



CHILTERN
District Council



SOUTH BUCKS
District Council



WYCOMBE
DISTRICT COUNCIL

Joint Waste Team

Waste Management Planning Guide

FOREWORD

This document has been designed to advise developers on the provisions that need to be made for the containment, storage and collection of waste, including the separation of recyclable materials. It provides localised guidance in respect to current waste services provided by the Joint Waste Team on behalf of **Chiltern, Wycombe** and **South Bucks** district councils. This document tries to make the distinction between the two waste collection services currently in operation. Key points for consideration have been presented within three sections –

1. New build houses
2. Communal developments
3. Collection of containers

The Joint Waste Team can provide free planning consultation to enable developers to design suitable waste management solutions.

VERSION CONTROL

Version	Author	Date	Comment
0.1	Balal Farooqi	May 2017	1 st edition
0.2	Daniel Sexton	March 2018	Doc reviewed

APPLICATIONS

Regardless of the size of development, the management of waste needs to be considered at all stages. It is important to design suitable waste management facilities during the planning stage. Failure to do so can have far reaching consequences, that might include increased costs during the building stage; inadequate waste storage for the inhabitants; operational delays and logistical barriers for effective collection services; possible risks to health & safety if not managed correctly; and potential breaches of legislation.

Planning applications should include full and clear details of the proposed rubbish and recycling storage including sightings, floor plans, elevations and importantly access routes for residents and collection vehicle servicing. This important information can form part of the initial application or sometimes be agreed through a planning condition. Applicants can also write to the Planning Authority for pre-application advice.

This design guide may not contain all the information you require. It is recommended that developers use the following sources of guidance as appropriate:

- [National Planning Policy for Waste \(DCLG\) 2014](#)
- The Building Regulations
 - [Approved Document H](#) - Drainage and Waste Disposal (2002 Edition, incorporating 2010 amendments) (Relevant section - H6 Solid Waste Storage)
 - [Approved Document M](#) – Access to and use of Buildings (2004 Edition, incorporating 2010 and 2013 amendments)

- British Standard 5906:2005 Waste management in buildings – Code of practice
- Adept Making Space for Waste: Designing Waste Management in New Developments
- Manual for Streets - Publications - GOV.UK
- Waste Partnership for Buckinghamshire Joint Municipal Waste Management Strategy
- Chiltern District Council [website](#)
- South Bucks District Council [website](#)
- Wycombe District Council [website](#)

COMPLIANCE

If planning permission is forthcoming, conditions or in some cases a Legal Agreement, will normally be used to secure the construction and retention of storage facilities for rubbish and recycling. Non-compliance with a planning condition or Legal Agreement may result in enforcement action being taken against the owner of the site.

Chiltern District Council, South Bucks District Council and Wycombe District Council are each considered a wheeled bin collection authority. More information on container provision is available on each of the respective websites.

The three waste collection authorities reserve the right to stipulate collection methods and frequency for the collection of domestic wastes. Specific information on waste collection services and [policies](#) can be found on our websites.

- www.chiltern.gov.uk
- www.southbucks.gov.uk
- www.wycombe.gov.uk

DESIGNING WASTE MANAGEMENT IN NEW RESIDENTIAL PROPERTIES

The receptacles in which residual waste and recycling is presented for collection and the point of collection are specified by the Waste Collection Authority in accordance with sections [46 & 47 Environmental Protection Act 1990](#).

All waste and recycling containers should be presented at the edge of a resident's property, at the point where the premises meet the adopted highway for collection. ([Policy 11 - Household Waste Collection Policy Document – Chiltern and Wycombe](#)) ([Policy 10 - Household Waste Collection Policy Document South Bucks District Council](#))

It will be expected that all new residential developments of one or more dwellings provide dedicated on-site storage space for residual waste and recyclable material. A suitable area must also be provided for the necessary containers to be safely presented at the appropriate collection point on collection day. **This should not cause obstruction to pedestrians or highway users.**

Provision of such facilities in close proximity to a listed building, or within a Conservation Area will need to be designed in a sensitive and appropriate manner.

All residential developers must give due regard to the potential nuisance caused by noise and odour, that may arise from the storage and collection of waste

Internal storage areas may be designed into each property to aid occupiers to separate and temporarily store residual waste and/or recycling before transferring it to external containers. Please note: The three authorities currently *only* provide internal food waste caddies (silver). As an option these can be purchased directly.

SECTION ONE – New build Houses

As per the policy for all three councils, all new dwellings within the districts will operate under an alternate week collection (AWC) service. ‘General *domestic* rubbish’ (residual waste) will be collected one week; ‘recycling’ consisting of (1) paper/cardboard and (2) mixed materials collected the following week. ‘Food recycling’ is collected separately every week. ‘Garden waste’ (**restrictions apply**), is collected fortnightly on ‘recycling’ week.

Garden Waste* – is a chargeable subscription service for residents in the Chiltern and South Bucks district authorities. For residents living in the Wycombe district the service is currently free of charge. [Terms & Conditions of service \(Chiltern\)](#). [Terms & Conditions of service \(South Bucks\)](#)

The ‘standard’ suite of containers provided to low rise properties (houses) are:

Chiltern District Council & Wycombe District Council

180L Black Wheeled Bin	General Household Rubbish (residual waste)
240L Dark Blue Wheeled Bin	Mixed Material Recycling - (includes cans, foil, rigid plastic, glass & cartons)
55L Kerbside Box	Paper & Cardboard Recycling
23L Brown Bin (external)	Food Recycling
5L Silver Caddy (internal)	Food Recycling
240L Green Wheeled Bin	Garden Waste*

South Bucks District Council

240L Black Wheeled Bin	General Household Rubbish (residual waste)
240L Blue Lidded Wheeled Bin	Mixed Recycling - (includes cans, foil, rigid plastic, glass, cartons & cardboard)
44L Kerbside Box	Paper (only) Recycling
23L Brown Bin (external)	Food Recycling
5L Silver Caddy (internal)	Food Recycling
240L Green Lidded Wheeled Bin	Garden Waste*

Container dimensions can be found in Appendix A.

Smaller 140L bins are available on request. Larger recycling and residual bins are available, subject to application. Policy 8 (Chiltern and Wycombe) details the provision of [larger bins](#). Likewise Policy 7 makes provision for South Bucks District Council.

Appropriate space should be given to accommodate the suite of waste receptacles, with an aim to minimise their visual impact and integrate this into the design of the property/development. Sufficient space must be given at the property boundary to place containers out for collection, so as not to cause an obstruction to pedestrians and/or road users.

Residents are not permitted to leave waste containers on the public highway after collections are complete. All domestic houses must have sufficient access routes for residents to transfer their bins from the storage space, to the collection point; this may require where appropriate, dropped kerbs and a solid, even finish to the pathway.

PRIVATE AND GATED DEVELOPMENTS

Where the proposed development incorporates a private road and/or gated access to one or more properties the collection point will be where the private road meets the public highway, or on the outside of the gated entrance. Where large developments are planned please contact the Planning Authority for pre-application advice.

Gated developments should be provided with either;

- adequate storage space in each property as above with a bin 'drop off' point located at the public highway boundary, see below; or
- a communal bin store located at the public highway boundary in accordance with the requirements given for Apartments & Flats

Gated developments should not result in any height obstruction/restrictions for vehicle access, including emergency services.

Please note: We will not accept keys or fobs in order to gain access to private and gated properties. Properties affected should incorporate a key-pad system with the intention of passing over the codes to our operatives or installing an active trade button. This information will only be used for the purposes of making waste collections.

In some circumstances it may be necessary to access collection points by traversing private roads. The Councils will seek to secure an indemnity waiving responsibility for damage caused to the road surface. Planning approval may include conditions, which include standards expected for road construction.

TEMPORARY DROP-OFF POINTS (GATED DEVELOPMENTS)

Where houses are provided with individual storage space, plans should include sufficient space for occupiers to temporarily 'drop off' their waste containers at the collection point on collection day. The drop off point should be large enough to accommodate the standard suite of containers as prescribed above, multiplied by the total number of properties.

Drop off points should be located at the public highway boundary, ideally on the outside of gated development for ease of access. Consideration should be given to secure the 'drop off point', to avoid waste being dumped (*for*

which the collection authority will bear no responsibility for removing). However a drop off point may be located inside of the gates providing the following conditions are met;

- No part of the drop-off point can be more than 10 metres away from rear of the collection vehicle, measured from the nearest safe place that the collection vehicle can stop
- Access for collection operatives can be gained during business hours and waste containers brought safely to the collection vehicle without obstruction
- The pathway from the drop off point to the rear of the vehicle is flat, free from steps or kerbs and has a solid, even surface

SECTION TWO – Communal Developments (flats & apartments)

These services and systems are designed differently to those services for low rise properties (houses). There is a difference in approach in South Bucks District Council, to the service designed for Chiltern & Wycombe districts. Such properties will receive a slightly different allowance in capacity. They are calculated as follows –

SOUTH BUCKS DISTRICT:

- **General household rubbish** = number of apartments x 180L
- **Mixed Recycling** = number of apartments x 180L
- **Paper** = number of apartments x 55L
- **Food Waste** = 1 x 140L wheelie bin per 20 apartments

CHILTERN & WYCOMBE DISTRICTS:

- **General household rubbish** = number of apartments x 120L
- **Mixed Recycling** = number of apartments x 55L
- **Paper & Cardboard** = number of apartments x 55L

Table 1 below is an illustration of the number of bins required for developments of 5, 10 and 15 properties in the South Bucks District (assuming one bin store serves all properties).

Recommended Containers – SOUTH BUCKS DC					
No of Properties	Max General Rubbish Capacity	General Rubbish Bins	Mixed Recycling Bins	Paper Bins	Food Waste Bins
5	900L	3 x 360L or 1 x 1100L	3 x 360L or 1 x 1100L	1 x 360L	1 x 140L
10	1800L	5 x 360L or 2 x 1100L	5 x 360L or 2 x 1100L	2 X 360L	1 x 140L
15	2700L	8 x 360 or 3 x 1100L	8 x 360 or 3 x 1100L	3 x 360L or 1 x 1100L	1 x 140L

The preferred method is to provide clearly labelled 240L/360L wheelie bins for communal use. In larger developments it is more efficient to collect from 1100L bins. Hire and purchase charges may be applicable.

Container dimensions are provided in appendix A.

Table 2 below is an illustration of the number of bins required for developments of 5, 10 and 15 properties in the Chiltern and Wycombe Districts (assuming one bin store serves all properties). Hire and purchase charges may be applicable.

Recommended Containers – CHILTERN & WYCOMBE DC					
No of Properties	Max General Rubbish Capacity	General Rubbish Bins	Mixed Recycling Bins	Paper Bins	Food Waste Bins
5	600L	1 x 660L	1 x 340L	1 x 340L	N/A
10	1200L	2 x 660L or 1 x 1100L & 1 x 240L	1 x 660L	1 x 660L	N/A
15	1800L	3 x 660L or 2 x 1100L	1 x 1100L	1 x 1100L	N/A

Container dimensions are provided in appendix A.

For large developments or where more than one bin store is proposed, the best practice is to ensure all bin stores accommodate rubbish *and* recycling containers rather than separating the two, as this is more convenient for residents – a one stop drop for all domestic waste.

Bin store locations should take into account;

- Operatives will not travel a distance greater than 25 metres from the road to collect communal bins. This distance should be minimised at every opportunity

STORAGE FACILITIES DESIGN & LAYOUT

The design of communal storage areas is vitally important, to ensure rubbish and recycling is stored efficiently; are user friendly for residents; and easily accessible.

They should be an integral part of the development and must have due regard for the health & safety of residents and collection crews; they should be located to avoid conflict with parking; have easy access with due consideration given to ramps and curtilage as appropriate. Any obstruction in access may result in a non-collection.

The bin store will usually be the collection point. Therefore the access requirements below must be met. For larger developments where a vehicle is required to access private property then a signed indemnity must be obtained before collections can start.

All bin stores should be large enough to house the recommended number of bins with a minimum clearance of 150mm around all sides of each bin. Bins should be placed side by side so that residents can easily access all containers. The enclosure should be designed and constructed with materials that are sensitive to the surroundings, be subtle and screened as much as possible, using boundary walls, fencing or sustainable planting.

The bin storage areas criterion is as follows:

- A. Adequate lighting – Natural / or artificial
- B. Be away from domestic windows/doors and ventilators
- C. Good natural ventilation if completely enclosed e.g. high and low level air bricks
- D. Floor capable of supporting up-to half a tonne per square meter, laid to a fall with suitable drainage
- E. A solid smooth and even floor , easily cleanable e.g. paving or concrete float finished
- F. Secured (residential use only and access for contractors) to prevent attracting anti-social behavior or activity such as fly-tipping
- G. Compliant with any building regulations and legislation, including but not limited to fire regulations

We would also recommend:

- A suitable enclosure e.g. wooden fencing, brick or concrete walls built to a minimum height of 2m
- A notice board or space for signage so that service information can be displayed

Further guidance regarding design and capacity for solid waste for domestic developments is provided in the Building Regulations – [Approved Document H](#).

ENSURING ADEQUATE ACCESS

Particular care needs to be taken when designing access into bin storage areas and collection points, and access through bin store structures, in order to minimise health & safety risks; the potential for damage to buildings/structures, roads/paths, property/possessions; ensuring ease of access to bins to deposit waste safely.

ACCESS FOR WASTE COLLECTION OPERATIVES

It is the councils preference that bin stores or pedestrian access through gated developments to drop off points have secure access to inhibit unauthorised access without the need for collection operatives to require a code or key. It is desirable to install a trade's button effective from 7am to 5pm, Monday to Saturday, which may be earlier or later than usual around public holidays.

Bins should not have to pass through designated parking spaces or bicycle storage areas. The path between the bin store, other collection points and the nearest vehicular access must have a solid foundation which can support at least half a tonne per square metre. It must be rendered to a smooth/even finish, be level (unless a gradient of no more than 1:12 falls away from the bin store), have no steps and have a minimum width of 2 metres. A dropped kerb is required.

Where bulk containers are used, direct vehicular access to the containers is recommended.

Other health and safety issues to address include;

- The developer must ensure that they do not obstruct sight lines for pedestrians, drivers and cyclists
- The facility should not obstruct any utility service outputs
- Access to wheel locks by refuse collection operatives needs to be maintained to secure bins on site
- Receptacles should be sited away from windows, air conditioning and ventilators to minimize odour and noise nuisance, and away from perimeter walls to deter illegal access
- Only waste contained inside the allocated bins will be collected

- There should be no obstruction fixed or otherwise, preventing access to bins for safe collection
- There should be no hazardous that could cause slips, trips or falls
- No unnecessary strain that might limit or prove detrimental for the manual handling of waste containers

SECTION THREE – Collection of Containers

MANUAL HANDLING

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 efficient and economical service and to minimise where possible manual handling strain (Multiple Strain Disorder MSD). Contents of kerbside recycling boxes should not exceed 15 kg and should comply with the [Manual Handling Regulations 1992](#) and any subsequent regulatory change or guidance. The collector should not be required to move a distance of more than 25 metres, although the councils would encourage developers to reduce distances to not exceed 15 meters. Where bulk containers are used, direct vehicular access to the containers is recommended. The collectors should not be required to move wheeled waste storage containers over surfaces that may hinder the smooth passage of the container. An adjacent storage area designed to not block the pavement should be provided where a large number of households use the same collection point.

ACCESS FOR COLLECTION VEHICLES

Developments incorporating a new access road, upon which collection vehicles will need to transverse (i.e. larger developments where waste will not be collected at a single collection point but from each individual property), must be built to the following specifications:

- It is critical that any access roads, bridges or ramps need to be built at least to the local highway authority adopted standard;
- and ideally be at least 4.8m in width;
- and be no more than 1:12 gradient/slope;
- and must be capable of supporting vehicles having a gross weight (i.e. vehicle plus load) of 28 tonnes and minimum single axle loading of 11 tonnes
- Any manhole cover or gully grating in these roads should be of heavy 'Grade A' type

Planning applications may require swept path analysis tracking movements of waste collection vehicles, to demonstrate no adverse highway safety implications. Vehicles must be able to enter developments (to collect waste) and leave in forward gear. *Collection vehicle dimensions are provided in Appendix B.*

Developers should liaise with BCC and the Local Planning Authority as early as possible with regards to access requirements and the need for swept path analysis.

Consideration should be given to provision of a turning circle or hammerhead, to enable the collection vehicle to leave in forward gear. The 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; one in three accidents occurs when vehicles are reversing. The councils encourage developers to consider and limit unnecessary vehicle manoeuvring, to reduce this risk.

Over-head/ height restrictions should be avoided. If unavoidable, a minimum clearance of 3.72m width and 4.5m height is required. Clearance of at least 5m above the height of a standard collection vehicle will be required in the area where bins are to be emptied to allow for the bin lifting mechanism.

There may be a need for developers to include in their proposal measures to restrict ad-hoc parking outside of marked spaces, to ensure that access for refuse collection vehicles is not reduced/ compromised as the collection operation progresses.

COMMERCIAL PROPERTIES

For developments incorporating both commercial and residential premises the waste and recycling containers must not be stored in the same location. Waste storage facilities should be easily and clearly identifiable for the separation of domestic and commercial waste.

INDEMNITY

It is the practise of each local authority to carry out waste collections from the property boundary for households located on adopted roads. This is described as where a domestic property boundary, meets the public road or pavement. The highway authority is responsible for the maintenance of these roads and footways.

For private and un-adopted roads, the managing agent, leaseholder or person/s responsible will have to sign an indemnity waiving any liability to the collection authority and its appointed service provider (collection contractor), to the road surface prior to service commencement. Residents of private roads are responsible for the maintenance of these roads.

An indemnity must be signed confirming access will be given freely for the collection of waste. No claims will be made against the collection authority or its contractor/s for any damage caused, including but not limited to damage caused to any pavements, kerbs, verges and the road itself, in the normal course of their collection duties. The councils would encourage developers to consider road build standards as mentioned on page 9 – *Access for collection vehicles*

WASTE COLLECTION START

The *Joint Waste Team* at the Council must be notified at least six weeks before completion and prior to property occupation, to purchase and request the appropriate allocation of waste containers and arrange service commencement. They should contact –

- wasteteam@chiltern.gov.uk – Chiltern & Wycombe District Properties
- recycling@southbucks.gov.uk – South Bucks District Properties

The Councils require advance notification of new build completion, in order to make arrangements for container provision and service commencement.

Please refer to Appendix C for details of container charges.

A site visit and risk assessment may be required for completion before the collection service can start.

Consultation with the *Joint Waste Team*, through the planning application process is encouraged and welcomed at all stages. Planning applications are subject to approval and satisfaction that due consideration has been given for the management of waste, as per the guidance offered in this document.

Appendix A

CONTAINER DIMENSIONS (APPROXIMATE)

Container	140L Wheelie Bin 	240L Wheelie Bin 	360L Wheelie Bin 	
Dimensions (mm)	<ul style="list-style-type: none"> • Height • Width • Depth 	<ul style="list-style-type: none"> • 1100 • 510 • 560 	<ul style="list-style-type: none"> • 1100 • 580 • 740 	<ul style="list-style-type: none"> • 1100 • 620 • 850

Container	180L Wheeled Bin 	44L Box 	55L Box 	
Dimensions (mm)	<ul style="list-style-type: none"> • Height • Width • Depth 	<ul style="list-style-type: none"> • 1100 • 540 • 620 	<ul style="list-style-type: none"> • 285 • 585 • 390 	<ul style="list-style-type: none"> • 350 • 585 • 390

Container	23L Caddy 	660L Bin 	1100L Bin 	
Dimensions (mm)	<ul style="list-style-type: none"> • Height • Width • Depth 	<ul style="list-style-type: none"> • 405/630* • 320 • 400 	<ul style="list-style-type: none"> • 1220 • 1370 • 800 	<ul style="list-style-type: none"> • 1385 • 1370 • 1120

*full height when handle is pointing up, to lock the container.

Appendix B

VEHICLE DIMENSIONS

Of the current fleet the largest of the council's waste collection vehicles is the 2013 Dennis Eagle 8 x 4 Elite 2 (Olympus Smooth Body RCV).

The following dimensions are approximate and should provide developers with relevant details to enable vehicle tracking plans to be produced as part of planning applications.

Overall length (mm)	10250
Front overhang	1665
Rear overhang	2185
Overall width	2530
Overall height	3450
Ground clearance – tailgate	435
Ground clearance – lowest part of vehicle	250
Turning circle – overall meters	21.8

The vehicle length measures from the front of the cab and includes the bin lift mechanism at the rear.

Technical specification details can be made available upon request. Please contact wasteteam@chiltern.gov.uk or recycling@SouthBucks.gov.uk

Appendix C

BIN CHARGES

The councils have in place policies to apply charges for the provision of waste containers.

Policies for the councils do vary. Policy 23 (Chiltern and Wycombe) states –

- New developments
 - For any new development it is the responsibility of the developer, or the new occupier in the second instance, to request and pay for waste containers
 - Containers will only be delivered once payment has been received in full
 - Delivery may take up to 4 to 8 weeks from payment dependant of the number and size of bins required
 - Where the Councils believe there is sufficient room for recycling, all containers must be purchased not just those for residual waste

Policy 22 (South Bucks District Council) states –

- New Developments

For any new development, containers will only be delivered once the Council is satisfied Council Tax is being paid

Delivery may take up to 10 working days from payment dependant on the number and size of bins required. If any containers are out of stock at the time of ordering, delivery could take between 4 and 8 weeks

Where the Council believe there is sufficient room for recycling, all containers must be provided and not just those for residual waste

For information on specific container costs please contact wasteteam@chiltern.gov.uk or recycling@SouthBucks.gov.uk

Container charges are reviewed annually by the Joint Waste Team.