Harborough District Council Wheeled Bin Policy

Harborough District Council collects waste from 36,000 households over 237 square miles. Our aim is to provide a high quality value for money service to all domestic households.

This document will cover the following topics regarding wastes collection and wheeled bins:-

1. Legislation
2. Wheeled Bins Provided
3. Large family policy
4. Medical exceptions
5. Policy for old bins previously issued
6. Sack collections
7. Frequency of collections
8. Presentation of bins for collection
9. Wheeled bin hygiene
10. Charging policy for replacements
11. New properties – developer contributions
12. Assisted collections
13. Flats and communal properties
14. Missed collections
15. Side Waste
16. What goes in each wheeled bin
17. Fines and non-compliance
18. Updates and amendments
The Environmental Protection Act (EPA) sets out by law what the authorities responsibilities are and the resident using the bins are required to do. This document forms a significant part of the policy.

Section 45 Collection of controlled waste
Section 46 Receptacles for household waste

The second Document is the Controlled Waste Regulations 2012 (revised from 1992)

2. Wheeled Bins Provided

All properties have previously been issued with a 240 litre black wheeled bin for residual waste, a 240 litre green bin for garden waste and a 240 litre blue lidded bin for co-mingled recycling.

The above was issued on the following timescale:-
1994 all households were issued with 240 litre wheeled bins
2004 all households were issued with a further 240 litre black wheeled bin
2012 all household were issued a third 240 litre bin for co-mingled recycling. This is provided with a bin insert for paper, newspaper, pamphlets and junk mail.

All new residual waste bins once the old bin has come to the end of use will be 180 litres in size. Residual bins issued to new addresses will be 180 litre in size.

Residents may request a smaller green or black bin as a replacement for their existing bin. These will be provided free of charge to the resident, however annual restrictions on the number of smaller bins issued may be applied due to budget restraints.

All bins remain the property of HDC and should remain with the house that they are issue it. Residents should not take the bin when they move house until otherwise instructed by an officer of the Council.

3. Large family policy

All households that have 5 or more permanently resident people living at the address may be entitled to a 360 litre bin. This will be subject to the following criteria:-

• Number of householders (Proof of this will be required through birth certificates)
• Evidence of using the recycling receptacles
• Completion of an application form and Officer approval
• All applications will be reviewed after one year of commencement
• Emphasis will be on the resident to advise of any changes in circumstances
• If a resident moves house they will have to inform the council and then make arrangements to move the bin. The council will not move the bin.

Families with 4 or less will not be eligible and young children in nappies will not meet the criteria. Any 360 litre black bin will be provided as a replacement for the existing bin and will be provided free of charge.

Families with five or more permanent residents than have previously been issued with 360 litre bin under old arrangements will be entitled to keep it until such time that the household composition reduces.

Officers will be entitled to undertake a review of households with a 360 litre bin to establish the ongoing need. If an Officer determines that the 360 litre bin is not required then a smaller bin will be issued.

4. Medical exceptions

There are a number of residents that require additional capacity for medical reasons; these residents will be entitled to an additional 140 litre bin through an application form. The criteria for this bin will be based on the following:-

• Medical condition
• How much additional waste will be residual waste
• If necessary a site visit

Any bins issued under this part of the policy will be issued free of charge.

5. Policy for old bins previously issued

There are a number of properties that have 360 litre black wheeled bins or additional bins that have either been paid for or they have met criteria for them.

In the first case where a bin has been paid for the resident may keep the bin but they will not be able to present this for collection.

In the latter case where they previously have been able to qualify for the bin, they will now need to meet the new criteria see option 3.
6. **Sack collections**

There will be households in the district that have limited space for the storage of wheeled bins or access issues in terms of presentation of a wheeled bin. These properties subject to a site visit may be placed on a sack collection.

There has to be a valid reason for being on the sack collection service, householders who just don’t want a wheeled bin will not be eligible, this service is designed to help residents who genuinely have access issue such as some terraced properties, flats and communal areas.

7. **Frequency of collections**

All properties will receive an alternate weekly collection of residual waste one week and green waste with recycling the following week.

The only exception to this is where there are communal areas with limited storage who may receive a weekly collection if after a site visit by an Officer it is felt that this is required. At anytime the service maybe reviewed and reduced.

Collections may be altered from time to time to accommodate Public Holidays, Christmas and New Year.

8. **Presentation of bins for collection**

All wheeled bins must be presented at the edge of the curtilage by 7am; this is the point at which private land meets the public highway. All wheeled bins should have the lid shut to ensure the bin is safe for emptying. If a resident continually presents the bin with the lid open they may be subject to the fines and non-compliance procedure in Para. 17. The “push test” will be used to determine whether the lid is open or closed.

There are exceptions to this rule for example if you do not have a driveway and your property is directly on to the public highway then from 7am until 7pm of the same collection day you may present your wheeled bin on the footpath. Wheeled bins should be removed as quickly as possible after the collection so not to cause an obstruction.

Any resident found to be leaving wheeled bins presented or not presenting on time may be subject to a letter and/or site visit.

Obstruction of the public highway is an offence through the Highways Act.

There are some properties that may have access issues such as rural properties and the distance from the road to the kerbside. In these circumstances a visit by an officer will be required to determine the point of collection.
9. Wheeled bin hygiene

It is important to ensure that household waste is disposed of correctly throughout the year, responsibility for doing this lies with the individual householder.

There are a variety of ways in which you can ensure your wheeled bins stay clean and reduce the risk of maggots and bad smells. Alternate weekly collections are not a risk to public health and studies funded by DEFRA and carried out by Enviros have confirmed this.

Always ensure the following:-

- You are using the wheeled bins provided correctly, ensuring the lid is shut
- Ensure the wheeled bin is stored in the shade if possible
- Bag all “smelly” waste in the residual bin
- Ensure food waste is not left out on worktops for flies to lay eggs on
- Pet food is not left out as this can be a source of maggots in the bin.
- By eliminating areas where flies lay eggs will reduce the risk of maggots
- Dispose of liquid waste down the sink, if placed in the residual bin this could lead to an infestation of flies.
- Use fly sprays and bin odour products as per their instructions
- Rinse out packaging in the recycling bin this will reduce odours
- If you have young children in nappies try to use re-usable nappies.
- If you have to use disposable nappies ensure the solid matter is flushed down the toilet and the remainder is double bagged in the residual bin to reduce smells
- Ensure you wash out your bin regularly with disinfectant, this will kill any eggs from flies
- Ensure you bin is numbered so you receive the same bin back after collection

10. Charging for replacement wheeled bins

The Council has provided all households with a wheeled bin for residual waste, garden waste and recycling. Any wheeled bin that is damaged by the householder through misuse or fire damage will be charged for a replacement at the current rate published in the Council’s Annual Fees and Charges.

If a wheeled bin is lost or stolen an incident report will need to be logged with the Police. It may be possible to claim the cost of the bin through house insurance. Replacement bins will be provided at the cost published in the Council’s Fees and Charges.
If a wheeled bin is damaged by the contractor through the collection process then a charge will not be made to the householder and a replacement bin will be issued free of charge.

In exceptional circumstances, officers may be able to use discretion and issue bins free of charge.

11. New properties – developer contributions

Developers will be asked to fund the costs of all wheelie bins and inserts required for all new properties. This will be via Section 106 funding or Community Infrastructure Levy.

12. Assisted collections

To offer a free assisted refuse/recycling service to residents who cannot physically place out & return their own refuse/recycling containers.

The service is available to any resident who is physically unable to place a wheeled bin out for collection and in addition there is no other able person living at the property to assist them. Groups that may be affected include the disabled, visually impaired, mental health, learning difficulties, elderly and pregnant.

Officers will decide whether a person is physically unable to present their bin based on the evidence available and the form completed by the applicant. Each application will be assessed on a case by case basis.

An Equality Impact Assessment (EIA) was completed in 2012 which can be viewed on the council system.

13. Flats and communal properties

There a number of flats and communal properties in the district, these often have aging bin stores that are limited on space and therefore the normal collection model may not be suitable.

Where these properties are highlighted by residents or are already on a special arrangement they may need a visit to establish what it the best way to collect.

Many communal properties will require four wheeled steel containers which are labelled up green waste, co-mingled recycling and residual waste. The residual waste capacity is based on the 60 litres per person multiplied by the number of people present, for example a one bed flat would have up to two people resident.
Some flats may have room for only standard wheeled bins and therefore capacity would be worked out the same but based on a 240 litre or 360 litre wheeled bin.

If the flat is above a shop there may be storage issues for wheeled bins, therefore different colour sacks would be required, this would consist of green for green waste, clear for co-mingled recycling and red for residual waste.

14. Missed collections

The Council and our contractor aim for zero missed collections however where a missed collection arises and it is the contractors error they will return as specified in the contract.

Any missed collections should be reported through the Council’s customer services channels. This includes reports of missed bins made on behalf of residents by councillors.

A missed collection reported before 12 noon will be completed on the same day, after 12 noon will be collected the next day by 12 noon.

Any missed collection due to resident error will not be collected until the next scheduled collection. The resident may pay for a bulky waste collection of 12 sacks or alternatively take their waste to the Recycling and Household Waste Site.

15. Side waste

The council will not collect side waste from any household on residual waste.

Side waste on the recycling wheeled bin will be allowed for example a cardboard box flat packed at the side of the blue lidded wheeled bin.

16. What goes in each wheeled bin

<table>
<thead>
<tr>
<th>Blue Lid Bin</th>
<th>Blue Lid Bin Insert</th>
<th>Green Bin</th>
<th>Black Bin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card and Cardboard</td>
<td>Newspapers</td>
<td>Grass Cuttings</td>
<td>Non Recyclable Waste</td>
</tr>
<tr>
<td>Mixed cans</td>
<td>Magazines</td>
<td>Hedge pruning’s</td>
<td>Non compostable waste</td>
</tr>
<tr>
<td>Aerosols, foil and</td>
<td>Leaflets</td>
<td>Plants and flowers</td>
<td>Food Waste</td>
</tr>
<tr>
<td>foil containers (tin, steel and aluminium)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass bottles and</td>
<td>Junk mail</td>
<td>Twigs and small</td>
<td>Disposable</td>
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<td></td>
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</tbody>
</table>
The following material cannot be collected by the Council’s kerbside collection scheme and should be disposed of at a recycling household waste site or other specialist disposal site:

- Batteries (inc. Vehicle Batteries)
- Oil and waste liquids of any type
- Chemicals (inc. solvents and acids)
- Asbestos
- Soil, Rubble and Construction Waste
- Furniture and bulky items
- Wood
- Electrical Items
- Paint
- Gas bottles
- Other waste that may not be disposed of using routine methods

### 17. Fines and Non-Compliance

For residents that continually choose not to recycle, place items in the incorrect wheeled bins causing contamination or presenting the bin in an incorrect manner (lid open) there will be a system of education/warnings and fines.

The basis of the system will be as follows:-

1<sup>st</sup> offence – Postcard and information issued by the refuse crew

2<sup>nd</sup> offence – Letter from HDC/officer contact with the aim of education

3<sup>rd</sup> offence – Final warning issued by HDC

4<sup>th</sup> offence – Fixed Penalty Notice issued by HDC
The level of fixed penalties applying in relation to section 46 EPA will be set at £80 and reduced to £40 upon early payment. Early repayment in this instance means within 14 calendar days of issuing the fine.
18. Updates and Amendments to the Policy

Amendments and updates to this policy can be agreed between the manager responsible for the waste collection service (currently Service Manager – Contracted Services) in consultation with the Portfolio Holder responsible for the service.