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## **1.0 Refuse and Recycling planning guidance document**

This advice note has been prepared to assist developers and applicants by highlighting Basildon Borough Council's current management of refuse and recycling collections and what provisions will be expected when proposals for new dwellings and commercial premises come forward in the future.

### **1.1 Introduction**

Basildon Borough Council is committed to reducing the amount of waste sent to landfill and to maximise the use of recycling services. To this end we wish to be able to provide all recycling facilities to all households across the Borough and provide a wide range of recyclables which can be collected from each household. To ensure that we meet the objectives outlined above it is vital that new buildings are designed to provide facilities that ensure waste can be managed efficiently and effectively, for segregation of recycling, and to be stored and collected in such a way that is suitable to all parties involved.

This guidance has been developed by the Council's Waste Services Department in consultation with Planning Services and other relevant departments to assist developers in relation to:

- Single houses or developments of two or more houses
- Facilities within individual or groups of properties for the separation and storage of waste for collection and for composting

**The Council's refuse and recycling service is reviewed on a regular basis and applicants/agents are advised to contact us to ascertain that the details outlined within this document are still applicable at the time.**

## **2.0 Planning and Design**

This guidance should be referred to from the earliest stages of building design. The provision of an effective and efficient refuse/recycling service is a key Council operation and it is essential that these are considered at an early stage. All new developments shall be designed so that waste and recycling issues are fully taken into account as part of the pre-planning application process. Adequate storage areas for waste management facilities and good access for collection crews and vehicles can be difficult to retrofit at later stages in the design process.

Applications for new developments are recommended to be accompanied by a concise waste management report that addresses relevant aspect of this guidance. A report of this nature will enable this element of the development to be dealt with in a comprehensive and efficient way, and it should not be length or expensive to prepare. The report should clearly set out the measures proposed to be taken to ensure waste reduction and recycling provision within the new development. Relevant officers will be happy to discuss the contents and format of this report at the pre-application stage.

## **2.1 Good Practice**

There are a number of factors which need to be taken into consideration when designing refuse and recycling storage facilities for flats/apartments and housing developments to ensure efficient use by residents and collections by Council staff.

Adhering to the methods of good practice outlined within this document will help this to occur.

Forward planning in regard to refuse and recycling storage and collection will provide benefits to developers, residents and the Council. Developers able to disguise and screen bin areas make developments more attractive to potential buyers. Residents are provided with a secure bin area for communal/individual use which decreases the risk of contamination and vandalism allowing a more effective collection operation. In all situations refuse and recycling materials collection facilities shall be protected from the weather and be designed as an integral part of the built form of development proposals.

## **2.2 Internal storage facilities for waste prior to collection**

To encourage occupants to recycle waste, internal storage areas should be designed into each property/unit to allow for residents to split their waste into general waste and recycling. This will allow temporary storage before it can be transferred into external containers.

## **2.3 External storage/collection methods**

Basildon Borough Council is keen for developers to explore innovative ways of waste collection which aim to boost recycling and reduce the levels of waste which are sent to landfill.

### **3.0 Basildon Borough Council Waste and Recycling Service Specification**

#### **3.1 Domestic Waste and Recycling Collections**

Please note that all collections take place on the same day of the week, by different vehicles, after 7.30am. To find the collection day for a property visit [www.basildon.gov.uk](http://www.basildon.gov.uk).

Basildon Council's current household collection service comprises of the following collection schemes:

- Black sacks for non-recyclable waste (to be provided by the resident), collected weekly
- Pink sacks for mixed dry recyclables (card, paper, cans, plastics etc), collected weekly
- Green bin for mixed garden and food waste, collected weekly
- Glass bottles and jars, collected weekly

Collection normally occurs from the edge of the property, or from a designated collection point, subject to agreement with the Council for communal disposal facilities i.e. flats.

Communal waste containers will need to be provided by the developer for individual bin areas for bulking up black and pink sacks. Communal containers for flat blocks for glass and food waste will be provided by the Council. Where developers opt for traditional bin stores collection is usually from 1100l containers. Please refer to the enclosed specification in Appendix **XX**.

#### **Capacity and storage requirements**

The Council requires that all residential developments incorporate a minimum of the capacities for external storage for refuse and recycling.

Storage must also be sufficient to allow to the introduction of additional recycling containers in the future if the need should occur.

Storage areas should be sensitively located and designed to fit in with the local environment – new and existing developments should take into account the visual impact of the bins and their enclosures.

### 3.2 Capacity Requirements for Households

<b>Number/Type of Property</b>	<b>Refuse Containers/Space Required</b>	<b>Recycling Containers Required</b>
Individual Houses	2 x Refuse Sacks per week	2 x Recycling sacks per week 1 x Orange Box 1 x Green bin 1 x Internal Kitchen caddy (stored internally)
0-7 Properties with shared communal areas	1 x 1100 litre bin	1 x 1100 litre bin for Pink sacks 1 x 240l bin for food 1 x 360l bin for glass
7-14 Properties with shared communal areas	2 x 1100 litre bin	2 x 1100 litre bins for pink sacks 1 x 240l bin for food 1 x 360l bin for glass
15-20 Properties with shared communal areas	3 x 1100 litre bin	3 x 1100 bins for pink sacks 2 x 240l bins for food 2 x 360l bins for glass
21+ properties with shared communal areas	4 x 1100 litre bins per 21 properties	4 x 1100 bins for pink sacks 2 x 240l bins for food 2 x 360l bins for glass  Per 21 properties.

### 3.3 Container Dimensions

<b>Container</b>	<b>Dimensions (mm)</b>	<b>Minimum floor space required (mm)</b>
240 litre wheeled bin	Width: 720 Depth: 734 Height: 1063	730 x 750
360 litre wheeled bin	Width: 760 Depth: 880 Height: 1100	770 x 900
1100 litre container	Width: 1375 Depth: 1000 Height: 1470 Height with lid open: 2470	1575 x 1300

### **3.4 Houses**

The containers required must all be stored within the boundary of the property and the storage space must bear relation to the size of the property.

Householders are expected to present their waste and recycling at the kerbside for collection on the scheduled day and any containers returned to the storage area following collection. Containers should therefore be stored in a location that is convenient for the resident to present them at the kerbside for collection and located away from windows and ventilators to avoid any nuisance odours entering the premises.

Storage areas also need to be accessible to collection crews in order to facilitate any assistance which may be required i.e. for elderly and disabled residents.

### **3.5 Flats and Apartments**

Containers should be stored in a designated external storage area which has been sensitively located and designed to provide easily accessible and mutually convenient waste storage for the occupants and the collection crew.

Doorways should provide at least 1.3m clearance (including the thickness of doors). A walkway of at least 1.3m should also be provided within the store to allow access to individual containers, enabling each to be removed from the store without the need to move any other container.

It is the responsibility of the caretaker/management company (or similar) to allow the collection crews access to the container stores/collection point on collection day and to ensure that access is not restricted, for example, by parked cars. If a bin store is locked, four sets of keys or fobs (and replacement sets as required) must be supplied to the Waste Management section at no cost.

Within storage facilities, a minimum clearance of 150mm is required around all sides of the bins, and these should be placed side by side so residents are not inconvenienced accessing other bins. The entrance doors should have a minimum height of 1.8m to allow ease of access for both residents and operatives, and a minimum of 2.5m from floor to ceiling to ensure the lids on all containers can be opened fully. No containers will be provided by the Council without charge.

The location of bin storage should take account of risk from fire and the impact of smells in relation to adjoining residential properties. To minimise noise disturbance and visual intrusion containers should be located six metres from buildings/windows.

Where communal bins are proposed it is essential that any bin store is located immediately adjoining the road the RCV will have access to, and not within communal parking areas (unless these are adopted and can provide the

necessary turning circle). Where flats are proposed, a communal recycling facility should be provided at a convenient location for both residents and collection operatives.

Collection points should be sited clear of any road and pavement/cycleway, and should be hard surfaced in a material that compliments the surrounding built environment. They should be of a size that will be capable of accommodating the required number of bins/recycling bins so there is no overflow onto the public right of way. For dwellings adjoining the RCV route collection points should be sited at the edge of the residential curtilage.

### **3.6 Commercial Properties**

The volume of waste generated and thus the number and type of containers that a commercial development will require is ultimately dependent upon the activity of the occupant. Space for containers should therefore be maximised to accommodate this, in order to allow for a greater number of containers, and less collections to take place, minimising collection vehicle traffic. Provision of purpose built storage areas for waste and recycling containers ought to be designed to ensure security. Storage areas should be within the confines of the development. Where appropriate, groups of premises may consider shared bin areas, albeit with adequate provision for individual containers for each premise within the development. No containers will be provided for the Council without charge.

Major retail, commercial and leisure facilities will be required to provide public facilities for the collection of a range of recycling materials, including plastics, cans, glass, paper and textiles. Where commercial premises are proposed, consideration must be given to the storage of waste on the site, and care should be taken to ensure that adequate space is provided within the curtilage of the development. Under no circumstances will the storage of any waste be permitted on the public highway or footway.

Provision must be made for the segregation of different streams of waste, dependant upon the needs of the individual business. The refuse stores must be managed properly and be designed to enable them to be kept clean and free of pests. Refuse must be stored in such a manner so as to protect against contamination of food, and to protect drinking water, equipment and premises.

The space allocated for waste ought to be commensurate with the number of properties, total space covered and type of premises, i.e. shops, restaurants, etc.

### **3.7 Mixed Use Developments**

Mixed use developments should have separate stores for refuse and recycling containers for commercial and residential areas. No mixing of these materials is permitted by law.



### **3.8 Bulky waste Services**

Basildon Council provides a chargeable collection scheme for bulky household items, with a charge levied of £10 for up to five items. The collection point will normally be the usual refuse and recycling collection point, although this will be discussed when the items are booked in with the resident.

There is no similar scheme in place for businesses, who must make their own arrangements.

### **3.9 Other**

**The collection of recyclable and compostable materials is subject to change and developers ought to seek current guidance by contacting the Council's operations and Waste Management Section for up to date information.**

## **4.0 Collection Requirements**

### **4.1 Summary**

- Residents should not have to pull/push bins or carry waste for more than 25 metres
- Collection crews should not have to push/pull 2 wheeled bins or containers or carry individual containers more than 10 metres
- Collection crews should not have to move 4 wheeled containers more than 10 metres to the collection vehicle, allowing for a smooth transition between all bin sheds, kerbsides etc.
- A safe stopping bay or equivalent should be provided with sufficient turning area and manoeuvring space for the collection vehicle. (This will be as standard in general planning guidance).
- Recycling bins should be located adjacent to refuse bins
- Collection vehicles cannot collect containers that are on a slope. Please ensure a level surface to collect from.
- Surface that containers need to move over shall be of a smooth continuous finish and free from steps and other obstacles. Any steps shall incorporate a drop kerb.
- Space allocated for bin storage should not have bins stored more than one deep and should provide ample room for rotating the bins (i.e. moving an empty one to the front of the bin shed).
- Overhead service cables, pipes, archways and other potential obstacles must be at least 7m from ground level.
- Collection vehicles should not reverse into developments from a major road, or reverse onto a major road when exiting the development.

Collection operations should take all appropriate steps to design out manual handling and the requirement for vehicles reversing when designing collection operations. The British Standard guidance document BS5905:2005 states that the distance collectors should have to cover in respect of transporting waste

containers to and from the collection vehicle should be minimised to achieve an economical service. The collector should not be expected to carry containers subject to the guidelines outlined previously.

Where bulk containers are used, direct vehicular access to the containers is necessary. The collectors should not be required to move wheeled waste storage containers over surfaces that may hinder the smooth passage of the container.

**These represent essential health and safety requirements which must be built into the process from an early stage.**

## **4.2 Vehicle Specifications**

The proposed layouts of larger scale developments should include a vehicle tracking plan indicating satisfactory vehicle manoeuvrability within the site to be developed, and demonstrate that it has been designed to include an efficient refuse/recycling collection 'round', based upon the operating standards and vehicle dimensions.

The vehicles used are:

XX  
XX  
XX

Specifications attached.

The tracking plan will need to be agreed with Essex County Council as Highways authority and Basildon Borough Council as the waste collection authority.

The 'round' should be designed to allow the collection vehicles to operate in forward gear only wherever possible: Adequate turning facilities, large enough to accommodate the collection vehicle will be required where a circuitous route is unavailable. Where the collection vehicle will not be expected to be allowed direct access, provision of collection points must be noted. Designated collection points are to be avoided as they can prove to be magnets for fly tipping and dumping.

To allow safe access, all roads that are to be used by collection vehicles must be designed to withstand the full laden weight of the vehicle, which is XX tonnes. Should there be a need to access courtyard areas, a vertical clearance of XX will be required. Consideration must be given to tree overhang, cables, balconies, barriers, archways etc.

The width of any road which the RCV is expected to access will need to be a minimum of 5 metres. This allows single side parking and the vehicle to pass without hindrance. Consideration should be given at an early stage towards provision of adequate off-street parking in safe and convenient locations to

minimise on-street parking. Where developments are designed to have on street parking on both sides of a road, the minimum road width ought to be 8 metres.

### **4.3 Vehicle Turning Specification**

Would this information be available in a vehicle spec sheet?

### **4.4 Vehicle Specifications**

Do we have spec sheets for the different types of vehicles we use i.e. Glass vehicles?

### **4.5 Container Specification**

Basildon Council Provides the following containers to householders:

- Pink sacks for mixed recycling
- Kitchen caddy and external container for garden and food waste (external container communal for flats)
- Orange box for mixed glass bottles and jars (communal bin for flats)

If you require larger communal bins, these will need to be provided by the developer or managing agent, subject to the following specifications:

- Galvanised Steel
- Artwork as displayed on subsequent pages
- Trade lid without aperture, with triangular lock – with appropriate colour for black/pink collections
- 1100l in capacity
- Wheels with brakes included

Please note that providing containers of lesser quality may result in our collection vehicles being unable to empty the containers.

Dimensions and specification of the 1100l container can be found at: <http://www.taylorbins.co.uk/documents/product-spec-sheets/Taylor-Continental-1100-Rec-Tech-Sheet.pdf>

Dimensions for the 240l bins (used for household garden and food waste and communal food waste) and 360l (used for communal glass recycling) can be found at: [http://media.ssi-schaefer.de/fileadmin/ssi/documents/navigationsbaum/abfalltechnik/produkte/2\\_rad/englisch/gmt\\_datasheet\\_00\\_b\\_en.pdf](http://media.ssi-schaefer.de/fileadmin/ssi/documents/navigationsbaum/abfalltechnik/produkte/2_rad/englisch/gmt_datasheet_00_b_en.pdf)



General Waste 1100 design specification



Pink Sack 1100l specification.

**For all Further questions contact:**

**Recycling Team  
Basildon Borough Council**

**[recycling@basildon.gov.uk](mailto:recycling@basildon.gov.uk)**