



Draft SPD Note for Property Developers

Refuse & Recycling Storage at New Residential and Commercial Developments within Lewes District

November 2017

Index

Purpose	3
Introduction	3
Collection and Storage of Refuse and Recycling.....	4
Collection Point.....	4
Houses	4
Rural Properties	4
Flats, Maisonettes and Multiple Occupancy Properties	5
Storage for Wheeled Bins and Sacks	5
Houses (including rural properties)	5
Flats, Maisonettes and Multiple Occupancy Properties	6
Commercial Properties and Businesses.....	8
Bin Storage Areas: Design Considerations	8
Location and Resident Use of the Bin Storage Area	8
Signage, Safety and Security	9
Internal and External Features	9
Vehicle Road Access for Collections	10
Manual Handling by Collection Crews	12
Checklist for Submission of Planning Application	12
Contact Us.....	13
Annex 1.....	14

Purpose

Under the Planning and Compulsory Purchase Act (2004) this design guide has been produced as a SPD to assist developers in complying with the council's development policies and to provide appropriate waste storage facilities.

Introduction

Lewes District Council provides a 240ltr wheeled bin as standard for a co-mingled recycling collection system. This document focuses on provision required by developers based on the council's waste and recycling service.

The council offers the following waste and recycling collection services:

For Residential Developments

- Weekly black bag/sack refuse and separated food waste collection using a 23litre caddy
- Fortnightly co-mingled recycling collection using a 240litre wheelie bin
- Communal recycling bins at flats for co-mingled recycling using either a range of 240litre wheelie bins or 1100litre wheelie bins
- Opt-in subscription based fortnightly garden waste collection

For Commercial Developments

- Regular refuse collections
- Regular recycling collections for co-mingled recycling and a separate bin for glass recycling

The council's policy requires each household and producer of waste to take responsibility for their own refuse and recycling. Residents and businesses need to ensure they keep their waste suitably contained within their property or premises and only present their waste and recycling at the edge of curtilage on the day of collection.

Suitable storage areas need to be available for containing the waste that each household or business produces.

At properties where there is a shared residential and commercial use (for example, flats above shops), sufficient storage is required for household waste to be contained separately from commercial waste.

Communal properties such as blocks of flats and maisonettes may have a communal bin store or a refuse/recycling collection point (either internal or external to the building) where suitable bins will be stored.

Suitable access is required for the collection vehicles to service all types of domestic property.

Lewes District Council is the designated Waste Collection Authority (WCA) with the powers to determine what level of refuse storage a developer must provide in accordance with Document H



of The Building Act (1984) Review of Part H (drainage and solid waste). Further information can be found at www.communities.gov.uk

This SPD has been compiled to assist developers, who need to demonstrate they have provided adequate refuse and recycling storage at any new or converted residential development.

Collection and storage of refuse and recycling

This section, describes how refuse and recycling materials are collected and how the materials should be stored at each type of property to allow the residents to comply with the waste collection service arrangement provided by the council. See Annex 1 for examples.

Collection Point – general requirements

The council provides an edge of curtilage refuse and recycling collection service. Residents are required to present their refuse and recycling at ground level by the edge of their property which is nearest to the adopted highway. The location where refuse sacks, caddies, wheeled bins and receptacles are presented for collection is known as the Collection Point.

It is the responsibility of the householder to place their refuse and recycling bin at the edge of their property curtilage for collection and return any empty receptacles to a location within their property boundary after collection. The Collection Point should be inside the boundary of the property but visible from the highway (or footpath). Black sacks, caddies, wheeled bins and other receptacles should not cause an obstruction to a public footpath or the highway.

The Collection Point at the edge of the property should be hard standing and within 10 metres of vehicular access. The Collection Point should be at the front of the property and to allow the bins to be wheeled, should be connected to the highway by a hard surface e.g. tarmac or concrete pathway rather than soft surface (e.g. gravel or grass). Guidance should be sought from the council's waste management team with regard to collections taking place from the rear of the property.

To allow residents to manoeuvre wheeled bins, caddies and other receptacles as necessary, steps and steep slopes (greater than 1:12) within the property curtilage should be avoided between the bin/box storage location and the Collection Point.

Houses

A suitable Collection Point should be provided within the boundary of each property to allow the resident(s) to present no less than 2 refuse sacks, 1 caddy for food waste, 1 wheeled bin for recycling and 1 wheeled bin if joining the garden waste service.

Rural properties

Collection vehicles will not enter private driveways. In rural areas dwellings may be some distance from the public highway so provision should be made for a Collection Point at the roadside.

Resident(s) will present their bins for collection at this point. Consideration should be given to a road-end / curtilage Collection Point which could also be designed as permanent storage for bins



and bags. Consideration must be given to safe vehicle and collection access. Residents have the opportunity to deposit their waste materials as they travel to and from the property.

Flats, maisonettes and multiple occupancy properties

The need for refuse and recycling to be collected is a primary design consideration so the Collection Point will usually inform the location for any communal storage of refuse and recycling.

This can be achieved by use of a bin cupboard or enclosed area close to the property and the nearest adopted highway.

Consideration must be given to the likelihood and impact of any excess material deposited by residents which could increase the risk of fire or block access to other dwellings.

Storage for wheeled bins and sacks

For houses (including rural properties)

Each residential property is assumed a refuse capacity of 140 litres (2 x standard refuse sack, potentially moving to a 140 – 240litre wheeled bin service) and allocated a recycling capacity of 263 litres.

Receptacle	Materials	Litres
2 x standard sack (potentially moving to a 140 – 240litre wheeled bin service)	Refuse	140 (or 240)
	Refuse Sub Total	140 (or 240)
1 x wheeled bin	Co-mingled dry recycling	240
1 x Caddy style bin	Food waste	23
	Recycling Sub Total	263
Total for refuse and recycling in litres per property		403

Residents can also opt-in to receive a 240 litre green coloured garden waste bin.

Residents store their waste in these bins and caddies prior to collection. Sufficient space is therefore required within the boundary of the property to accommodate: a minimum of 2 refuse sacks, caddy, 1 wheeled bin for recycling and 1 wheeled bin if joining the garden waste service in a position convenient for the resident to use and manoeuvre to their Collection Point.

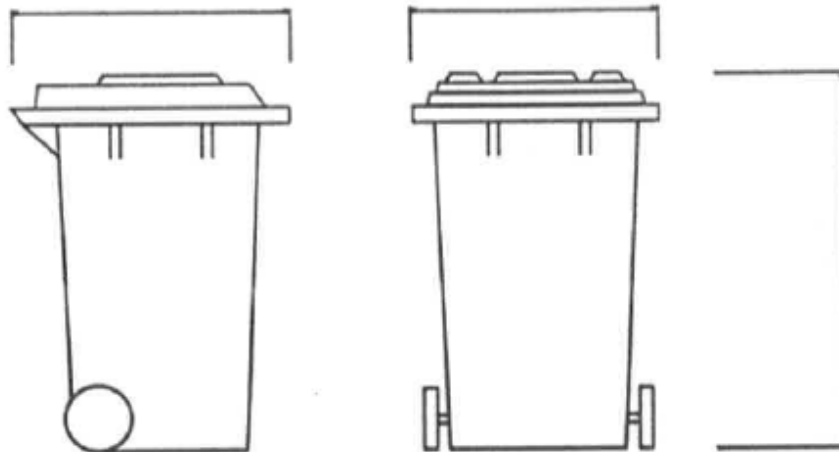
The route from the bin storage location to the Collection Point should be at ground level with no steps or other obstructions. Where this is not possible a sloped walkway from the bin store to ground level must be incorporated.

To assist developers and ensure sufficient consideration is given to the need for rubbish and recycling to be stored separately, the area is required to accommodate:

- 2 x refuse sacks or 1 x 140 - 240litre wheeled bin equivalent

- 1 x food waste caddy measuring 32cms wide by 41cms high (lid closed, handle down) or 62cms high (lid closed handle up) and 38cms deep.
- 1 x 240 litre wheeled bin for recycling service measuring 58cms wide by 110cms high (lid closed) and 74cms deep per bin.
- 1 x 240 litre wheeled bin if joining the garden waste service measuring 58cms wide by 110cms high (lid closed) and 74cms deep per bin.

Dig: 240litre wheeled bin



For flats, maisonettes and multiple occupancy properties

To ensure suitable provision is made for the storage of rubbish and recycling at communal properties, houses in multiple occupation (HMOs) and properties where a shared bin storage area or purpose built bin store is included as part of the design, developers should discuss the arrangements with the waste management team at the local council.

Various solutions can be considered to meet the need for residents to store their refuse and communal recycling prior to collection. Typical solutions include use of several 140 litre and 240 litre bins and use of large 770 litre or 1100 litre bins.

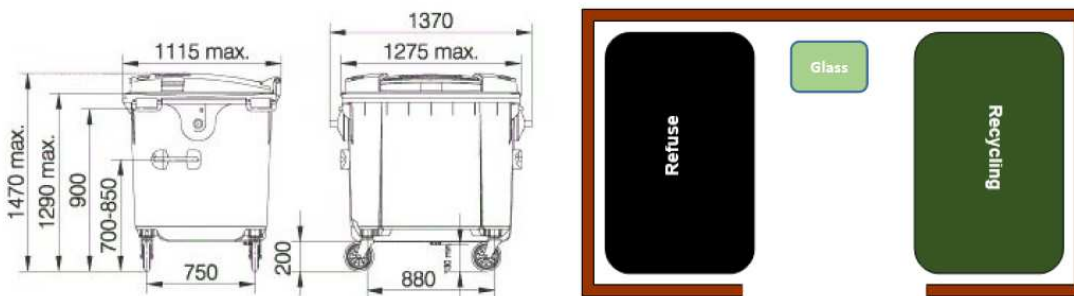
The council's policy regarding the provision and funding of large capacity bins at communal properties is, in some case the council will provide suitable bins and in others the management company is responsible for funding and providing large bins for their residents to use.

Collection Points are necessarily at ground floor level for vehicle access. Where bin storage areas are located above ground level, residents are responsible for moving their refuse and or recycling down to the Collection Point on the scheduled collection day.

At high density developments where separate bin storage locations for each dwelling are not possible, a communal bin store or compound should be provided. Ideally large 1100 litre bins will be provided for rubbish although depending on the number of dwellings, smaller size bins may be acceptable. For food waste a number of food waste caddies will be provided if practical and for co-mingled recycling separate 240litre (or larger) wheeled bins will be provided.

The council does not take responsibility for the use of mechanical lifts. Although scissor lifts or other mechanical lifts may be used to provide access, we will not accept responsibility for manoeuvring bins to and from the store using a mechanical lift. Therefore it would be the responsibility of the managing agent (or residents) to procure a separate service where the bins are moved to the Collection Point prior to collection and returned to the bin store after collection.

The extent of communal storage for rubbish and recycling largely depends on the size and type of dwellings being developed. To assist developers and ensure sufficient consideration is given to the need for rubbish and recycling to be stored separately, the area required to accommodate 2 large 1100 litre bins (suitable for approximately 12 x 2 bedroom dwellings) measures 3.5m wide by 1.5m high (lid closed) by 1.4m deep.



The Council provides weekly collection of rubbish and food waste and alternate week (fortnightly) recycling so bin storage areas need to be large enough to accommodate the size and number of bins required by residents. Provision of sufficient storage is essential to avoid waste overflowing and provision of sufficient separation for rubbish from recycling is essential to allow residents to meet UK legislative requirements.

Adequate external space should be allocated for waste storage and sized to accommodate containers suitable for the council's collection service. The minimum volume recommended by the British Standard 5906 (British Standard Institute, 2005) based on a maximum collection frequency of once a week is, 100 litres for a single bedroom dwelling with a further 70 litres for each additional bedroom (Code for Sustainable Homes Technical Guide November 2010).

Example calculation for communal refuse bins provision for 4 x 2 bedroom flats

- $(4 \times 100L = 400L) + (4 \times 70L = 280L) = 680L$
- Rounded up to bin size equivalent = 1 x 1100L bin or 1 x 770L bin or 3 x 240L bin

Example calculation for refuse bin provision for 12 x 2 bedroom flats

- $(12 \times 100L = 1200L) + (12 \times 70L = 840L) = 2,040L$
- Rounded up to bin size equivalent = 2 x 1100L bin or 3 x 770L bin or 9 x 240L bin

The same calculation for communal recycling bins will apply bearing in mind 240L, 770L or 1110L bins can be supplied for co-mingled recycling.

For commercial properties and businesses

Various solutions can be considered to meet the need for businesses to store their refuse and recycling prior to collection. Typical solutions include use of several 140 litre and 240 litre bins and use of large 770 litre or 1100 litre bins.

Businesses can select their own commercial waste collection provider or join the council's own Trade Waste Collection Service. The provision of a collection point, access and vehicle access will be the same as required for residential areas.

Bin storage areas: design considerations

Location and resident use of the bin storage area

To encourage residents to responsibly handle their rubbish and recycling, an external bin store should be conveniently located within 30 metres of an entrance to the property.

Bin stores should be located within 10 metres of the Collection Point where the collection vehicle will stop. This is an essential requirement in situations where 1100 litre bins are to be used.

Internal bin stores should be located at ground level, near to walkways or access points. An external access should be available for collection crews to service the bin store.

The ceiling height needs to be sufficient for the lid on the bins to be fully opened. An 1100 litre bin requires a ceiling height no lower than 2.3 metres.

The doors to an internal bin store should be louvered to allow ventilation into the bin store. Doors or gates to bin stores are not permitted to open over a public highway and should open outwards to ensure collection crews can always gain access to the area (to avoid the potential for any bins inside to inadvertently block access to the storage area).

Where bin stores are located within parking areas, ensure parking spaces are not placed directly in front of the bin store doors. Consideration must be given to allow the egress and ingress of bins without a risk of damage to the structure of the bin store or parked vehicles.

Chute systems, where residents use a chute which is directly connected to the bin store, should be avoided as they require residents or the management agent to rotate bins in order to avoid overflowing waste.

Particular design consideration is needed for residential properties which are combined with commercial units, for example flats above shops or commercial units on the lower floors of residential blocks. Suitable rubbish and recycling storage areas are needed to ensure segregation of household waste from commercial waste.

Signage, safety and security

Signage should be used to identify the separate locations of bins for refuse and recycling. The council can provide designs for suitable signage on request.

It is also advisable to provide notices indicating reasonable hours of use for residents.

Bin stores require adequate ventilation and must be fitted with either sensor lights or switched lights.

Lighting should be positioned to allow residents to see into the bin with the bin lid lifted.

Developers should consider use of open rail gates or window sections in solid doors to allow residents to see into the bin storage area before entering.

Fly tipping is waste which is not contained within the agreed bins. Fly tipping is a common problem associated with bin stores and the residents or their managing agents are liable for the costs incurred by the council to dispose of fly tipped waste. Consideration of this liability when designing bin storage areas can help to minimise the likelihood that residents will inappropriately dispose of their waste (including furniture, carpets, etc).

Provision of CCTV and external lighting can help residents and their managing agents to deter fly tipping.

Vermin boxes may be used to reduce the presence of vermin in the bin store.

External bin stores should be located away from windows and ventilators and preferably in the shade or under shelter to reduce the likelihood of waste decomposing in the bins. A regular cleaning schedule is required to clear spilt waste, wash bins and generally maintain the bin storage area.

Internal and external features

Level flooring capable of withstanding heavy loads and drainage provision are essential considerations.

Bin storage areas should be designed with separate areas for refuse and recycling to assist residents to segregate their waste.

A block placed on the floor or a rubber buffer affixed to the surrounding wall reduces unnecessary damage to bins. These features also reduce noise created by bins crashing against the walls/side fence.



The ceiling (or roof fitted to an external bin store), should be high enough to allow lids to be fully open without coming in to contact with the ceiling, any lights and other electrical fittings.

Provision of a water connection nearby will assist residents or their managing agent when cleaning the area.

To ensure the visual aspect of the street scene is not compromised by bin storage areas strategic screening using planting, soil bunds and similar should be provided.

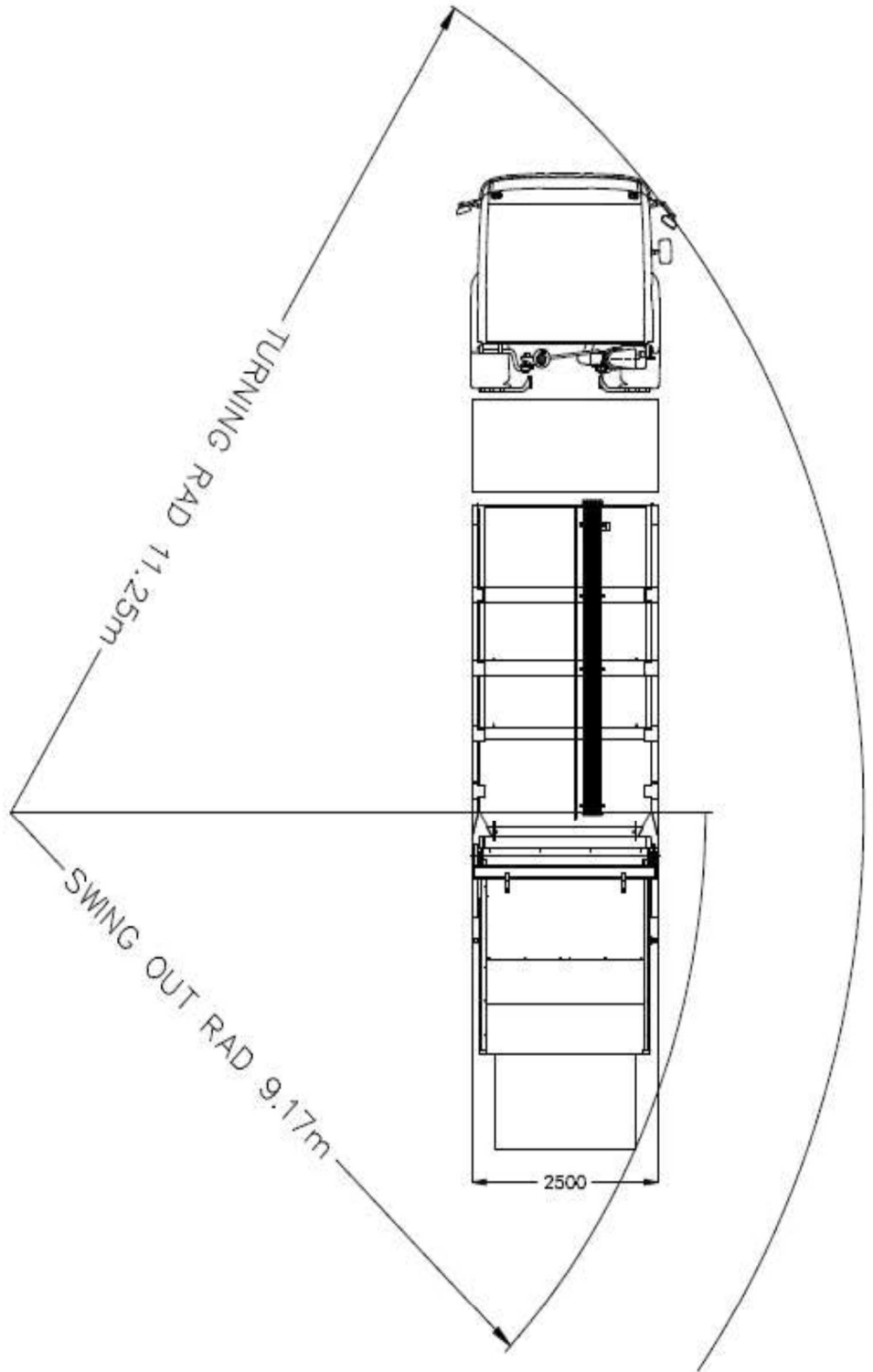
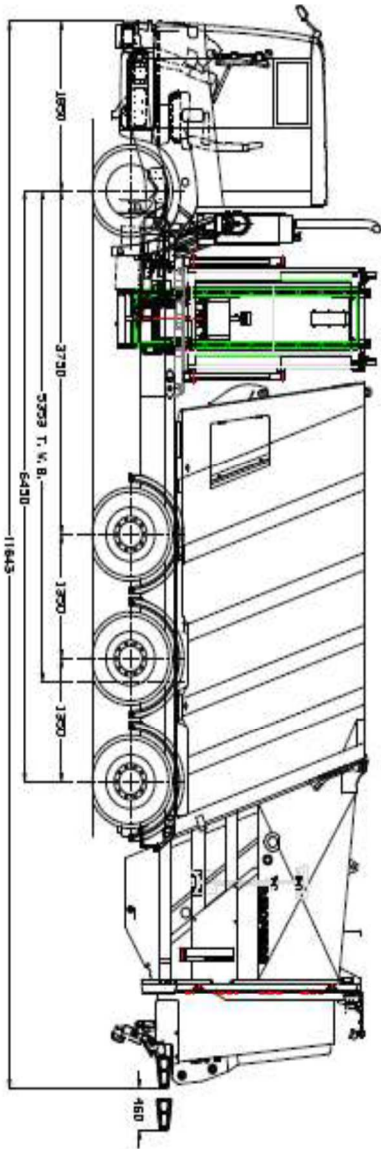
Vehicle road access for collections

The access road(s) within a new development must be capable of accommodating a vehicle with dimensions of approximately 12 metres length x 3.5 metres high x 3 metres wide and weighing 26 tonnes (when fully loaded).

Within the access road, all manhole and similar service covers should be heavy duty 'Grade A' type capable of withstanding the weight of a fully loaded collection vehicle.

The layout of the access road should not require the collection vehicle to reverse, an in and out access option should be considered. Where there are multiple roads within a development, suitable on-site turning circles or hammerhead turning areas must be provided free from parked vehicles.

See Diagram on Page 11



Manual handling by collection crews

Collection crews will manoeuvre bins from the Collection Point to the collection vehicle and return them to the Collection Point.

Collection crews will manoeuvre large bins from the bin store to the collection vehicle unless a different Collection Point has been agreed. The access route from the bin store to the collection vehicle should not involve bins being wheeled through residential areas, across gravel or grassed areas. The route also needs to be free from obstacles and across flat made ground.

Where level ground is not possible, suitable slopes (not exceeding 1:12) and dropped kerbs need to be installed, this will also reduce damage to the bins.

External doors can be secured with either an electronic or mechanical push button combination lock or key operated lock. Codes and/or keys need to be provided and registered with the council before the development is completed.

Access doors on both external and internal bins store need to be fitted with a mechanism which will allow the doors to be held open while collection crews are servicing the bins.

Where bin stores are located near to designated parking, suitable access should be left clear to allow bins to be moved to the waiting collection vehicle. Parking spaces should not be created in front of a bin store or access route.

Checklist for submission of planning application

To assist compiling the documentation prior to the formal submission of a planning application, please ensure your submission includes the following points:

- ✓ Has suitable space within the development been allocated for rubbish bins, food waste caddies and recycling bins?
- ✓ Have I provided enough capacity for refuse and recycling at the development?
- ✓ Have I provided details of the location and size of any proposed communal bin store(s)?
- ✓ Have I ensured access to communal bin storage area(s) is suitable for both residents and the collection operatives?
- ✓ Have I ensured all access routes are free from obstacles and included suitable slopes (must not exceed 1:12) and drop down kerbs where level changes occur?

Cont.

- ✓ (Where applicable) Have I ensured that commercial waste is kept separate from household waste?
- ✓ Please include drawings, detailing all proposed external and internal bin storage areas. List of drawings should include:
 - Location and site plan (clearly showing location of proposed bin store).
 - Floor plans including elevations.
 - Bin store design (including number and layout of bins to be accommodated).

Contact us

The council welcomes discussion to ensure the design and intended use of waste facilities adequately meets the needs of residents. Please contact the council at:

Southover House
Southover Road
Lewes
East Sussex
BN7 1AB0
Tel: 1273 471600
www.lewes.gov.uk

Annex 1

Collection and storage of refuse and recycling

Entrances to bin store should be flat to enable safe movement of bins and to avoid damage. Steps or raised door surrounds should be avoided.

Example of a bin store with a flat entrance and accessible door height and width



Example of a bin store located at the front of the development, next to the road and point of collection.



Example of a bin store off from the point of collection with flat access

