

Contents:

Introduction
 Receptacles for Household Waste
 Household Waste Collections
 Storage of Receptacles for Household Waste
 Types of Waste
 Green Garden Waste
 Clinical Waste
 Collections from Premises Occupied by Charities
 Special Household Waste Collections
 Chargeable Bulky Household Waste Collections
 Trade and Commercial Waste

ID	SENV01
Last Review Date	2013
Next Review Date	2025
Approval	
Owner	Streetscene
Author	A. Wheeler
Advice & Guidance	Contact Streetscene
Location	GBC Website
Related Documents	Equalities Impact Assessment
Scope	This policy applies to all residents.



GOSPORT
Borough Council

WASTE AND RECYCLING COLLECTION POLICY

Gosport Borough Council's Waste and Recycling Collection Policy aims to ensure that refuse and recycling services operate effectively and efficiently in order to maximise recycling and reduce the amount of waste sent for treatment and disposal. The Council is classed as a Waste Collection Authority and as such under a duty to arrange the collection of household waste from properties in its area.¹ Section 46 of the Environmental Protection Act 1990 (EPA) empowers a waste collection authority to require residents to place household waste out for collection in designated containers and separated into specified waste streams. In so doing it can stipulate:

- The size and type of collection receptacle(s)
- Where the receptacle(s) must be placed for the purpose of collecting and emptying
- The materials or items which may or may not be placed within the receptacle(s)

A failure to meet these requirements can make a householder liable on conviction for a fine of up to £1,000 or any offence may also be discharged through a fixed penalty process.

The Council is also under a duty to provide a kerbside or near door entry system for the separate collection of recyclable materials.²

Not all waste from residential properties is classified as household waste. The Council may charge for the collection of certain types of waste from households.³

The Council's requirements and arrangements for discharging their duties are set out in this Waste and Recycling Collection Policy.

¹ The Environmental Protection Act 1990, Section 45

² The Household Waste Recycling Act 2003

³ The Controlled Waste (England and Wales) Regulations 2012

1. RECEPTACLES FOR HOUSEHOLD WASTE

- 1.1 The Council requires that all household waste is placed in receptacles provided by them which will be either wheeled bins (individual or communal) or sacks (black or clear).

Wheeled Bins

- 1.2 The Council will provide each property, where this is appropriate, with one wheeled bin for non- recyclable household waste (black body and black lid) and one wheeled bin for dry recyclable household waste (black body and green lid). The Council will determine the size of wheeled bins provided and generally these will be of 240 litre capacity. A charge per wheeled bin and communal bin is payable before the bin is delivered. Details of the charge payable may be found in the Council's Fees and Charges Book.
- 1.3 Residents are permitted one refuse bin per property unless qualifying for extra capacity as a larger household or have exceptional circumstances. Additional bins will be marked with a branded sticker to identify them as being permitted by the Council.
- 1.4 The Council may provide properties with a resident in full time residence who requires additional capacity for healthcare waste with additional wheeled bins upon request. The Council will require written notification upon any request from a Healthcare Professional. Additional bins will be marked with a branded sticker to identify them as being permitted by the Council.
- 1.5 Additional refuse and recycling wheeled bin capacity are subject to the Council being satisfied that service provision is warranted following approval for the request by the Council. A charge is applicable for additional bins.
- 1.6 Multi dwelling premises such as flats and housing complexes will be provided with wheeled bins in numbers that the Council determines will make available sufficient storage capacity for household waste and recycling streams, based on the volume calculated at 240 litres per dwelling. These may be individual wheeled bins or communal bins.
- 1.7 All non- recyclable household waste and dry recyclable household waste must be placed in the wheeled bin provided by the Council for that type of household waste. Any household waste not placed in a wheeled bin provided by the Council will not be collected by the Councils waste collection Contractor ('the Contractor') and may be treated as Fly-Tipping. Any wheeled bin that cannot be safely placed on the lifting mechanism of the collection vehicle due to its weight will not be emptied.
- 1.8 The wheeled bins provided by the Council will be delivered to the property by the Contractor and must remain at that property. The wheeled bins will have a sticker on them identifying the property number it is supplied for. The wheeled bins provided by the Council must remain at the property at all times and remain the property of the Council.

- 1.9 The Council is not responsible for lost, stolen/removed from a property, damaged or destruction of a wheeled bin or communal bin unless the Council or the Contractor is proved to have accidentally, wilfully or negligently caused the loss, removal, damage or destruction. In these circumstances the replacement wheeled bins or communal bin will be provided free of charge.

Sacks

- 1.10 Where the Council determines that a property does not have storage space available within its boundary to house wheeled bins the Council will provide the property with plastic sacks with the Council's name on them. Non-recyclable household waste must be placed in the black sacks provided by the Council and dry recyclable household waste placed in the clear sacks provided by the Council.
- 1.11 The Council will only collect a maximum of 2 sacks each week and these sacks must be those provided by the Council. Each property will receive 52 black sacks and 52 clear sacks each year. If more than 2 sacks of household waste are placed for collection or any of the household waste is not placed in a sack provided by the Council they will not be collected. Any sack which weighs more than 13 kg will not be collected. A sticker or tag will be placed on any sack which is overweight.
- 1.12 Replacement sacks can be purchased from the Town Hall in rolls of 10 sacks as defined in the Council's Fees and Charges Book.

2. HOUSEHOLD WASTE COLLECTIONS

Frequency

- 2.1 Household waste from all properties excluding some flatted developments is collected each week with non- recyclable household waste collected one week and dry recyclable household waste collected the following week. This is known as an alternate weekly collection. Each year there will be 26 collections for non -recyclable and 26 collections for dry recyclable household waste.
- 2.2 In some flatted developments there is insufficient space to accommodate the necessary number of wheeled bins for dry recyclable household waste so a different collection frequency is provided by the Council which generally involves replacing one of the collections for non-recyclable household waste with a collection of dry recyclable household waste.

Collection Locations

- 2.3 Wheeled bins or plastic sacks provided by the Council will only be collected if they are placed on the curtilage of the property at the point nearest to the carriageway or at a collection point determined by Council, where this is the nearest point to the carriageway, which will be notified to occupiers.

Timing

- 2.4 Collections of household waste may be made at any time between the hours of 7am – 5pm Monday to Friday and collections for a property are made on the same day each week save where special arrangements are necessary for Bank Holidays. Where this is necessary occupiers will be advised in advance and these special arrangements may involve a collection on a Saturday between the hours of 7am – 5pm.
- 2.5 Wheeled bins or sacks provide by the Council must not be placed out for collection at the collection location prior to the evening before the scheduled collection day and must be placed at the collection location no later than 7am on the scheduled collection day. Household waste found to be stored on the public highway will be investigated by the Council as fly tipping

Missed Collections

- 2.6 The Council defines a missed collection as a wheeled bin or sack which remains full after the collection vehicle has passed along the road emptying neighbouring properties wheeled bins or collecting sacks and where the Contractor has not identified that there is a specific reason such as the receptacle being too heavy for it not being collected. Half emptied wheeled bins are also treated as missed collections. This may occur when household waste has been compacted into the wheeled bin and in these circumstances the occupier should loosen the household waste and then contact the Council.
- 2.7 The Contractor will return and collect the missed wheeled bin or sack within 3 working days of notification.

Assistance with Collections

- 2.8 If Occupiers are unable to manoeuvre a wheeled bin then the Council may be able to arrange for assistance to be provided.
- 2.9 An application for assistance must be made in writing and include the following;-
 - a. The reasons why the Occupier needs assistance and where this is due to mobility or medical issues this should be set out in a letter from the Occupiers Doctor;
 - b. Confirmation that there is no one else living at the property who is able to manoeuvre the wheeled bin;
 - c. An acknowledgment that the Council and Contractor are not liable for any damage or loss caused as a result of a collection vehicle or Contractor coming onto the property whilst providing the assistance;
 - d. An indemnity that in the event that the Council will provide assistance the Occupier agrees to indemnify the Council for any damage or loss caused as a result of a collection vehicle a Council officer or the Contractor coming onto the property whilst providing the assistance.

- 2.10 The Head of StreetScene will consider and determine any application for assistance on the basis of the information provided in the application and what assistance it is reasonable and practical to provide.
- 2.11 Where assistance is provided the Occupier will be notified of the arrangements for collection.

3. STORAGE OF RECEPTACLES FOR HOUSEHOLD WASTE

Storage of Household Waste Receptacles between collections

- 3.1 Household waste whether placed in a receptacle provided by the Council or otherwise must be stored on private property between collection days. Storage is NOT permitted on the public highway. If an occupier continues to store household waste receptacles on the public highway a section 46 notice in writing may be issued.

Storage Areas

- 3.2 All new buildings or buildings being altered or adapted must provide sufficient storage space for the number of household waste receptacles necessary for the number of dwellings being created. The Council will provide developers with details of their requirements.
- 3.3 Occupiers of existing buildings are responsible for providing adequate storage areas for household waste receptacles and should be prepared to provide additional storage facilities if the need arises.

Access to Storage Areas for Wheeled Bins

- 3.4 The Contractor must be provided with clear access from the collection vehicle to where they collect the wheeled bins. Level access is required including dropped kerbs. In communal bin storage areas a clear access and egress route must be provided to enable the Contractor to manoeuvre the bins from the storage area to the collection vehicle. Where waste or other materials are placed in the storage area or on top of the wheeled bins so that a clear access and egress route is not available the wheeled bins will not be emptied and the Council will notify the person managing the storage area.

4. TYPES OF WASTE

Waste which will not be collected as part of the alternate weekly collections

- 4.1 The following must not be placed in the receptacles provided by the Council and will not be collected as part of the Alternate weekly collections of Household Waste:-

- Asbestos*
- Commercial or industrial waste
- Brick rubble, soil and construction materials*
- Domestic appliances and electrical/electronic equipment#
- Fixtures and fittings, i.e. carpets, shelving units, cupboards etc.#
- Green Garden Waste# and soil
- Hot ashes
- Medication
- Clinical waste deemed as infectious#
- Oil* and flammable liquids
- Paints and chemicals*
- Scrap metals*

these materials can be collected as part of other waste collection services offered by Gosport Borough Council. Further information can be obtained by contacting the Council on 08000 198598 or visiting www.gosport.gov.uk. If the occupier continues to place the above waste in the household waste bin a section 46 notice in writing may be issued

*These items may be disposed of at the Household Waste Recycling Centre, for details of acceptable items please refer to <http://www3.hants.gov.uk/waste-and-recycling.htm> or telephone Hampshire County Council on 0845 603 5634.

4.2 Unmarked items have to be disposed of by other licensed waste contractors.

Dry Recyclable Household Waste

4.3 All of the following items may be placed in the dry recyclable household waste wheeled bin or clear sack provided by the Council and collected from properties as part of the alternate weekly collection:-

- Paper
- Magazines
- Envelopes (with or without windows)
- Cereal boxes
- Newspapers
- Catalogues
- Greeting cards
- Cardboard
- Junk mail
- All food/drink cans
- All plastic bottles.
- Aerosol cans

4.4 Any dry recyclable household waste wheeled bin (green lidded) or clear sack provided by the Council will not be emptied if it is found to contain waste which is not included in the list in 4.2 above. A red tag will be placed on the receptacle. The Occupier will need to ensure that the waste is removed before the receptacle is placed for collection on the next scheduled collection day. If

the occupier continues to place non-recycling waste in the recyclable household waste bin a section 46 notice in writing may be issued.

5. Green Garden Waste

The Council's contractor, arrange for the collection of green/garden waste. For more information on this service visit:

<https://gardenrecyclingscheme.co.uk/gosport-garden-recycling-scheme/>

6. Clinical Waste

- 6.1 The Council collect clinical waste from properties where an Occupier has notified their Doctor and the Surgery has submitted a clinical waste referral form to the Council. Clinical waste includes infectious and non- infectious material and sharps. The referral from the Surgery will set out what type of clinical waste is to be collected and where the clinical waste is infectious which includes sharps then a clinical waste collection will be provided by the Council.
- 6.2 Clinical waste collections are provided free of charge and the Council will notify the person requesting the clinical waste collection of the day and frequency of collections. Clinical waste collections are from the front of properties between the hours of 7am – 5pm.

7 Collections from Premises occupied by Charities

- 7.1 The Council will collect household waste from premises occupied by charities where the charity is not carrying out any activities of a business or commercial nature.
- 7.2 Places of Worship will be provided with 1 x 240 litre wheeled bin for non-recyclable household waste and 1 x 240 litre wheeled bin for dry recyclable household waste free of charge which will be collected as part of the alternate weekly collection.

8 Special Household Waste Collections

- 8.1 The Council will collect 5 or more bulky items or larger quantities of household waste or items which are not on the bulky household waste list. A charge is payable and the Council will provide a free estimate of the charge which is payable before the collection is made.

9 Chargeable Bulky Household Waste Collections

- 9.1 Regulations set out what types of household waste are defined as chargeable bulky household items. The Council do collect such items where payment of the charges set out in the Council's Fees and Charges Book is made before the collection.
- 9.2 Items to be collected must be placed at the front of the property unless an alternative collection is agreed by the Council, before the collection day. The items must not be placed on the highway. The items will be collected between

7am – 5pm on the day notified for the collection. If assistance is needed to remove an item from within the property this must be agreed by the Council at the time the request is made prior to the day of collection.

10 Trade and Commercial Waste

10.1 The Council do not provide a collection service for trade or commercial waste.

10.2 The Council will investigate and take enforcement action where trade or commercial waste is found in household waste.