Guidance for Waste & Recycling collection services - Information for developers

This guide is to enable developers to provide adequate facilities at household properties to store containers for the collection of recyclables, organic waste and general rubbish. The guide is a material consideration in the determination of planning applications and should be read in conjunction with the North Ayrshire Local Development Plan and other relevant local planning guidance. To ensure that adequate provision is made for the waste and recycling collection services for any new development it is recommended that all developers contact North Ayrshire Council’s Waste Services for advice prior to the submission of any planning application.

Obligations
North Ayrshire Council currently provides a range of waste collection services to householders and businesses in the area.

The collection services available to households consist of:-

- An alternate weekly collection of commingled dry recyclables including cans, plastic bottles, glass, paper, card and cardboard (blue bin) and residual waste (grey bin);
- An all year round weekly collection of organic garden and food waste (brown bin) - excluding Arran;
- Communal residual waste bins provided at multi-story buildings which are serviced up to 3 times/week; and
- A service for the collection of bulky domestic household items.

The collection services currently available to commercial properties on a chargeable basis consist of:-

- Collection services for residual waste;
- Collection services for commingled dry recyclate (CDR) and
- Collection services for Organic/Food

Commercial Waste Producers
The Waste (Scotland) Regulations 2012 place a number of obligations on commercial waste producers from 1 January 2014.

All businesses, not-for-profit organisations and public sector bodies must take all reasonable steps to separate dry recyclable materials (metal, plastic, paper, card and glass) from the rest of their waste for collection.

Food businesses producing over 50 Kg of food waste per week will be required to separate their food waste for recycling.

Food businesses producing over 5Kg of food waste per week from 1st January 2016 will also be required to separate their food waste for recycling.
North Ayrshire Council provides a chargeable commercial waste collection service to businesses who request service provision to enable compliance with the Environmental Protection Act 1990 and The Waste (Scotland) Regulations 2012. Businesses are required to sign up to a 12 months rolling contract, which is reviewed annually.

**Commercial Properties**
The Waste Services section of Commercial Services are obliged to carry out Commercial Waste and disposal service for premises who request the service and are located within the North Ayrshire Council boundary. Section 45(1)(b) of the Environmental Protection Act 1990 places this obligation on the Council to provide this service, for which the Council can make an appropriate charge. The Commercial Waste service is the term given to the service which collects sacks and or wheeled bins from businesses premises such as shops, clubs, schools, restaurants and hotels. As a service, we also provide practical information to the business community to assist them in minimising resource use and achieving more resource efficient options for dealing with unavoidable wastes.

Scotland’s Resource Sector Commitment is a Scottish Government-backed initiative designed to set consistent standards for Commercial Waste services and to help deliver the country’s zero waste targets.

North Ayrshire Council has signed up to the Commitment and is committed to:

- Providing customers with high quality recycling services
- Giving advice on preventing waste and using resources efficiently
- Have user-friendly contracts and charging structures
- Enabling customers to give feedback

**General Requirements**
Applicants for planning permission for residential development are advised to identify the location and design of bin storage and collection facilities in their application.

For detached, terraced and semi-detached properties where possible, wheeled bins and boxes should be located on an area of hard standing within the rear curtilage with access to the collection point. Where bins cannot be accommodated within the rear curtilage the developer shall provide bin stores.

For all flatted properties, developers shall provide bin stores, irrespective of their locations within the site, or bin storage rooms. Particular care should be given to the siting of bin storage areas and the external appearance of bin stores in any Conservation Area and within the curtilage of any Listed Buildings.

Household bin containers should be placed at the kerbside, with the lid closed, before 7am on the day of collection. Bin containers should be removed from the kerbside as soon as is practical following collection and they should not be stored permanently on the pavement.
Household Properties – Detached, Semi Detached, Town Houses etc.

The large majority of properties within the North Ayrshire have three wheeled bins collecting different elements of waste or recycling. This is the preferred method of collection and bag collections are not acceptable for any new or redeveloped properties. The residual waste and mixed recycling containers are currently emptied on an alternate week collection system; along with the organic waste collection which is collected on a weekly basis.

Household Kerbside Residual Waste Collection (Grey bin)

Each household will be provided with a 240 litre grey wheeled bin for the collection and disposal of residual waste (non-recyclable waste), which cannot be recycled within the blue and brown recycling bins.

Householders are asked to only use the grey bin for non-recyclable domestic waste.

Household Commingled Dry Recyclables Collection (blue bin) and Organic Garden and Food Waste Collection (brown bin)

Each household, where practicable, will be provided with a 240 litre blue wheeled bin for the collection of commingled recyclables including clean paper, glass containers, newspaper, magazines, cardboard, hard plastics, plastic bottles, tetrapak (e.g. washed cartons), washed aluminium and steel cans. Dry cardboard boxes can be placed beside the blue bin for uplift and will be removed where no contamination is evident.

Each household, where practicable, will be provided with a 240 litre brown wheeled bin for the collection of organic waste (garden and food waste), with the exception of Arran where no service is required under a derogation set out within the Waste (Scotland) Regulations 2012.

The Council is committed to recycling material in line with the Waste (Scotland) Regulations 2012. Householders are asked not to contaminate material separated for recycling.

Dimensions of Wheeled Bin containers

Table 1: Dimensions of standard sized wheeled bins

<table>
<thead>
<tr>
<th>Bin capacity (litres)</th>
<th>Waste contained within</th>
<th>Colour</th>
<th>Width</th>
<th>Height</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>240</td>
<td>Recyclables</td>
<td>Blue</td>
<td>59cm</td>
<td>106cm</td>
<td>73cm</td>
</tr>
<tr>
<td>240</td>
<td>Organic Waste</td>
<td>Brown</td>
<td>59cm</td>
<td>106cm</td>
<td>73cm</td>
</tr>
<tr>
<td>140</td>
<td>Organic Waste (supplied at the discretion of North Ayrshire Council)</td>
<td>Brown</td>
<td>48cm</td>
<td>106cm</td>
<td>55cm</td>
</tr>
<tr>
<td>240</td>
<td>General rubbish</td>
<td>Grey</td>
<td>59cm</td>
<td>106cm</td>
<td>73cm</td>
</tr>
</tbody>
</table>
240 litre style container

These containers to be issued to all houses that have outdoor garden space e.g. detached, semi detached or town houses.

Any bins/containers for the collection of organic waste, recyclables or residual waste will need to be stored within the grounds of a property 365 days of the year. Experience indicates that residents prefer bins/containers to be stored to the rear of their property or in a designated screened bin store.

Containers
All containers which are provided for a fixed charge will be charged in line with charges as set by North Ayrshire Council.

Container Storage areas
The storage area should be sufficient to allow access to all bins individually without disturbing the others. If the three wheeled bins were to be lined up when stored at a property there would need to be a minimum footprint space allowed of 180cm in width and 75cm in depth. This would enable a resident to store their bins lined up enabling access to any one of their bins at any time. If a fully enclosed bin shelter/store was being provided (please note a bin shelter/store is not compulsory) the minimum internal height would need to be 181cm, to enable the bin lid to be opened fully with the bins still in situ. This internal height is the maximum height of a 240 litre bin with its lid fully upright.

The siting of bin stores should have regard to the relationship with the residential development and existing buildings. Bin stores should be visually unobtrusive and may take the form of a suitable building, enclosure or screen.

The external appearance of bin stores should have regard to the locality and the materials and colours used should match the residential development. Where possible bin stores should be screened with landscaping and integrated into other domestic features.

Bin storage rooms are acceptable within flatted properties providing that a separating wall or floor with short fire resistance duration is provided between the waste storage
room and the rest of the building. The preference, however, is for bins to be accommodated out with the building.

**Collection area**

All waste and recycling collections are made from the kerbside. Refuse collectors will not normally enter private land to undertake a collection. Consideration therefore needs to be made to enable suitable access from the bin/container storage area to the kerbside or agreed collection point where a resident is required to present the bins for collection on collection day.

The distance from bin storage areas to collection points must be kept to a minimum to provide safe movement of containers for residents. This should be no more than 45 metres from the roadside collection point where 240 litre bins are used. It should be no more than 15 metres from the collection point where communal bins of more than 1000 litres are used.

The route between storage and collection point should be step and obstruction free including extensions or renovations.

Dropped kerbs are essential when planning bin storage and bin stores for development in order to ensure that bins can be presented for collection and collected safely.

It is a requirement that bins are presented for collection by 7am on the morning of collection and no earlier than the night before a collection day; bins should also be removed by the evening of the collection day i.e. when residents return home from work etc. The refuse collection operatives will return all bins presented for collection to the point whereby the bins were presented for collection. It is a resident’s responsibility to return all bins to the storage area i.e. rear of their property.

**Collection vehicles**

For efficiency reasons the Council generally operate 26 tonne triple axle refuse collection vehicles (RCV’s) for the collection of recycling, organic waste and residual waste from the majority of properties within North Ayrshire.

The Council are keen to eliminate reversing of large RCVs by ensuring that road access is designed in such a way that allow RCVs to operate in a forward gear only wherever possible. Where this is impractical, developers must ensure that adequate access and turning areas are provided for RCVs servicing their developments or the Council may designate an alternative collection point.

**Table 2: RCV dimensions are shown below:**

<table>
<thead>
<tr>
<th>RCV weight</th>
<th>Width</th>
<th>Length</th>
<th>Height</th>
<th>Turning circle (wall to wall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 tonne</td>
<td>3 metres</td>
<td>12 metres</td>
<td>3.4 metres</td>
<td>21 metres</td>
</tr>
</tbody>
</table>
Developers should therefore, in consultation with North Ayrshire Council Roads Section, take into account the access needs of an RCV to ensure this council can provide a regular collection service. Avoiding arches, overhanging buildings or trees, surfaces unable to support 26 tonne RCV’s or vehicle parking limitations, all of which could cause obstruction and impact on access.

**Un-adopted Access Roads**
Where an un-adopted road is provided for access to service bin collections this must be of a suitable standard. Waste Services reserves the right to decline to use an un-adopted access road which it deems unsuitable. Where an un-adopted access road is used for waste collection, responsibility for its upkeep, wear and tear or surface damage remains the responsibility of the owners or their representative. Waste services will not accept any liability.

**Discretionary Exceptions**

**Flats above a shop or other commercial development**
Developments which include a flat above a shop for example need the same amount of storage space as detailed for the standard three bins as listed for a house. Also, refer to guidelines detailed in storage and collection area as for a house.

**Terraced/Mews properties**
Terraced or mews type properties may cause difficulties, as they may have no front garden or drive way. They may also have no direct access to the rear of the house from the front. The Council would never expect residents to move wheeled bins through a property. If rear access is not possible around the dwelling, a storage area will be needed at the front of the property. Ideally, screening or a bin store/shelter will hide the unsightliness of such storage; this should be to the dimensions detailed in the storage area paragraph previously.

To enable such properties to have the same access to our collection services, if wheeled bins are not suitable and at the discretion of Waste Services they may be given:

- Supply of white sacks for the collection of general rubbish
- Supply of clear sacks for the collection of recycling
- Supply of brown/green sacks for the collection of organic food and garden waste

The sacks should be presented for collection in accordance with the same policy and procedures as any of the three household waste bins. Another option for residents with a sack collection (and no direct access to the rear of the house from the front) may be for bins to be located permanently at the back of the property so they have a storage container out with their property. This is not ideal, however, it allows the residents somewhere to store the waste until the collection day when the sacks should be presented.

**Rural Properties**
In rural areas, residential development may be a considerable distance from the public road. In these circumstances, developers should seek advice from Waste
Services regarding properly designed collection points at the roadside and any associated bin store, including opportunities for shared provision.

Note – Waste Services would object to any new development which involved the use of sacks as a primary waste collection requirement. Sacks are also noted as a last resort where properties are being renovated.

Communal Bins - Multi occupied dwellings i.e. apartment blocks or flats
Such properties are slightly different from individual dwellings and it may be beneficial for any developer looking to build such to get in contact with North Ayrshire Council’s Waste Services as soon as possible for advice or collection methods to be used in such.

Containers will be emptied on an alternate week collection system for recyclables and general waste; and a weekly collection for organic waste. Where such dwellings would not accommodate every property having their own individual bins the service may be provided by use of communal bins.

These stores would need to be able to house large bins of up to 1280 litres in capacity. If a number of dwellings are required to share a bin store, we may need to issue multiple containers to provide adequate storage space for the waste generated.

Refuse Chutes and Collection Hoppers
Refuse chutes feeding collection hoppers, are only acceptable in exceptional circumstances such as high blocks of flats. Waste storage areas should have provision for washing down and draining the floor into a wastewater drainage system. Gullies should incorporate a trap that maintains a seal even during periods of disuse. Walls and floors should be of an impervious surface that can be washed down easily and hygienically. The enclosures should be permanently ventilated at the top and bottom. Developers are referred to section 3.25 of the Scottish Building Standards Technical Handbook.

Table 3: Dimensions of containers to be used at multi occupied dwellings

<table>
<thead>
<tr>
<th>Bin capacity (litres)</th>
<th>Waste contained within</th>
<th>Width</th>
<th>Height</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>General Waste</td>
<td>120cm</td>
<td>130cm</td>
<td>100cm</td>
</tr>
<tr>
<td>1280</td>
<td>Recyclables</td>
<td>130cm</td>
<td>150cm</td>
<td>95cm</td>
</tr>
<tr>
<td>500</td>
<td>Organic Waste</td>
<td>120cm</td>
<td>120cm</td>
<td>70cm</td>
</tr>
<tr>
<td>240</td>
<td>Organic Waste</td>
<td>59cm</td>
<td>106cm</td>
<td>73cm</td>
</tr>
</tbody>
</table>
In order to calculate the number of bins that would be required by a multi occupied dwelling using communal bin stores, we would multiply the capacity (in litres) that would be provided using the standard bins as per a house.

The example below shows how we would calculate the litre capacity required at a communal dwelling, this is an example based on a development of 10 flats/apartments, sharing a communal bin storage area:

- 240 litres x 10 dwellings = 2400 litres capacity for recyclable waste, therefore a minimum of two 1280l wheeled bins would be needed (note this is an alternate weekly collection)
- 240 litres x 10 dwellings = 2400 litres capacity for general waste, therefore a minimum of two 1100l wheeled bins would be needed (note this is an alternate weekly collection)
- 25 litres x 10 dwellings = 250 litres capacity for organic food waste, therefore a minimum of two 240l wheeled bins would be needed (note this is a weekly collection). The 25 litres assumption is based on food waste only being collected as most multi-occupancy dwellings generally don’t have any garden waste

A development of this size therefore would require a total of 2 x 1100 litre bins, 2 x 1280L bins, and 2 x 240 litre bins as a minimum. This will enable this Authority the ability to offer all properties the same kerbside collection services.

**Communal bin stores**

The design of a bin store is paramount; consideration should therefore be given to:

- Doors and access should be designed to allow bins and bulky items to be safely and easily manoeuvred in and out.
- Any doorway needs as a minimum to be as wide as the largest bin it holds.
- If a store has a requirement to hold a number of large bins consideration needs to be made to ensure users have adequate space to use the bins i.e. place waste into them, whilst access will be needed to ensure council
Collectors can access the store and collect the relevant bin without moving the remaining bins.

- Adequate internal and external lighting to ensure users can use the store safely at all hours of the day
- Located within a reasonable walking distance to the furthest apartment that it serves (taking account of the weight of waste to be carried and that some residents may be physically incapacitated)
- Must be directly accessible from the adopted highway with a dropped kerb to enable bins to be easily manoeuvred

Developers should in every instance calculate the number of large bins to be needed by any communal bin store and calculate the footprint of the bins required depending on the number of dwellings sharing the bin store. Advice and guidance can be provided by North Ayrshire Council’s Waste Services.

**Access to communal bin stores**

It is Council policy that collection vehicles shall not cross private roads or courtyards due to risk of damage. Council refuse collectors will be responsible for gathering bins from the communal bin stores on collection days and returning them once emptied. It is not acceptable to rely on residents to move communal bins to the highway for collection. Any access should therefore be suitable to withstand a 26 tonne RCV.

If it is not possible to get the refuse collection vehicle next to the bin storage area the refuse collectors will only enter the store to collect the bins if they are within a reasonable walking distance, it is a recommended guideline that refuse/recycling collectors should have a pull distance of no more than 10 metres. Any surface between the location of a bin store and the direction in which a bin has to be pulled to meet the collection vehicle should be flat, even with no raised kerbs i.e. not gravel, cobbles etc.

**Costs**

All new developments in particular a household development brings additional demand for facilities and services. It is North Ayrshire Council’s policy that developers pay the cost of supplying a set of containers for each new dwelling created.

This comprises the following elements:

- Purchase of a 240l wheeled bin for the collection of residual waste
- Purchase of a 240l wheeled bin for the collection of recyclables
- Purchase of a 240l wheeled bin for the collection of organic waste
- And/or similar provision for communal properties

The cost of containers is available on request. This cost does not relate to the day to day revenue costs which would be borne by the householder’s Council tax.

Households are also currently supplied with an annual supply of biodegradable liners and a food collection caddy to support food waste recycling.
Recycling Points
Areas for the provision of Recycling Points are requested for retail developments.

The number and size of containers can vary depending upon the local requirements and usage. It is though recommended that a minimum area of approximately 8m by 4m is required to site a standard range of containers providing facilities for mixed recycling and textiles.

Consideration should be given to vehicle access which will be required to empty the containers located on a Recycling Point. The surface should be hard standing which can be swept clean and screening from nearby properties may also be appropriate.

Whilst there is no requirement on developers of household dwellings to provide an area that can be used to site a Recycling Point, it is best practice to consider the development of a small hard standing area for the collection of material not collected at the kerbside such as textiles, books etc.

Commercial properties
Consideration needs to be given for the storage of bins and the footprint needed. Such premises would probably need to have a number of large bins probably of a capacity of 1100 litres minimum. The number of bins needed would be dependent on the nature and size of the commercial premise but the commercial operator would need to take cognisance of their obligation as set out in the Waste (Scotland) Regulations 2012

For further advice or assistance please contact
North Ayrshire Council

Tel: 01294 310000
Email: contactus@north-ayrshire.gov.uk
Write: Waste Resources
       Commercial Services
       North Ayrshire Council
       3rd Floor West
       Cunninghame House
       Irvine
       KA12 8EE
### Summary of requirements

<table>
<thead>
<tr>
<th>Type of dwelling</th>
<th>Vehicular Access requirements</th>
<th>Dimensions of standard containers</th>
<th>Dimensions of storage area required (rear of property preferred)</th>
<th>Dimensions of collection area to be located at property curtilage with public highway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houses – semi-detached, detached properties (as per larger families - five or more residents)</td>
<td>Dimension of largest refuse freighter: - width – 3m - length – 12m - height 3.4m - turning circle (wall to wall) 21m</td>
<td>Three 240 litre wheeled bins: - width per bin – 59cm - height per bin – 106cm - depth per bin – 73cm</td>
<td>Minimum footprint needed of: - width - 180cm (three bins side by side) - depth – 75cm (depth of 240l bin)</td>
<td>Minimum footprint needed of: - width – 120cm (maximum of two bins to be presented on a collection day) - depth – 75cm (depth of a 240l bin)</td>
</tr>
<tr>
<td>House – Mews or terraced properties Flat above a commercial development i.e. shop</td>
<td>Dimension of largest refuse freighter: - width – 3m - length – 12m - height 3.4m - turning circle (wall to wall) 21m</td>
<td>Minimum footprint needed of: - width - 180cm (three 240l bins side by side) - depth – 75cm (depth of 240l bin)</td>
<td><strong>NB</strong>: If property has no frontage, and there is no rear access, alternative containers may be issued. Decision on containers can only be made be made by NAC’s Waste Services section</td>
<td><strong>NB</strong>: If property has no frontage, it is assumed containers will have to be collected from the public footpath or highway</td>
</tr>
</tbody>
</table>
## Multi Occupancy dwellings

<table>
<thead>
<tr>
<th>Vehicular Access requirements</th>
<th>Dimensions of containers</th>
<th>Dimensions of bin storage area</th>
<th>Requirements of a communal bin store</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimension of largest refuse freighter:</td>
<td>Dependent on total number of dwellings sharing bin store area. Refer to Table 3 for bin dimensions and use calculation to determine number of bins required.</td>
<td>Dependent on total number of dwellings sharing bin store area. Refer to Table 3 for bin dimensions and use calculation to determine number of bins required.</td>
<td>- Doors and access should be designed to allow bins and bulky items to be safely and easily manoeuvred in and out. - Any doorway needs as a minimum to be as wide as the largest bin it holds. - If a store has a requirement to hold a number of large bins consideration needs to be made to ensure users have adequate space to use the bins i.e. place waste into them, whilst access will be needed to ensure council collectors can access the store and collect the relevant bin. - Adequate internal and external lighting to ensure users can use the store safely at all hours of the day. - Protection from inclement weather. - Located within a reasonable walking distance to the furthest apartment that it serves. - Must be directly accessible from the adopted highway with a dropped kerb to enable bins to be easily manoeuvred. - Located within a pull distance of no more than 10m to adopted highway - Any surface between the bin store and direction in which the bins must be pulled should be flat and even i.e. not gravel/cobbles etc.</td>
</tr>
</tbody>
</table>
## Recycling Points

<table>
<thead>
<tr>
<th>Development Type</th>
<th>Minimum footprint area required</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Household dwelling     | 8m x 5m                         | - Surface should be hard standing  
- Screened from nearby household properties to reduce visibility and noise.                                                                  |
| Retail development     | 8m x 5m                         | - Surface should be hard standing  
- Screened from nearby household or retail properties to reduce visibility and noise.                                                            |