Recycling and waste provision - guidance for property developers

Contents

1. Introduction

Purpose

This guidance document is to help property developers meet recycling and waste requirements when making applications for the development of a new property. Applications should meet the following criteria:

a. **Building Regulations 2010** (Part H6 of Schedule 1 – Solid waste storage) which requires that adequate provision must be made for the storage of solid waste and adequate access must be provided for people in the building to the place of storage from the place of storage to a collection point.
a. **Environmental Protection Act 1990** (Section 46- Receptacles for household waste), this gives powers to local authorities to specify:
    - ✓ waste that should be stored separately so that it can be recycled
    - ✓ the type and number of bins for storage of waste
    - ✓ locations where bins should be placed for emptying

Collection service

Joint Waste Solutions (JWS) is an organisation responsible for managing recycling and waste services for Elmbridge Borough Council, Mole Valley District Council, Surrey Heath Borough Council and Woking Borough Council.

The waste collection service and frequency of collections available to residents in the service areas are outlined in ***Table 1***. For further details on **items** collected as part of this service, visit the Joint Waste Solutions website.

Table 1: Collection Frequency

Collection service	Collection frequency
Rubbish	Fortnightly
Mixed recycling	Fortnightly (alternate week to rubbish)
Garden waste	Fortnightly (opt-in paid service)
Food waste	Weekly
Textiles	Weekly (for houses and some flats)
Small electricals	Weekly (for houses and some flats)
Bulky waste	Paid for service to be arranged

2. Recycling and waste storage

Internal storage space for all properties

Adequate space should be incorporated into the design of the property to allow the segregation of both recycling and non-recyclable waste.

External storage space: Houses

Storage space must be large enough to accommodate at least two wheeled bins (one for recycling and one for rubbish) and a food bin. Additional space may be required for larger households, clinical waste needs and/or families with children in nappies who may temporarily require additional bins and residents who subscribe to the opt-in garden waste service.

Each service area has different requirements for storage capacity depending on the size of the household. Please see **Appendix 1a** for the storage capacity requirements for each authority and service area and **Appendix 2a** for approximate bin capacity and dimensions.

Storage for textiles and small electrical appliances: Houses and HMOs

All households can recycle **textiles and small electrical appliances** at the kerbside each week, by placing the items into one small, tied carrier bag, which can be presented next to their bin for collection.

External storage space: Flats

The communal bin area/store must be large enough to accommodate the bins with sufficient capacity for fortnightly collections of rubbish and recycling and weekly collections of food waste.

The calculation used to determine the volume of waste generated **per fortnight** is shown in ***Table 2.*** The required storage capacity should be rounded up to ensure that there is enough capacity if the period of collection is extended (for instance over the bank holiday).

Table 2:Bin capacity calculation for flatted properties (per fortnight)

1 bedroom flat	**2–3-bedroom flats**
120L rubbish 120L recycling 23L food waste (collected weekly)	180L rubbish 180L recycling 23L food waste (collected weekly)

Please see **Appendix 1b** for an illustration of storage capacity requirements for flatted properties and **Appendix 2b** for approximate bin capacity and dimensions of communal bins.

Storage for textiles and small electrical appliances: Flats

Residents living in some apartment blocks can recycle textiles and small electrical appliances every week, however, the collection instructions/methods can vary from site to site.

Some residents are advised to place their textile and small electrical appliances into one small, tied carrier bag and present them at a designated collection point for these items.

Some apartment blocks have designated bins specifically for collecting textiles and small electrical appliances.

Practically speaking, not all communal bin stores can facilitate the textiles and small appliance service, and since the best collection method for these items is dependent on site-specific factors, developers are advised to liaise with the local JWS team, so that the appropriate provisions for these waste streams can be reviewed on a case-by-case basis. To get in touch with the relevant local team, please refer to the contacts provided in **Section 7, Requirements after completion of building works.**

Communal bin location and access

The communal bin area needs to:

- ✓ Be at ground level.
- ✓ Allow enough space for the bins required for the property –please see above for how to calculate the number of bins and capacity required.
- ✓ The area should allow for filling and emptying of the bins by providing a clearance of at least 15cm between adjacent bins and at least 150cm clearance between bins opposite each other. Each bin must be accessible, with collection operatives able to empty it without needing to remove other containers.
- ✓ All doors (where applicable) for the storage area should open outwards, with a clear opening of at least 150cm. A facility to hold open the doors during collection should be installed.
- ✓ The bin area should be sited so that the bins do not need to be taken through a building or across designated parking spaces.
- ✓ Be conveniently located for residents and should be no further than 30 metres from the entrance door.
- ✓ Have sufficient ventilation.
- ✓ Have a flat hardstanding and be well-lit.
- ✓ Be located at a distance no further than 10 metres from the proposed tipping point of the refuse collection vehicle.
- ✓ To avoid contamination of the recycling bins, it is best to ensure the layout of the bin store is well considered, with recycling bins and general waste bins considerately placed for ease of use. Locating all the recycling bins together and the refuse bins together is an effective way to make the separation more obvious.
- ✓ Bin store signage is recommended to ensure residents are well informed of what items should be placed in which bin. Signage is available free of charge from JWS upon request, however, fixing signage to bin store walls would need to be arranged separately.
- ✓ To avoid misuse of communal bins and ensure only residents have access to the bins, we would recommend securing the store with a key or coded lock.
- ✓ To ensure safe and successful collections, JWS or customer service teams of the applicable council would need to be provided with two keys or the code before collections commence.

Mixed Developments

Commercial waste is not currently collected in any of the service areas. Commercial and residential waste must not be mixed and must have separate lockable bin stores.

Houses of Multiple Occupation (HMO)

HMOs are buildings in which more than one household has living accommodation (other than self-contained flats) and at least two households share a basic amenity, or the living accommodation is lacking in a basic amenity, where a basic amenity is defined as a toilet, personal washing facility or cooking facility. Examples include properties that are shared by students or young professionals.

External waste storage areas large enough to accommodate individual wheeled bins should be provided. The number of wheeled bins necessary to contain the recycling and waste produced on the premises shall be based on the number of occupants.

To determine the capacity of bins needed, please use the recommendations for the average volume of waste generated per household illustrated in **Table 2**.

Where multiple or communal bins are required, the bin area should meet the requirements listed outlined under *Communal bin location and access*.

Waste chute systems

In limited instances, the use of a waste chute system might be considered by a developer as a means of embedding a waste and recycling service within a high-rise apartment complex, whilst also overcoming the barrier of not exceeding a distance considered reasonable for a resident to travel to dispose of their waste from their home.

While chute systems can overcome distance concerns, they require regular maintenance and a complex and continuous operational on-site input to ensure that collection containers at the bottom of the chutes are moved/replaced frequently to avoid blockages, overflows and consequently, collection issues.

It is important to emphasise that JWS and their collection contractor are only responsible for the safe and efficient collection of waste and recycling from approved containers. They would not be responsible and/or able to facilitate any on-site activities, other than servicing collections on the scheduled collection day.

In such cases, a developer would need to demonstrate (preferably through a detailed waste management strategy) that a facilities team and company would be employed to manage the chute system (and all its associated activities) in a way that means the appropriate containers are available at an agreed collection point on the scheduled collection day.

Any developers considering the implementation of a waste chute system within any sites across the joint contract areas must also review the following points and demonstrate how they will embed and/or manage these factors as part of the planning process:

1. Any waste chute incorporated must have a 'tri-separator' system to allow residents to effectively separate and dispose of our three main collection streams:

- dry mixed recycling
- general waste
- food waste

2. Cardboard is a widely accepted recyclable material that can easily block a waste chute system. A suitable alternative cardboard recycling point must be made available and easily accessible for all residents. An on-site facilities team would then be responsible for transferring the cardboard to the agreed collection point on behalf of the residents.

3. A developer must also demonstrate how they will make other kerbside collection services available to residents. This would include suggesting suitable and designated collection points for bags of textiles and small electrical appliances, bulky waste items and any clinical waste (i.e., sharps boxes and orange sacks). The developer must also demonstrate how these items will be transferred to the collection point on behalf of the residents in line with the scheduled collection day.

4. The recommended bin capacity aligns with **Section 2, Storage for Textiles and Small Electrical Appliances: Flats**. The developer would need to demonstrate that a facilities team and/or company would be employed to move the bins around the site appropriately to contain the waste and make the bins available for collection.
Our communal collection considerations are also detailed in **Section 2, Communal bin location and access**.

5. Appropriate measures would need to be implemented into the chute system to reduce/manage blockages.

6. Appropriate measures would need to be implemented into the chute system to reduce the risk of fire, i.e., through a sprinkler system. A regular cleaning programme of the chute system would also be beneficial.

7. Please note that our recycling facility does not accept compacted dry mixed recycling. General waste should not be more compacted than that achieved by refuse collection vehicles.

8. As mentioned above, a tri-separator chute system would need to be incorporated, and as such, there would be three chute exit points at the base of the system, where collection containers would be located. The appropriate bin would need to be placed at the bottom of the relevant exit to collect the corresponding waste stream. The dimensions of the bins used are available in Appendix 2a of this document, but please note that the dimensions of the exits of the chutes must correspond with the dimensions of the bins to ensure that waste coming down the chute ends up in the storage containers and not on the floor.

9. In development of the above point, we stipulate that only 140ltr bins should be used for the collection of food waste, due to health and safety guidelines surrounding the weight of the material. Any deviation from this condition would be subject to approved method statements/waste management plans on how dealing with the non-collection of overweight bins would be mitigated.

10. The developer and/or managing agent must purchase the bins before resident occupancy. They are also responsible for the cost of replacing any bins that are not damaged by the collection contractor.

3. Responsibility for purchasing bins and signage

Developers are expected to purchase all the required bins (rubbish, recycling, and food bins) and to provide signage for designated bin areas/stores.

Bins can be purchased from the council; based on current lead times we recommend you allow at least 12 weeks or more for delivery depending on the number of bins required. We expect bins to be in place before the first resident moves in. Occupation before bin purchase will not speed up the delivery of bins.

To order a bin, please visit the Joint Waste Solutions website. For developments in Surrey Heath or Woking, estate and property managers must phone Amey on 03332 340978 to order communal bins.

If a developer chooses to purchase bins from another provider, the specification must meet quality standard BS: EN840. This will ensure that it complies with the quality standards of our collection fleet and the lifting mechanism for a safe and efficient operation.

The colour of the bins must match the colour of those provided by JWS. For more information, visit the Joint Waste Solutions website for our guide on '**which bin is which**'. It is advisable to purchase bins with **reduced aperture** or **reverse bins** with **lockable lids,** this helps to reduce contamination in communal recycling bins.

4. Requirements for collection points

Houses

The collection point for houses and individual properties must be by the front boundary of the property at the kerbside; this must be at street level, with the vehicle not being required to leave the carriageway. This is because the maximum pulling distance, we expect the crew to walk to collect a bin from the stopping point of the vehicle is 10 metres for both two-wheeled and four-wheeled bins.

Flats and HMOs

Assumptions have been made that the bin areas will be the collection point. Where this is not the case, arrangements must be made for the designated collection point to be large enough to accommodate the number of bins.

The collection vehicle stopping area must be at a location within 10 metres (the maximum walk/carry distance for the crews) of the area where the bins are expected to be presented for collection.

5. Access specification

Where a bin store or collection point meets any of the following conditions, **plans** to aid waste collection to avoid the risk of obstructing traffic must be provided to the JWS Team:

- ✓ bin store location or collection point exceeds **walk/carry** distance of 10 metres for both four-wheeled and two-wheeled bins and or
- ✓ four or more containers are to be emptied (HMOs and Flats)

Vehicle access

The following criteria must be met for an **access road**:

- ✓ a minimum of four metres wide and high and free from overhanging trees and buildings
- ✓ designed to eliminate reversing (arranging for the collection vehicle to continue in a forward direction)
- ✓ offer adequate space for turning where the vehicle is unable to safely enter and exit the site without reversing (achieved by showing a tracked route/swept path through the development)
- ✓ have suitable foundations and surfaces to withstand the maximum weight of the vehicle (generally 26T gross weight, 14.8T axle loading)
- ✓ have heavy-duty manhole covers, gully gratings etc.
- ✓ designed to ensure reasonable convenience for the collection vehicle

Reversing vehicles

Generally, collection vehicles should not be expected to reverse into a development from a busy main road. Exceptions may be made where the vehicle can be reversed into the development over a distance not exceeding 12 metres to a point within 10 metres of where the bin/s are presented for collection. In all such instances, the road should be designed to ensure the vehicle does not encroach on the footway.

Turning space

Adequate turning space should be provided if the vehicle is expected to access the development. For tracking purposes, the dimensions of the current collection vehicles are 10.6 metres long and 3 metres wide. The minimum turning circles are 19.9 metres (kerb to kerb) and 21.6 metres (between walls).

Access pathways

Pathways from the bin area or collection point to the vehicle stopping area need to:

- ✓ Be on level ground unless the gradient falls away from the storage area in which case the gradient should not be steeper than 1:12.
- ✓ Be at least 1.5 metres wide.
- ✓ Be free from kerbs and steps.
- ✓ Have solid foundations and a smooth continuous impervious surface.

- ✓ Have shallow ramps where they meet roadways.
- ✓ Be within 10 metres (depending on the type of bins) from the point where the collection vehicle stops (see ***section 4*, Requirements for collection points**).

6. Discharge of conditions

Approval of waste provisions outlined in the planning application will be based on satisfying every condition outlined in **section 2**, **section 3**, **section 4** and **section 5** of this guidance. Please use the checklist (**Appendix 3**) to ensure all conditions have been met before sending your application. Our comments will be based on conditions set out in this document and failure to meet all requirements may result in unnecessary delay to approval.

1. Requirements after completion of building works

The development will **not** be signed-off and collections will **not** start until the following conditions have been met:

a. The Joint Waste Solution team is satisfied that the route is safe, access roads meet the requirements outlined in **section 5, Access specification** and access is unhindered on the scheduled collection day.

b. The Developer must notify the JWS team (via email as detailed below) within 1 month before the first property is due to be occupied.

   For applications in Elmbridge, please email: elmbridge@jointwastesolutions.org

   For applications in Mole Valley, please email: molevalley@jointwastesolutions.org

   For applications in Surrey Heath, please email: surreyheath@jointwastesolutions.org

   For applications in Woking, please email: woking@jointwastesolutions.org

   This will ensure that:

   - ✓ the property is included in a collection round
   - ✓ required bins (external rubbish, recycling and food bins and internal food caddies) have been provided
   - ✓ the refuse and recycling ***'service guide'*** (this gives an overview of the collection service and a collection calendar) has been delivered to the occupier

Please ensure that codes or keys to bin stores are provided to the JWS team before occupation.

7. Permitted development rights (PDRs)

Some developments do not in all instances require **planning permission** to carry out work. This has resulted from several changes to the planning rules including significant changes to the development 'use classes' system in England.

However, we encourage developers and homeowners to adhere to all conditions on waste storage and capacity provisions listed in this guidance for such developments to help run a smooth collection service, reduce manual handling injuries of our collection crew, and improve the street scene.

8. Changes in waste collection policy

The government is considering plans to introduce statutory guidance on new minimum collection service standards for rubbish and recycling as part of its Resources and Waste Strategy published in 2018. Changes may be effective from October 2025 and may impact on how waste is collected.

The number of containers required for waste storage **may increase** depending on how we will be expected to collect waste and may impact on storage space required.
This guidance will be **updated** as soon as the changes coming into place are known.

9. Development stage and recommended activities

Waste planning and collection activities are easily overlooked during the planning, development stages and occupation of properties resulting in knock-on effects of service provision. The following activities are recommended to minimise the impact on the collection service.

Table 3:Recommended activities

Timeline/stage	Activities
Pre-planning	As part of the planning application process, use this guide to include waste storage provisions for the development. Contact the JWS team for advice or clarification of waste storage requirements.
Developments with PDR ***(See Section 8)***	Where a full planning application is not needed for a development, it is good practice to seek guidance on waste storage and capacity requirements from JWS to ensure a smooth transition of waste collection from the development when completed.
Construction	During the construction phase, if any design changes will affect bin storage requirements, size of bin store and location, contact the JWS team to review and agree on new provisions.
Preparing for occupation	Bin orders should be made at least 12 weeks before the occupation of the development. Inform the JWS team a month before the development is occupied to enable the provision of bins and guidance leaflets.

	Please provide details of the property management company.
Ongoing Management	Occupiers, property management/agents and JWS must work together to ensure smooth collection of waste from the property. Property management and occupiers must deal with issues of overflowing bins and contaminations (where materials placed in the recycling bins are not **target** materials for recycling collections) with support from JWS. Please refer to our '**Recycling and waste collection policy**' and '**Guidance for managing agents - Purpose-built flats and HMOs**'

10. Appendices

Appendix 1a: Storage capacity requirements- Houses

Elmbridge			
Size of household	**Rubbish capacity**	**Recycling capacity**	**Food waste**
Smaller (1-2 people)	140L	140L	23L
Standard (3-5 people)	240L	240L	23L
Larger (5+ people)	360L	360L	23L

Mole Valley			
Size of household	**Rubbish Capacity**	**Recycling capacity**	**Food waste**
Smaller household	140L	140L	23L
Larger Household	240L	240L	23L

Surrey Heath			
Size of household	**Rubbish capacity**	**Recycling capacity**	**Food waste**
Smaller Household	140L	140L	23L
Larger Household (on request)	180L	240L	23L

Woking			
Size of household	**Rubbish capacity**	**Recycling capacity**	**Food waste**
Smaller household	140L	140L	23L
Larger Household	240L	240L	23L

Appendix 1b: Storage capacity requirements - Flatted properties

No of Flats	Rubbish capacity	Recycling capacity	Food waste
5 x 1 bed	660L	660L	140L
5 x 2 beds	1100L	1100L	140L
3 x 1 bed and 5 x 2 beds	2 x660L	2 x 660L	140L

*The storage capacity requirements have been calculated by using provisions in **Table 2***

5 X 1-bed property
Rubbish capacity = 5***120**L = 600L rounded up **to 660L**
Recycling capacity= 5***120**L = 600L rounded up to **660L**
Food waste capacity =5***23**L =115L rounded up to **140L**

5 X 2 beds property
Rubbish capacity = 5***180**L = 900L rounded up to **1100L**
Recycling capacity= 5***180**L = 900L rounded up to **1100L**
Food waste capacity =5***23**L =115L rounded up to **140L**

3X1 bed and **5X2 beds property**
Rubbish capacity = (3* **120L**) + (5***180**L) = 1260L rounded up to 1320L= **2X660**L
Recycling capacity= (3* **120L**) + (5***180**L) = 1260L rounded up to 1320L= **2X660L**
Food waste capacity =8***23**L =184L rounded down to **140L**

Please note that food waste collection is weekly.

Appendix 2a: Bin capacity and dimensions-houses

	Rubbish/ Recycling			
				
Capacity(litres)	**140L**	**180L**	**240L**	**360L**
Height(mm)	985	1056	1190	1095
Width(mm)	485	543	575	850
Depth(mm)	550	646	730	620

	Food waste		Garden waste
			
Capacity(litres)	**7L**	**23L**	**240L**
Height(mm)	252	405	1190
Width(mm)	252	320	575
Depth(mm)	229	400	730

Appendix 2b: Bin capacity and dimensions - Communal bin stores

	Rubbish or recycling		Food waste
			
Capacity(litres)	**660L**	**1100L**	**140L**
Height(mm)	1340	1410	985
Width(mm)	1260	1370	485
Depth(mm)	720	1000	550

Appendix 3: Guidance checklist

Section 2: Recycling and waste storage

Internal storage

1. Have you provided reasonable space within each property to store and segregate waste?

External storage space

Use the table below and information from ***table 2***, ***appendices 1a, 1b, 2a and 2b*** from this guide to estimate the capacity and size of storage containers needed for the development.

Service	**Size of household /Number of beds**	**The volume of waste to be generated** *(Appendices 1a, or 1b and Table 2)*	**How many bins are needed**	**Capacity and dimensions of bins required** *(Appendix 2a or 2b)*
Waste				
Recycling				
Food waste				
Garden waste				
Any other				

2. Based on the number of bins needed and their dimensions, have you provided adequate external space or bin store to accommodate the number of bins required?

3. What are the dimensions of the external storage space?

4. Have you included the location and dimensions of the bin store in your building plans?

Communal bin location and access

5. Is the bin store on the ground level?

6. Is the bin store within 30 metres of the entrance door of the property?

7. Does the design allow enough clearance between bins to allow easy access for residents and bin operators?

8. Have you ensured that the bin store door will have a clearance of at least 150cm and will open outwards?
9. Is the bin store sited so that bins do not need to be taken through a **building or across designated parking spaces?**

Mixed Developments

10. If the development is made up of commercial and residential units, have you made provision for separate lockable bin stores?

Houses of Multiple Occupation (HMO)

11. If the development is an HMO, does the bin area design meet the requirements outlined in S**ection *2.5***?

Section 4: Collection points

12. Is the collection point for houses at the front boundary of the property?

13. If the bin store is not the collection point for communal bins, will the designated collection point be large enough to avoid any obstructions?

Section 5: Access specification

14. Is the access road at least **4 metres** wide?

15. Is the access road designed to avoid reversing collection vehicles?

15a. if not, will the vehicle reverse **less than 12 metres** and not encroach the access path when reversing?

16. Is the access path from the collection point to the vehicle on level ground?

16a. If not, is there a dropped kerb of gradient not steeper than 1:12?

17. Is the access path at least 1.5 metres wide?