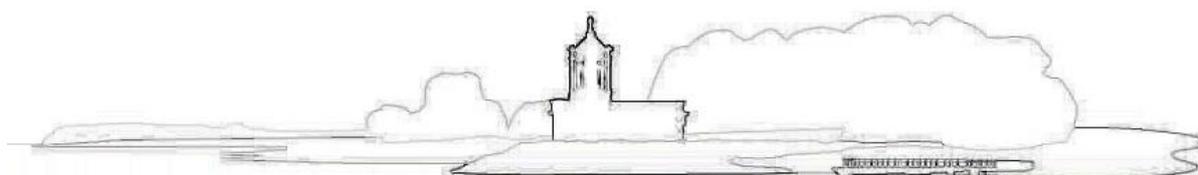




Rutland County Council

WASTE POLICY

Guardian	George Chase
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All chargeable items identified within this document will be reviewed annually. Please refer to the council website www.rutland.gov.uk or call our Customer Services Team on 01572 722577 for the valid fees and charges for each service.

1. Refuse and Recycling Collection

1.1 General

- (a) **Policy:** Subject to space being available (see 1.1(d)), all domestic properties within the County will be provided with one 240 litre black bin for landfill waste, one 240 litre grey bin for mixed recyclables and one 240 litre green bin for compostable garden waste. Up to two additional 240 litre green bins can be provided at a one-off service charge. A free collection service will be provided for these additional green bins until 31st March 2015 when the service will be reviewed.
- (b) **Policy:** The provision and emptying of wheeled bins will be free of charge to all households and to occupants of new build houses in the County with the exception of additional green bins for which a one-off charge will be made. The wheeled bins remain in the ownership of the Council and its contractor; however owners and/or occupiers of properties are responsible for the use and reasonable care of the bins allocated to properties. In cases where the Council considers people have failed in their duty to take reasonable care of their wheeled bins the cost of any repair or replacement of bins may be passed on to them.
- (c) **Policy:** No form of advertising is permitted on bins unless authorised by the Council.
- (d) **Policy:** The Council has the right to determine how refuse and recycling materials are presented for collection and to decline to collect refuse and recycling materials improperly presented.
- (e) **Policy:** Where domestic properties such as flats are unable to receive the normal service utilising wheeled bins identified in 1.1(a) above, the Council will provide an alternative means for refuse and recycling collections e.g. use of bags and/or communal bins.
- (f) **Policy:** Only wheeled bins provided by the Council will be emptied.
- (g) **Policy:** Presentation of bins or bags will normally be at the curtilage of the property. Any variation to this will be agreed between the Council, the Council's contractor and the householder.
- (h) **Policy:** All charges for the services stated within this Waste Policy Document will be reviewed annually.
- (i) **Policy:** Extra grey recycling bins can be provided free of charge for properties producing exceptional amounts of recyclables.
- (j) **Policy:** All bins must be at their collection presentation points by 7am on the collection day for that type of bin. Bin collection days can be found on the Council website or by contacting the Customer Services. No bins shall be left out for more than 24 hours after midnight on the official council collection day unless advised to do so by a Council officer because it was a missed collection.

1.2 Large Families

- (a) **Policy:** Large families can request an extra 240 litre wheeled bin for that household's normal refuse and/or for dry recyclables. A large family is defined as five or more permanent residents in a household. Proof of household size will be required before additional black bins are made available; no such proof is required for extra grey bins.

1.3 Smaller Bins

- (a) **Policy:** Generally no smaller bins will be made available for properties but there are smaller bins within the County that have been distributed in the past. These bins can be replaced by larger bins upon request.

1.4 Contaminated Bins

- (a) **Policy:** Black wheeled bins or bags for collection of **landfill household waste** will not be emptied or collected if found to contain recyclables that should be collected on the recycling scheme, garden compostable waste, non domestic waste, soil, bricks, rubble, cement, plaster, concrete, sand etc.
- (b) **Policy:** Grey wheeled bins or blue bags for **dry recyclables** will not be emptied or collected if found to contain non recyclable household waste, garden wastes, non domestic waste, soil, bricks, rubble, cement, plaster, concrete, sand etc.
- (c) **Policy:** Green wheeled bins for **garden waste** collection will not be emptied if found to contain any waste other than garden wastes for composting, which specifically excludes kitchen wastes due to the risk of contamination with meat based products, as well as normal household waste, dry recyclables, non domestic waste, soil, bricks, rubble, cement, plaster, concrete, sand etc.
- (d) **Policy:** In the winter months green wheeled bins for garden waste may freeze up and cannot be emptied. These incidents are out of the control of the Council. When frosts are forecast householders are advised to ensure the material in their green bins is not frozen to the sides; a garden hoe or fork can be used to loosen material. Those bins that cannot be emptied will be collected on the next scheduled collection.
- (e) **Policy:** Where any wheeled bin or bag is not emptied or collected for reasons detailed in 1.4 (a) to (c) above the resident will be directed, by means of a "yellow plastic tag" on their bin/bag, to remove incorrect material from the appropriate bin or bag, properly dispose of it and then advise the Council that this has been done. The resident can then request an additional visit for the bin to be emptied. An additional visit will be at the discretion of a Council officer and will only happen on the first instance of contamination.

- (f) **Policy:** Where a contaminated bin or bag is to be emptied or collected it may not be emptied or collected by the vehicle visiting at the time contamination is detected. An additional visit by a separate collection vehicle may be required and this may not be on the same day as the regular service.

1.5 Side Waste/Closed Wheeled Bin Lids

- (a) **Policy:** No waste left outside wheeled bins, whether on the ground or on top of any wheeled bin, will be collected. This applies to all bin collections.
- (b) **Policy:** Only waste contained within wheeled bins with the bin lid **fully** closed will be collected. This applies to all bin collections.
- (c) **Policy:** Where waste is left outside a wheeled bin or the bin lid is not fully closed a “yellow plastic tag” will be left on the associated bin informing the resident that “side” waste is not collected or that the bin lid was raised. The resident can request that, once the bin lid is fully closed, an additional visit is made to empty the bin. An additional visit will be at the discretion of a Council officer and will only happen on the first instance of a bin lid being raised.
- (d) **Policy:** In the first collection cycle immediately following Christmas side waste and recyclables presented in coloured bags provided by the Council will be collected. No other side waste will be collected at this time. Coloured bags presented **after** this first collection cycle will also not be collected.

1.6 Assisted Collections

- (a) **Policy:** On request the Council will provide assisted collections to any property whose occupier/s cannot present their bins for any medical reason and there is no other person permanently residing within the property that is capable of presenting the property’s bins for collection.
- (b) **Policy:** Each request will be assessed by a Council officer and agreement to provide an assisted collection will be at their discretion.

1.7 Heavy Bins or Bags

- (a) **Policy:** Any bin that is too heavy to be moved by collection operatives or be lifted by the collection vehicle will not be collected.
- (b) **Policy:** Where a wheeled bin has been identified as being too heavy a “yellow plastic tag” will be left on the associated bin informing the resident that the bin is too heavy.
- (c) **Policy:** The weight limit for any bin will be 60 kilograms and for bags the limit will be 25 kilograms.
- (d) **Policy:** Once the weight of the bin has been reduced the resident can request that an additional visit by the contractor is made to empty the

bin. An additional visit will be at the discretion of a Council officer and will only happen on the first instance of an overweight bin. If the bin cannot be emptied on this next visit because it is still too heavy no further attempts to collect the bin will be made until the next scheduled collection for that bin.

1.8 Missed Bins or Bags

- (a) **Policy:** All missed bins/bag collections must be reported to the Council by residents within 2 working days (Monday to Friday are classed as working days).
- (b) **Policy:** The Council will investigate each case and if the contractor has missed the bin it will normally be collected within 2 working days after the reported day unless advised by a Council officer.

1.9 Bulky Waste

- (a) **Policy:** The service is for up to 4 bulky waste items; as a general rule the service is for those items that cannot fit into your household bin. There is a **free concessionary service** (max 4 times a year) for those in receipt of Housing Benefit or Council Tax Benefit.
- (b) **Policy:** The acceptable items listed below have been recognised as bulky household items and will be collected. The list, whilst comprehensive, is not necessarily conclusive, and other items may be collected. Bulky waste items collected are described below

ACCEPTABLE ITEMS	
3 piece suite (counts as 3 items)	Wash Hand Basin
AGA (broken down to manageable pieces)	Hi Fi/Stereo/speakers
Armchair	Ironing board
Bath	Kitchen cabinet
Bed and mattress	Kitchen table
Bench (not work bench)	Kitchen worktop (up to 8ft in length)
Bicycle	Standard Lamp
Boiler	Lawnmower
Carpet or underlay 1.8 metres (6ft) roll lengths to ease collection	Microwave
Carry-cot	Playpen
Central heating parts	Prams Pushchairs
Chair	Tumble dryer
Chest of drawers	TV / aerial
Cistern and Toilet (one item)	Sewing machine
Coffee table	Sideboard
Cooker	Sink
Dining table	Sofa / settee
Dishwasher	Video/DVD
Display cabinet	Wardrobe
Door	Washing machine
Door frame	Washing hand basin
Dressing table	Water tank (cut in half for lifting)
Rotary clothes dryer	WC pan
Electric fire	Window frame

Fence panels up to 8ft by 6ft	Window frame glass (boxed)
Fridge / Freezer	Coal store bunker (cut into 4 pieces)
Gas fire	
Dismantled garden sheds up to 8 ft by 6 ft with no glass (glass will be taken if wrapped in an old blanket) (a shed will count as four items)	Bagged household items - two 90 litre bags = 1 item
Large toys	
ITEMS NOT TAKEN	
Cast iron bath	Concrete posts
Piano	Gas bottles
Garden waste	Greenhouses
Oil Tanks	Car and motor bike parts
Asbestos	Sheds over 8ft by 6ft in size
Garage Doors/Window frames over 1.8 Metres (6ft)	

(c) Policy: Bulky Waste Service Rules

- One carpet must be manageable by 2 people, otherwise cut into pieces, rolled and tied;
- Carpet does not include underlay as this is a separate item;
- Items should not be filled with other rubbish or they will not be collected;
- Items must be placed at the edge of the property by 7am on the day of collection;
- Only items booked will be removed; additional items will not be removed unless the Council has been notified prior to collection;
- Fridges and Freezers must be empty and contain no waste or food or they will not be collected.

(d) Policy: For any items not acceptable as a part of the bulky waste collection system a separate quotation can be obtained. A 10% administration fee will be charged for this service and there will be no concessions.

(e) Policy: Bulk collections of household-produced soil, bricks, and/or rubble can be requested. All materials must be presented in council supplied plastic bags. The service is for a maximum of 4 bags for each collection.

1.10 Bag Collections

(a) Policy: The Council will provide 26 blue bags for recycling (extra bags are provided on request) and 26 black bags for residual waste per household that will be delivered every three months.

(b) Policy: The Council will collect up to two black bags per household each fortnight and all blue bags presented by each household per fortnight on the basis of one week black bags, the following week blue bags.

1.11 Fixed Penalty Notices

Placing of Receptacles for the purposes of collection

- (a) Section 46 of the Environmental Protection Act 1990 provides powers to deal with household waste; equivalent powers to deal with commercial and industrial waste are contained in Section 47.
- (b) **Policy:** Powers are delegated to the Senior Environmental Services Manager to use Section 46 and Section 47ZA of the Environmental Protection Act 1990. In particular S46 (4)(b) provides that the Local Authority may serve a Notice with requirements relating to the placing of receptacles for the purpose of facilitating the emptying of them, and S47ZA provides for Fixed Penalty Notices for offences under Section 46.
- (c) **Policy:** Fixed Penalty Notices will be set at £100, which will reduce to £60 if paid within 14 days. The revenue from these can be used for environmental purposes such as equipment, training, or publicity but may only be used for services closely linked to waste management.

Duty of Care

- (d) Environmental Protection Act 1990 – Section 34 (5), the Environmental Protection (Duty of Care) Regulations 1991 - Regulations 4, the Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003 and the Clean Neighbourhoods and Environment Act 2005 - Section 45 provide powers to deal with the requirement for householders, commercial and industrial businesses to provide documentation in regards to their Duty of Care and Waste Carriers Licence ensuring their waste is dealt with in a legal and environmentally acceptable way.
- (e) **Policy:** Fixed Penalty Notices will be set at the prescribed £300 for each offence of not providing the required Duty of Care documentation and not providing copies of their contractor's Waste Carriers Licence which will reduce to £180 if paid within 14 days. The revenue from these can be used for environmental purposes such as equipment, training, or publicity but may only be used for services closely linked to waste management.

1.12 Refuse & Recycling Collection: Severe Weather Policy

- (a) **Policy:** At times of adverse weather the Council's refuse and recycling collection contractor may not be able to safely reach all households in the county. If this is the case it is most likely to be due to ice and/or compacted snow on roads and footpaths although at other times flooding etc may also prevent normal access.

- (b) **Policy:** Where refuse or recycling bins are not emptied due to the effects of adverse weather the condition of highways will be regularly monitored. Once access routes to houses where bins have previously been missed become clear, we will revisit as soon as practically possible to empty the bins.
- (c) **Policy:** If a bin has not been emptied at its normal time during adverse weather conditions it should be left out at its normal collection point for emptying, making sure it does not cause an obstruction to pedestrians etc.
- (d) In cases where a bin is not emptied within 24 hours of its normal time we will collect reasonable amounts of side refuse or recycling when we do visit. The definition of “reasonable” is the normal amount of waste or recyclable materials produced in the time period that the bin was missed.
- (e) Side waste/recycling should be left out in a plastic sack at the side of the wheeled bin. Good quality thick plastic sacks should be used and tied securely to reduce the risk of litter spillage and of sacks being ripped open by animals.
- (f) All bin lids must be fully closed when presented for emptying as partially open lids may be damaged or ripped off by the lifting equipment and may cause the bin to fall off the loading mechanism possibly injuring bin collection operatives.
- (g) The garden waste collection service may be cancelled to ensure resources are available to deal swiftly with the backlog of refuse and recycling bins.

1.13

Chargeable Waste Collections

- (a) **Policy:** Payments for all chargeable waste collections are to be made in advance of collection on an annual basis.
- (b) **Policy:** No charges are to be levied at Voluntary and Community Organisations (VCO), church or village halls. VCOs will need to apply to the council to be put on an approved list.
- (c) **Policy:** charges will apply to the collection and disposal of various categories of commercial and/or household waste which include:-

	Type of Premise	Collection	Disposal
1	A charity shop selling donated goods originating from domestic property	Yes	Yes if goods are commercial
2	A residential home or land belonging to or wholly or mainly used in connection with a	Yes	Yes

	residential home,		
3	A penal institution,	Yes	Yes
4	Hostels forming part of educational establishments	Yes	Yes
5	Caravan parks/campsites	Yes	Yes
6	Self-catering holiday accommodation	Yes	Yes
7	premises forming part of a university, school or other educational establishment	Yes	Yes
8	Premises forming part of a hospital or nursing home	Yes	Yes
9	Premises occupied by a club, society or any association of persons in which activities are conducted for the benefit of the members,	Yes	Yes
10	Premises used wholly or mainly for public meetings	Yes	No
11	A market or fair	Yes	Yes
12	A camp site or a tent pitched on land other than a camp site	Yes	Yes
13	Premises used for the breeding, boarding or stabling of animals	Yes	Yes
14	The practice of a general medical practitioner	Yes	Yes
15	Domestic property used in the course of a business and/or for the provision of self-catering accommodation	Yes	Yes, business element only
16	A caravan – (a) used in the course of a business or for the provision of self-catering accommodation, or (b) which is not allowed to be used for human habitation throughout the year by virtue of a licence or planning permission.	Yes	Yes
17	All commercial businesses	Yes	Yes

2. Waste Disposal

2.1 Permit system

(a) Policy: The residents of Rutland County Council's area will have free access to any Civic Amenity (CA) Site operated by the Council for the purpose of the acceptance and disposal of household waste only; no business/commercial waste will be allowed to be accepted.

(b) Policy: In order to ensure effectiveness of operation any resident wishing to dispose of household waste at a CA Site must first apply to the Council to be registered on the Automated Number Plate Recognition (ANPR) Permit System, for which no charge will be made. Each applicant will identify that they are a resident of Rutland by producing a V5 Registration Document for each vehicle with a valid Rutland address or evidence that

the vehicle is a lease vehicle for the named householder (new applicants and changes of vehicles on the system only). Up to three specified vehicles are allowed for each household. If exceptional circumstances arise were a householder cannot meet these requirements an officer of the council will provide a solution. The ANPR system replaces the previous paper permit system.

2.2 Disposal of inert waste

(a) Policy: Inert Waste (hardcore, rubble, gravel, sand, soil, concrete, bricks, large ceramic items and any other inert material) will not be accepted at the CA Sites without a valid disposal certificate. Householders wishing to dispose of inert material must contact the Council prior to visiting the sites to obtain a certificate. There will be a charge to dispose of most quantities of inert waste (exemptions apply for small quantities; contact the Council for further details).

2.3 Cement Bonded Asbestos (CBA)

(a) Policy: CBA will not be accepted at the CA Sites. If householders have CBA they wish to dispose of the Council can arrange for a contractor to undertake the work (a 10% administration fee applies on top of contractor costs) or the householder can organise a specialist contractor themselves.

2.4 Business Waste

(a) Policy: No business waste will be accepted at any Civic Amenity Site operated by or on behalf of Rutland County Council. (This is currently under review)

(b) Policy: A collection service can be provided for all businesses and commercial enterprises; a charge will be made for this service.

2.5 Waste Minimisation

(a) Policy: If budgets allow, limited reduced rate composters will be made available to residents together with the undertaking of regular initiatives to discourage waste creation and increase re-use and recycling.

(b) Policy: The use of education and encouragement to re-use and recycle is recognised by the Council as essential to its role in Environmental Stewardship. The Council promotes this through the Waste Resource Action Plan's national campaign "Love Food Hate Waste" and the "Real Nappy" campaign.

2.6 Recycling Credits and Grants

- (a) Policy:** The Council will not pay recycling credits to third parties.
- (b) Policy:** The Council may pay grants to third parties that help the community to recycle or reuse waste; each request will be determined on its individual merit.

2.7 Clinical Waste

- (a) Policy:** The Council will collect domestically sourced clinical waste from households within the County upon receipt of a written request from an appropriate medical practice or medically qualified person.
- (b) Policy:** No yellow clinical waste bags will be provided as a part of this service. These will be provided by the medical practice or medically qualified person that requests the collection.

Note: this Policy was last reviewed in March 2014. An Equality Impact Assessment was considered at this time and deemed to be unnecessary.