

New Developments

*Guidance Notes for the storage and collection
of waste and recycling materials*



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Date of last revision: November 2022

I. Introduction

The Royal Borough of Greenwich (RBG) has a duty as a waste collection authority to arrange for the collection of household waste and recycling and as such will make provisions with respect to the size and type of containers required at new developments. This document sets out the Council's requirements for its waste and recycling collection services and should be used by architects and property developers when designing waste storage and collection strategies.

RBG is committed to working towards meeting the Mayor of London's target of 50% of local authority collected waste being recycled or composted by 2020, aspiring to 60% by 2031 as set out in the London Plan (Chapter 5.16). The guidelines in this document aim to maximise the separation of waste for recycling and reuse and minimise the amount of waste sent for energy recovery by incineration or to landfill.

For this to be effective, consideration needs to be given at the earliest possible stage in the planning process to the separation and storage of recyclable or reusable waste and compostable materials. In addition to this guidance, we welcome consultation on waste matters prior to submission of a planning application and the RBG Waste Strategy Team can be contacted on the contact details below.

When a new development, an extension which results in a change in the total properties at a development, or an application for a change of use is submitted for approval, the scheme will be assessed against the criteria in this document to ensure that adequate storage facilities are provided for waste and recyclable material.

This document, which is applicable only to developments within the Royal Borough of Greenwich and is intended to be used by architects and developers when planning any new development, modernisation or change of use. They indicate methods of waste storage and the criteria by which the Council estimates waste generation. This document should not be considered as an alternative to consultation.

For consultation and advice in relation to waste storage, please contact:

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2. Submitting Planning Applications

When a planning application is submitted, Royal Greenwich will expect details of the proposed storage facilities for waste and recyclable material to be specified in detail. This requirement is essential for the following types of application:

- New residential, commercial, or mixed developments
- Residential conversions
- Extensions or redevelopments to existing buildings which result in a change in the existing number of residential or commercial units, or a change in the location of waste storage
- Changes of use

When determining planning applications, the Planning Department will expect satisfactory storage provision for waste and recyclable materials in line with those detailed later in this guide. Permission will not normally be granted in advance of submission of details indicating satisfactory storage arrangements.

Planning applications should provide details on the following as a minimum:

- Location of residential bin storage
- Number of residential units using each bin store
- The number and types of containers proposed
- Details of any commercial units within the development and their associated waste storage (location and container quantities)
- Details of how the stores are accessed by residents and RBG waste collection operatives
- RBG waste collection vehicle access and safe vehicle movement around the development

In some instances for large developments, or those with waste collection strategies that are not straight forward and require the cooperation of on-site staff, a full operational waste management strategy for the site will be required.

3. How Recycling & Waste is Collected in Royal Greenwich

The Council collects waste from households in three waste and recycling streams through its borough-wide “Green, Blue, Black” service.

Green – Organic waste recycling

The Council collects food and garden waste mixed together in a single green-lidded bin. This includes cooked and uncooked food, left overs, grass-cuttings and leaves and green garden waste.

Blue – Mixed dry recycling

The Council collects the following materials for recycling; paper, cardboard, glass bottles and jars, plastic bottles, cans and tins, cartons (such as tetra paks). These materials are collected commingled (mixed together) in a blue-lidded bin. Mechanical sorting of the material in to individual waste types prior to being delivered for recycling is conducted at a later date at a materials recovery facility (MRF).

Black – General waste

The Council collects anything that cannot be recycled in the blue or green top bins as general waste in a black lidded bin. This waste is not recycled and instead sent for energy recovery at an Energy from Waste facility.

Other Services

Waste Electrical and Electronic Equipment (WEEE) and Textiles

The Council offers two additional recycling services. These are for WEEE, which includes small handheld electrical items such as hair dryers and radios. The other is for Textiles, which includes clothes and shoes. At kerbside houses these are collected upon request and no bin is required, at large blocks of flats collection banks should be provided for communal use.

Bulky Waste

The Council collects bulky waste (unwanted white goods, furniture, etc) for refurbishment and reuse through its bulky waste collection service. At kerbside houses this is collected from the boundary of the property, at blocks of flats bulky items are collected from ‘bulky waste stores’.

4. Storage Capacity for Residential Waste and Recyclable Material

Royal Greenwich collects all waste and recycling streams described in Section 3 on a weekly basis only. Therefore provision needs to be made for at least 8 days' output for residual, recycling and organic waste to allow for one week's storage plus extra to cover service disruption from statutory holidays, adverse winter weather or other occurrences out of the Council's control. Planning applications intending to have waste collected in sacks will not be accepted. The Council has a policy to collect waste from wheeled bins to prevent street litter, improve the local street scene and reduce the risk of injury to collection staff.

4.1 Kerbside Houses

Waste and recycling containers and quantities

Each individual house must be provided with sufficient storage space for a total of 3 x 240L wheelie bins:

1 x 240 litre green-topped wheeled bin for mixed organics recycling (food and garden waste)

1 x 240 litre blue-topped wheeled bin for mixed dry recyclables

1 x 240 litre black-topped wheelie bin for general waste

Wheelie bins must be stored within the confines of the property boundary and not on the public highway.

Storage areas should be designed to accommodate the wheeled bins "side by side" and not "end to end" to allow easy lifting of the lid from the front of the bin. If the proposal is for the bins to be stored in a bin shelter or other bin housing, then allowance should be made for full opening of the lid.

At kerbside houses it is the resident's responsibility to present their bins for collection once a week on a scheduled collection day; therefore a safe, external route to the kerbside must be provided, without the requirement to manoeuvre the bins up or down steps or across gradients greater than 1:12. Proposals to transport the containers through the building may not be supported.

Bin dimensions

240 litre wheeled bins	Height: 1063mm Width: 720mm Depth: 800mm
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4.2 Terraced properties, conversions and flats above commercial units

As part of the Council's aim to improve the quality of life for residents as well as visitors and those who work in the Borough, the Council is actively pursuing measures to minimise the volume of waste placed in sacks on pavements for collection and improve the local street scene. To achieve this all proposals must show adequate storage space to contain waste within bins, including separate storage for recyclable material off of the public highway.

Terraced properties

Where developments include terrace-linked properties, consideration must be given to providing storage facilities for three 240L wheeled bins. RBG will not accept proposals for waste to be presented in sacks on the public highway.

Conversions

Where the proposal is for a single house to be subdivided in to flats then provision needs to be made for enough 240L wheelie bins for the total number of flats. In these instances, it may be possible for the flats to make shared use of the 240L organics waste bin.

For example, one house divided in to two flats could be provided with the following 2 x 240L mixed dry recycling, 2 x 240L residual waste and 1 x 240L organic waste recycling.

Flats above shops or other commercial units

Where the proposal is for residential flats above commercial premises, typically in a parade of shops or high street then provision should be made for waste to be stored in containers off the public highway. RBG will not accept proposals for waste to be presented in sacks.

At larger blocks of flats with ground floor commercial unit(s) there will be a communal waste store for the residential units, with a separate waste store for the commercial unit(s). (See section 10.1)

4.3 Flatted Accommodation

4.3.1 Waste & recycling containers and quantities

Flatted accommodation should be provided with communal bin storage chambers to house waste and recycling containers. The Council collects mixed dry recycling, general waste, WEEE and textiles from communal bin stores in 1100L containers, organics recycling is collected in 500L containers.

The Council will not support proposals where the collection frequency is greater than one weekly collection of each individual waste type.

Provision must be made for the collection of the Councils three key waste streams and the number of containers required for each bin store can be calculated based upon the number of properties which will use it. The following table indicates the required bin capacity for communal bin stores.

Number of properties using bin store	1100L recycling	1100L residual waste	500L organics recycling	1100L WEEE Recycling*	1100L Textiles recycling*	Total bins
Up to 8	1	1	1			3
9 – 16	2	2	1			5
17 – 24	3	3	1	1	1	9
25 – 32	4	4	1	1	1	11
33 – 40	5	5	1	1	1	13
41 – 48	6	6	1	1	1	15
49 – 56	7	7	1	1	1	17
57 – 64	8	8	1	1	1	19
65 – 72	9	9	1	1	1	21
73 – 80	10	10	1	1	1	23
81 – 88	11	11	1	1	1	25
89 – 96	12	12	1	1	1	27
97 - 104	13	13	1	1	1	29

*Note: it would be considered acceptable for WEEE and Textile 1100L containers to be situated in shared centralised locations for use by multiple residential units.

4.3.2 Container dimensions

The below dimensions should be used when designing bin storage areas.

1100 litre bins (<i>mixed dry recycling, residual waste, WEEE and textiles</i>)	Height: 1410mm Width: 1265mm Depth: 1000mm
500 litre bins (<i>organics recycling</i>)	Height: 1090mm Width: 1270mm Depth: 720mm

4.4 Batteries

RBG does not currently collect used batteries from communal stores in blocks of flats, however this is a service we anticipate rolling out in the near future. As such, we request that developers allocate a space for a communal battery collection container with the following dimensions.

Typical household batteries bin (Anchored into ground)	Width: 600mm Depth: 500mm Height: 110mm
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4.5 Clinical waste

All developments are required to provide space for a 240L (dimensions in section 4.3.1) for clinical waste in addition to the aforementioned waste and recycling containers.

5 Communal Bin Storage

5.1 Ease of use

The chambers that house the containers must be accessible and convenient to all households, so that waste disposal and recycling does not become an effort for residents. They should be within close walking distance to each residential block (no more than 30m horizontal travel from flat to bin), which should be accessed en route to or from the development's car park or main pedestrian exit. If the chamber is attached to the block then developers should ensure that an internal door is provided for residents to access the bin store from within the building, without having to go outside.

Storage spaces must be designed to be accessible for disabled users, in accordance with BS 8300:2009.

5.2 Design

Bin storage space should be designed with sufficient space to accommodate euro bins "side by side" and not "end to end", facilitating access to the front edge of the lid for easy opening and access to the recycling aperture. The ceiling height of any enclosure should take into account the full opening of the lid. Residents should be able to approach all containers within a store without having to move others out of the way.

Doors through which bins are manoeuvred need to be of a durable and hard wearing construction as they may potentially be knocked during collection activities. Double doors which open outwards rather than into the chamber should be installed, allowing maximum access and manoeuvring space. The storage chamber should have a water supply for cleaning, drainage, impermeable floor and adequate lighting for use at night time by residents. Ventilation should be provided where possible.

When moving containers from the bin store to the collection vehicle, operatives should not be required to manoeuvre bins through more than one set of double doors.

The Council supports bin store design which shows consideration to future flexibility in waste collection throughout the expected life of the building. Short sighted proposals which maximise residential space without consideration of future flexibility will not be favourably supported. Changes in the use and function of the waste storage areas may occur throughout the lifespan of the building due to changing waste disposal trends, changes in legislation or changes in the council collection regime.

5.3 Security and access

Waste storage areas accessible from the street must be fitted with a lockable door with either a key, fob or entry code pad to reduce the risk of antisocial behaviour and maintain security of the building. If using a fob or key then four copies must be provided to the RBG Waste Strategy team at the address on page 3 of this document, one for each waste collection service and one for the collection of bulky waste, WEEE and textiles. RBG will not take responsibility for lost keys or fobs, these must be replaced by the managing agents upon request. Therefore, it is recommended that access codes are used.

Access for waste collection should be provided between the hours of 06:00 and 21:00. RBG cannot commit to a specific time or day of collection for any development.

5.4 Collection points

Where a strategy is proposed for bins to be transported to a central collection point by on-site staff for emptying, then that collection point needs to be large enough to store a minimum of 50% of the total number of bins at the development.

Consideration should be made to the route by which on-site staff will transport containers from the bin stores to the collection point, particularly if towing equipment is to be used. The route should be shown clearly in the waste strategy. Parking space for bin tugs should be considered.

If lifts are proposed to transport bins from lower ground or basement level, then the amount of time to transport all of the bins from ground floor to first floor should be properly considered to ensure that the use of lifts is feasible. A contingency plan should be detailed in the waste strategy in the eventuality of a lift breakdown on collection day. RBG will not be responsible for making a return visit to empty containers which have not been presented for collection in such circumstances.

The collection route for the bin tug or towing equipment should be free of steps or slopes and of a smooth surface in order to minimise wear and tear on the containers being towed.

Sufficient containers should be provided to allow for some containers to remain in the bin store for residents to use whilst collection activities are occurring. The bin store should not be left empty resulting in bagged waste to building up on the bin store floor.

5.5 Chutes

The Council will consider chutes for flat accommodation. Either three chutes must be provided at each access point, one for mixed dry recycling, one for organics recycling and one for residual waste or a mechanical “tri-separator” chute could be used to separate waste streams. Chutes should be designed to minimise blockages and a contingency plan will be required in case chutes are taken out of use for repair.

5.6 Alternative technologies

The Council will consider proposals with use new or innovative technologies for waste and recycling treatment providing they can be demonstrated to be effective in collecting high recycling rates with low levels of contamination. Any such proposal must demonstrate what measures will be in place if acceptable levels of recycling are not met.

Please note: Where Developers design underground bin storage chambers, collection points, chutes or alternative technologies they need to consult with the Waste Strategy Team before submitting documents to the Planning Department.

6 Bulky Waste Storage Area

It is essential to provide separate storage facilities, in each residential block of flats for redundant bulky household goods. These items are only collected on request by the Council at a fee payable by the resident or managing agent. This facility should be large enough to contain a selection of typical household bulky waste such as furniture, cookers, electrical equipment and refrigerators/freezers.

An area of 10m² is recommended for every 50 residential units.

The bulky storage area should be on the ground floor and must be accessible for collection without the need to negotiate stairs or steep slopes. The provision of this storage is important to avoid fly tipping on the public highway and will prevent dumped bulky waste hindering access to the refuse and recycling bin stores for both residents and collection operatives. Access to the bulky waste store should be provided for a 10 tonne caged vehicle. Failure to provide adequate bulky waste storage will result in bulky waste removal clogging up the household waste and recycling chambers.

Bulky waste storage areas should be shown on plans with the floor space area clearly annotated.

The Council would consider bulky waste storage areas that are shared between blocks in a larger development acceptable, providing that the distance to the store is not too great and the overall area of the store is large enough.

7 Installation of internal recycling systems within residential properties

When designing waste and recycling containers for use in the kitchens of properties, we recommend that the following sized containers are used:

- **Food waste** – 5 litre food waste containers are adequate as residents do not keep food waste too long and is disposed of more frequently.
(We offer residents a free 5 litre kitchen caddy upon request; we also sell cornstarch and paper caddy liners to fit a 5 litre container at cost price including free delivery).
- **Mixed dry recycling** – 30 litre container. Residents are encouraged to recycle five materials in one container; Paper, cardboard, plastic bottles, glass bottles & jars and food & drink cans. The recycling container should be the largest.
- **Non-recycling** – A 20 litre container only should be needed if residents are separating the above waste for recycling correctly.

8 Access for collection vehicles and operatives

The Council requires that the walking distance for refuse operatives between the container storage area and the refuse collection vehicle does not exceed 15 metres. The vehicle stopping point should be clearly indicated on submitted drawings.

A safe collection area for operatives, such as a lay-by, is required if access to the chambers is on a dual carriageway or main fast flowing or busy road.

Dropped kerbs or crossovers are required to move the containers from the chamber to the refuse collection vehicle.

Access to the storage chambers must be at ground floor level and they should be sited in locations which do not require refuse operatives to wheel containers up/down steps or an incline greater than 1:12.

If access to the chamber is within a car park area or via internal estate roads, the size of the refuse collection vehicles and their manoeuvrability and turning characteristics need to be considered.

Refuse collection vehicle dimensions:

- Axle Configuration: 6 x 2 Rear Steer
- Height: 3.80 metres
- Length: 10.50 metres
- Width: 2.90 metres
- Wall-to-wall turning circle: 16.10 metres

Vehicle tracking or swept path analysis drawings will be required with the planning application if the vehicle is required to manoeuvre around a development to ensure safe manoeuvring of refuse vehicles.

Surface weight restrictions must be suitable to withstand use by a 26 tonne gross vehicle weight vehicle.

Roads should be laid out to ensure reasonable convenience for the collection vehicle and should be a minimum of 5.5m wide. The collection vehicle should be able to proceed in a forward gear around the development, and vehicles should not be expected to reverse more than two vehicle lengths (20m).

Developers must not plan for refuse vehicles to reverse in a public area, down slopes or into oncoming traffic no matter how minor the road. Adequate space for turning **must** be provided and demonstrated with swept path analysis.

In all instances, the road should be designed so that vehicles do not encroach onto the footway when manoeuvring.

Where roads are likely to be parked with cars, the developer must ensure that access for the collection vehicle is still maintained.

9 Charges and delivery

It is the Developer's responsibility to meet the costs of providing residents on new developments with the appropriate containers that meet the Council's specification. Containers are purchased outright by the developers for and on behalf of the council as part of the fabric of the building. These containers remain the property of the Royal borough of Greenwich at all times.

9.1 Charges for Wheelie Bins

Developers are required to provide each resident with the appropriate number of 240 litre wheeled bins. The Developer will pay for all containers in advance and Royal Greenwich will deliver to the residents when they move in.

9.2 Charges for Communal Containers

Developers are required to provide block of flats with 1,100L communal containers. The Council requires cleared payment from the Developer in advance and prior to delivery.

Refuse and recycling containers meeting the specification of the Royal Borough can be purchased directly through the Council. Please follow the link below to see the relevant charges:

https://www.royalgreenwich.gov.uk/downloads/download/1201/waste_collections_fees_and_charges

*** Please note:** prices shown are subject to an annual price increase, the Fees and Charges document will be updated at the start of each financial year.

In the event that a developer wishes to acquire bins independently of the Council, the full specifications can be provided on request and agreed in advance with the waste strategy team. Developers must contact the RBG waste strategy team to obtain specifications and agree sign off on containers before making any purchase. The Council will not empty bins that do not meet the required standards.

9.3 Container delivery

Developers should contact the Waste Strategy team a minimum of 8 weeks before delivery of containers is required (contact details on page 3) to allow for confirmation of requirements, raising of invoices and delivery of containers.

RBG will only deliver waste and recycling containers to completed bin stores and developers may be required to provide photo evidence of the completed bin stores. Containers will not be supplied to half-finished bin stores or to temporary locations within a development. A site visit from the RBG Waste Strategy team will be required prior to delivery to ensure bin storage areas meet the specifications approved at the planning stage.

9.4 Managing agent responsibilities

If residents are allowed to occupy a development prior to waste and recycling containers being paid for and installed then it will be the managing agent or developer's responsibility to arrange for waste collections until satisfactory containers meeting the councils specification are installed.

Once the development has been occupied and in the control of a managing agent the containers are subject to an biennial safety check carried out by RBG staff to ensure that the containers continue to meet the safety standards and do not pose a risk to residents or collection operatives. This is a chargeable service and the fee is calculated based upon the number of residual waste containers present.

Please follow the link below to see the relevant charges

https://www.royalgreenwich.gov.uk/downloads/download/1201/waste_collections_fees_and_charges

Managing agents are able to report requirements for repair at any other time and all works will be covered by this fee.

It is the managing agents responsibility to safeguard any containers against theft, loss, vandalism or arson. The maintenance charge will not cover repairs or replacements as a result of these.

It is also good practice for any information packs provided to new residents to include full information on available recycling facilities along with encouragement to use them. We also recommend that permanent information on recycling is displayed in a prominent position such as on information boards in entrance halls. The council will be able to assist in specifying and providing the type of information to be included in the packs.

10 Mixed Commercial and Residential Developments

Where a development comprises of both commercial and residential units, the different containers will need to be stored in separate bin storage areas. Each bin storage area will need to be fitted with a separate key, code or fob access in order to prevent misuse. In accordance with Environmental Protection Act 1990, Commercial waste should not enter the household waste stream.

10.1 Stand-alone commercial developments

Business rates do not cover waste collection or disposal for businesses, therefore businesses have a responsibility to negotiate a contract with the Council or a commercial waste contractor to suit their needs. Further details on the Councils commercial waste collection service can be found on the council's website.

Developers should show a purpose-built bin storage area for commercial waste containers, the number of containers to be determined by the size of the unit and usage, however bin stores should be large enough to accommodate one weeks output of waste. Indicative guidance on waste generation of different commercial uses can be found in BS 5906:2005 "Waste management in buildings – Code of practice". Below are suggested capacities:

- Offices – 1 x 1100L refuse and 1 x 1100L recycling per 1000m² floor space
- Retail – 2 x 1100 refuse and 2 x 1100L recycling per 1000m² floor space
- Restaurants – 1 x 1100L refuse, 1 x 1100L and 1 x 240L food waste recycling per 20 covers
- Hotels – 1 x 1100L refuse, 1 x 1100L recycling and 1 x 240l food waste per 50 rooms
- Schools – 2 x 1100L refuse, 2 x 1100L recycling and 1 x 500L food waste per 200 pupils

In all cases space for a minimum of two containers should be provided for recyclable and non-recyclable waste. Where commercial units produce or serve food, space for a third bin for food waste recycling collections should be provided.

