (overcoming language barriers); and minimise the potential for misuse. A Lockdown Unit from Unicorn Containers for communal dry mixed recycling is shown. Lockdown units are required for both recycling and residual waste 1,100 litre bins.



15.5.2. The imagery to display on the Lockdown Unit above each container is provided below.

15.5.3. Signage above the dry mixed recycling



15.5.4. Signage above the residual waste



15.6. **Sack Holders for Textiles and Small Electrical Items**

- 15.6.1. Receptacles dedicated for electrical items, batteries, and textiles shall be purchased. These remove the requirement for residents to place electrical and textile items on the floor of the bin store. These units must be clearly labelled. For small electricals the lid should be coloured pink and display the WRAP iconography. For textiles the lid should be yellow and display the WRAP iconography. The electricals bin should also have a removable battery container to contain AAA to D sized household batteries. These units are available from Wybone Ltd.



16. Signage

Signage must be incorporated into the design of bin stores and in situ prior to the first occupation.

- 16.1. Signs displaying approved iconography will act as a permanent 'on-site' reminder each time a resident visits to deposit waste, instantly promoting and encouraging residents to recycle. This vibrant imagery will help to overcome language barriers and promote services to all residents. The standard signage designs / specifications are included below. Whilst the Council has purchased signage from Signway Supplies, alternative suppliers are available.
- 16.2. **Dry Mixed Recycling Signage Specification**
- 16.2.1. These signs should be manufactured from 3mm Aluminium complete with a non-reflective fascia and graffiti resistant film. The minimum size of the sign shall be 600mm width and 600mm height or 1200mm x 400mm.
- 16.2.2. Each of the six plates (iconography) on the sign shown below should be fitted onto the sign using clinch studs. The minimum size of each plate should be 180mm width and 240mm height. The iconography and colours are approved by the Waste Resources Action Programme. Signs should be displayed at each location where recycling bins are situated. As a guide, one sign for every four bulk bins.

16.2.3. **Sign 1:** Mixed Dry Recyclables, 1200mm x 400mm is available from Signways Supplies Ltd. Quote ZG565/1.



16.2.4. **Sign 2:** Mixed Dry Recyclables, 670mm x 600mm is available from Signways Supplies Ltd. Quote ZG565/2.



16.3. Food Waste Signage Specification

16.3.1. These signs shall be manufactured from 3mm composite material with a non reflective fascia complete with graffiti resistant film. The design is printed directly onto the main plate. The minimum size of the sign should be 200mm width and 320mm height. Signs should be displayed at each location where food waste recycling bins and housing units are situated.

16.3.2. **Sign 3.** Food plates are available from Signways Supplies Ltd. Quote ZG565/4.



16.4. Textiles and Electrical Signage Specification

16.4.1. These signs shall be manufactured from 3mm composite material with non reflective fascia's complete with graffiti resistant film. The design is printed directly onto the main plate. The minimum size of the sign should be 200mm width and 400mm height. Signs should be displayed in the bin store away from any doors or fire exits and should be placed at points where residents can leave their items in the bag holders for Woking Borough Council to collect.

16.4.2. **Signs 4 and 5:**Electricals quote: ZG187/1 and Textiles quote: ZG187/2.



16.5. Welcome Pack – Apartments

16.5.1. The developer is required to contact the Council 12 weeks prior to first occupation to request Welcome Packs and blue reusable sacks. These Welcome Packs and reusable sacks are supplied by the Council free of charge.

16.5.2. It is the developers responsibility to ensure that one Welcome Pack is placed inside every dwelling along with the indoor food caddies and blue re-usable bags prior to first occupation.

16.5.3. The Welcome Packs have been designed to ensure residents are aware of how to use the full suite of recycling services provided by the Council.

What can go in your communal blue-lidded recycling bin?

- Mixed paper and card
- Plastic bottles
- Newspapers and magazines
- Plastic pots, tubs and trays
- Glass bottles and jars
- All plastic and metal lids
- Foil
- Food tins and drink cans

For more information, please visit www.woking.gov.uk/recycling or call 01483 755855.

How to use your blue-lidded recycling bin

Recycling your everyday household waste is simple. Just follow the handy step-by-step guide below.

Step 1:

 Store your blue reusable recycling bag in a convenient location in your home.

Step 2:

 Separate and store your recyclable waste in the handy blue reusable bag.

Step 3:

 When necessary, carry your reusable bag to your communal blue-lidded recycling bin and empty the contents loosely into the bin.

Step 4:

 Return your blue reusable sack to your home.

Don't have a blue reusable recycling bag? Email waste@woking.gov.uk or call 01483 755855.

16.6. Blue Reusable Bags – Apartments

16.6.1. The blue reusable sack helps residents to store and carry their recyclable waste to the communal facilities. Please request how many you require for your development. Reusable bags, food caddies, compostable liners and the Welcome Pack should be in situ for residents prior to occupation.



17. Coverage of costs of waste and recycling infrastructure

All signage and receptacles for waste and recycling should be purchased and in situ prior to the first occupation. Please note that the lead in times for bins can exceed twelve weeks.

17.1. Developers are required to contribute all the costs of waste and recycling infrastructure (receptacles and signage). The Council will only collect domestic waste from receptacles of a predetermined type and number. This is a legal requirement under Section 46 of the Environmental Protection Act 1990.

- **Metal communal bins (four wheeled)** should be purchased directly from a manufacturer. Suppliers used by the Council are listed below. If purchasing from these suppliers, please mention that the bins are for Woking Borough Council and they will supply the correct colour and specification.
 - Taylors (Egbert H Taylor & Company Limited) www.taylorbins.co.uk
 - UK Container Maintenance Ltd www.ukcontainers.co.uk
- **Wheeled bins (two wheeled)** for waste and recyclables and food caddies can be purchased directly from the Council. www.woking.gov.uk
- **Signage** to promote recycling can be purchased directly from Signway Supplies (Datchet) Ltd www.signway.co.uk
- **Lockdown units** can be purchased directly from Unicorn Containers www.unicorn-containers.com
- **Food Housing Units** can be purchased from Unicorn Containers www.unicorn-containers.com
- **Sack holders for textiles and small electrical items/batteries** can be purchased directly from Wybone Ltd www.wybone.co.uk
- **Home composters** can be purchased from www.compostingsurrey.com

Please contact the Council prior to purchase to ensure the proposed order is correct.

- 17.2. Capacity at each household is subject to Council policy. All receptacles must be in-keeping with the Council's specification, including signage, aperture type and colour, to ensure the waste and recycling message is consistent. **Bins must meet specification EN 840 part 2, 5 and 6.** Purchasing through the Council or via its suppliers will ensure that containers are of sufficient quality and compatible with the waste collection vehicle's bin lifting equipment. Other containers offer no assurance that they will be of the required quality or compatible with our bin lifting equipment and therefore a collection will not be guaranteed.

18. Bulky waste and home composting

18.1. **Bulky Waste Storage**

- 18.1.1. As a Waste Collection Authority (WCA) the Council is required to arrange for the removal free of charge of non-prescribed i.e. 'non chargeable' household waste. This does not, for example, include the removal of bulky or heavy items, furniture, builders/DIY materials, oil, for sale boards. Collections of bulky household waste can be arranged through the Council's special waste collection service for which there is a charge.

18.2. **Composting**

- 18.2.1. Woking Borough Council will not collect any residual waste or recycling bins containing garden waste. Home composting areas should be designed into all new housing developments, as treatment of waste at source is recognised as the most sustainable method of treatment. Composting areas must be carefully designed as part of the garden and not merely placed in a convenient area, which may be inappropriate. Ideally, composting bins are located away from the house and sit directly on the soil to allow access for worms and microbes and to ensure drainage. Issues such as odour and vermin must be addressed in the design of the facilities.

18.3. **Garden Waste Subscription Service**

- 18.3.1. The Council offers an annual garden waste subscription service. The service is available for apartments. Subscribers are provided with 240 litre garden waste bins, which are collected on a fortnightly basis. This service is available for flatted developments.

19. Management considerations

- 19.1. It is important to establish and delegate the responsibility for ensuring an effective waste management system is in place at apartment developments. Therefore, all apartment developments will be required to have a Housing Management arrangement in place. The key waste management responsibilities of the Housing Management organisation are:

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

19.2. **Keeping Residents Informed**

- 19.2.1. Where the Housing Management organisation holds tenants' induction schemes, these should include a briefing on the correct use of waste and recycling facilities. Housing Management organisations should encourage Tenants' Association to take on the responsibility for enforcing residents' compliance with the waste management arrangements.

19.3. **Posters for Indoor Areas**

- 19.3.1. The Council provides two posters for indoor communal areas such as noticeboards as a reminder regarding the recycling service and bulky waste service.

19.4. **Maintenance of Bins and the Communal Bin Compound**

- 19.4.1. Housing Management organisations will be responsible for keeping the communal bin compound clean and safe, and for the general upkeep of containers, including cleansing.
- 19.4.2. Any bins not fit for purpose including but not limited to damaged wheels, cracked bodies will not be emptied and a replacement bin will be required. This is at the cost of the developer or Managing Agent.

19.5. **Resolving Misuse, Contamination and Fly-tipping**

- 19.5.1. The Council is under no obligation to collect waste that is in contravention of a requirement under section 46 of the Environmental Protection Act 1990. Therefore, the Housing Management organisations will be responsible for organising the removal of bins containing unauthorised items or non-household wastes such as litter or fly-tipping left by residents or animals or the general cleaning of waste storage areas.

20. Check List for Design Considerations Pre-Application

Developments should enhance the waste and recycling infrastructure measured against the sub-headings below.

1. Bin room layout and access

- a) The Council provides an alternate weekly collection service for the collection of residual waste and recyclables. The Council will not provide weekly collections and therefore any bin compound must accommodate the required number of containers.
- b) The plans submitted must identify internal storage space (in each house or apartment) sufficient for the receptacles for each separate material type.
- c) Any enclosure, compound or storage area should allow for filling and emptying and provide 600mm clear space between bulk containers (sufficient for operatives to manoeuvre the bins using the side handles) and suitable single storey height. Each individual container should be accessible, with collection operatives able to facilitate emptying of each and every container without the need to remove or manoeuvre other containers.
- d) Bins should not be stored underneath trees. This is to stop trees encroaching over or into the bins, causing them to become awkward to access, reduce leaf litter and associated risks and reduce the amount of bird faeces collecting on the bins, causing them to be unsightly, a hygiene risk to residents and collection operatives.
- e) There should be no need for collectors to enter any part of the building except the waste storage area. Waste and recycling must be contained in a suitable state to be safely lifted and freely available and accessible at all times on collection days.
- f) If bulk bins are used, a rubber buffer should be affixed to the surrounding wall and placed at the appropriate height to prevent damage to the storage area walls and unnecessary noise.
- g) Disposal of general waste and recyclables within the compound should be equally convenient. Where there are to be disparities, disposing of residual waste should be marginally easier than the disposal of recyclables to avoid contamination of recyclables with residual waste. i.e. the residual waste disposal point should be the first encountered when residents enter the compound.
- h) All doors should open outwards. Double doors with a clear opening of at least 1,500mm and a facility to hold open the doors during collection should be installed. Doors or gates to any waste compound are not permitted to open out over a public highway.
- i) Communal bulk bins should be assigned to particular apartments and access to these bins should be limited to those apartments. This will minimise the potential for misuse and assist with targeted communications.

2. Ease of access for residents

- a) The residual waste and recycling facilities should encourage residents to dispose of their residual waste responsibly and to recycle as much of their household waste as

possible. Bin compounds must therefore be conveniently located for residents and should be no further than 30 metres from the entrance door. Special consideration needs to be given to access and ease of use for older persons and those with disabilities.

b) Internal bin rooms should be located near lifts or stairs providing that the requirements for ease of access for waste collection operatives listed are also met. Waste chute systems for flatted dwelling houses would not be encouraged unless it could be demonstrated that the system would accommodate the Council's twin-bin recycling and food waste collection services.



c) Stairs or ramps may be provided for bulk bins to ensure ease of access for elderly or disabled persons.



3. Ease of access for collection operatives

a) Waste collection operatives will move bulk bins from their permanent storage compound to the collection vehicle. Access points for waste collection vehicles should not be more than 25 metres from bin compounds for two wheeled bins and no more than 10 metres for four wheeled bins. There should be no need to wheel bins over steps and drop kerbs must be provided where necessary. Slopes should not exceed 1:12 gradient



b) The internal bin compound should be sited so that bins can be taken to the collection point without being taken through a building or across designated parking spaces.



4. Vehicle access

a) The access road must be capable of safely accommodating a vehicle weighing 32 tonnes (when fully loaded). Developers should also ensure that manhole covers are strong enough to withstand the weight of the vehicle using a heavy-duty 'Grade A' type.



b) Where collection vehicles are required to enter developments, there should be sufficient on-site turning circles (18.5 metres kerb to kerb or 21.1 metres wall to wall) or the site layout must allow for the collection vehicle to manoeuvre in a Hammerhead T Form to avoid collection vehicles:



- Reversing from a site directly onto the public highway.
- Reversing into a site from an 'A' class road or where it is considered to be detrimental to highway safety.
- Reversing a distance of more than 40m.

c) Where it is acceptable for the collection vehicle to reverse into the site the road crossing the footway shall be designed so that the reversing vehicle does not encroach on the footway. The footway should be appropriately radiused to assist the vehicle reversing.



d) Appropriate measures must be incorporated into any scheme to control unauthorised parking of vehicles that would prevent access by the waste collection vehicle.



e) Roads and gates should have a minimum width of 5 metres and arranged so that the collection vehicle can continue mainly in a forward direction. Any archways or trees on the vehicle route should give a minimum height clearance of 4.3 metres.



- f) If it is proposed to locate waste and recycling containers in compounds in a basement area inaccessible to a standard waste collection vehicle, a suitable ground floor collection area must be indicated on drawings submitted for approval, from where the containers would be collected and returned. It will be the responsibility of the residents / Managing Agent to present bins at the collection point by 0630 on collection day. 

5. Visual impact

- a) External compounds should be constructed of materials in-keeping with the surroundings and screened by planting with adequate provision of soil if appropriate. Stylish design enables containers to be placed in areas without detracting from the local street scene and allow residents to recognise the integral role that containers play in the delivery of efficient waste management systems. 

- b) Storage areas should be sited to ensure that they are not intrusive when seen from public areas or from neighbouring properties and do not obstruct sight lines for pedestrians, drivers and cyclists or obstruct any utility service points. 

6. Noise control

- a) Communal bin compounds should be sufficiently far from housing units (at least 5 metres where practicable) so as to reduce the impact of noise during bin use and collection. Eliminating the need for collection vehicles to reverse will also assist in keeping noise to a minimum. 

- b) Signage indicating reasonable hours of use for households should be installed where required. 

7. Odour/vermin control

- a) Internal bin compounds should be well ventilated and have a smooth easily cleanable floor. Air fresheners and vermin boxes may be installed. External compounds should be open and also have a concrete floor. 

- b) Suitable drainage, with water discharging into a sewered drain, should be installed to allow the washing of bins. Nearby access to the water mains should also be provided. 

8. Security

- a) The design of communal bin compounds should allow easy access to residents but not to non-residents. 

- b) Developers may consider an open rail gate for internal bin rooms so that residents can see inside the bin room before entering it. Similarly, the walls of external compounds should only be slightly higher than the bins and have no roof so that residents can see who is inside the compound before entering. 

- c) Adequate lighting needs to be provided to allow the usage of the bin store at all times. 
-

21. Check List for Work Required Prior to First Occupation

9. Signage

- a) The developer is required to purchase and install signage in accordance with the Council's standard design prior to the first occupation. This can be incorporated into 'Lockdown' units or be separate signs fixed in prime locations. All communal bin compounds should:
- display signage showing whether it is a recycling or residual waste compound and which properties are entitled to use the facilities.
 - display signage above the bins to indicate the materials collected as part of the recycling collection scheme.
 - Residual waste
 - Mixed Dry Recycling
 - Food
 - Textiles
 - Small electricals

10. Containers, Welcome Packs and Reusable Sacks

- a) The developer is required to contact the Council twelve weeks prior to first occupation and confirm the following:
- the purchase of all receptacles including any communal recycling systems (bin housing and lockdown units). Ensuring these are in-situ prior to the first occupation. (Lead-in times can be in excess of 12 weeks).
 - Residual waste (lockdown units where required)
 - Mixed Dry Recyclables (lockdown units where required)
 - Food waste (including communal housing units where required)
 - Textile sack holders where required
 - Small electrical sack holders where required
 - to obtain welcome packs and reusable sacks.
- b) All receptacles must be in-keeping with the Council's specification, including signage, aperture type and colour to ensure the waste and recycling message is consistent. Bins must meet specification EN 840 part 2, 5 and 6.
- c) The developer is responsible for placing Welcome Packs, blue recycling bags (apartments) and food caddies inside the property prior to first occupation.
- d) Contact Woking Borough Council once when all facilities are in situ to register your information on our operating system (collection points / keys / access codes) and commence a collection service.

Further Information / Guidance

*Building regulations part H6: Solid Waste Storage
Design Supplementary Planning Document (2015)*

Woking Core Strategy (2012)

Contact details for Planning Services:

Telephone number: 01483 743483

Email address: developmentmanagement@woking.gov.uk
