Waste and Recycling in Planning Policy Document August 2015
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Edited March 2025 – Updates to bin sizes and minor updates to document.

Section 1

Introduction

1.1 Purpose of Document

This document provides guidelines for architects and developers of new residential, commercial, and mixed-use units in the London Borough of Croydon, to ensure that the arrangements for storing, collecting, and managing waste are appropriate.

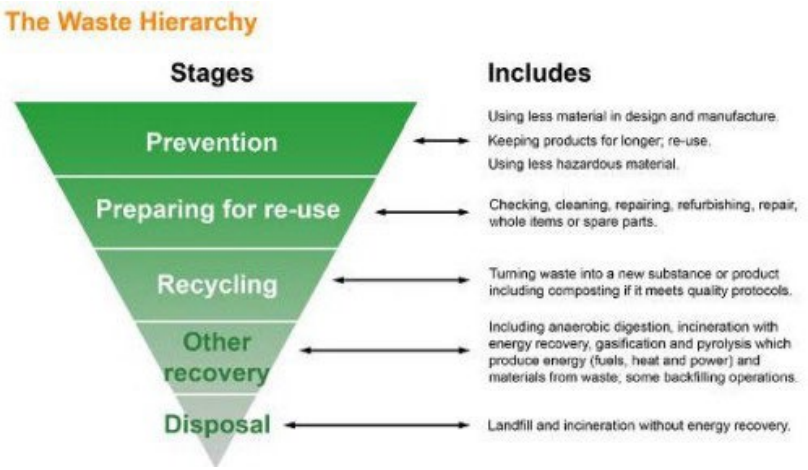
The requirements for managing waste are different according to the type and size of each development, so care should be taken to ensure the right sections of these guidelines are used.

Architects and developers should also refer to Approved Document H6 of the Building Regulations 2010, and British Standards EN BS 5906:2005. These guidelines do not cover the requirements for managing construction and industrial waste.

1.2 Policy Context – European, National & Local

The Environmental Protection Act 1990 is the primary legislation governing waste management and defines many of the roles and responsibilities involved. It sets out the duties of a waste collection authority (such as the London Borough of Croydon) to collect general waste and recycling produced by residents, subject to this waste being presented in an appropriate manner.

The Waste (England and Wales) Regulations 2011 have transposed the revised Waste Framework Directive from European to English law. These Regulations require local authorities, businesses, and other bodies to ensure that all aspects of waste management are governed by the following hierarchy:



Croydon aims to achieve a 50% household waste recycling rate, a target established in the London Environment Strategy. Croydon also aims to reduce biodegradable waste going to landfill and incineration, with targets set to 2026. The borough is committed to increasing its recycling performance to meet and exceed

these targets.

This means that architects and developers must make provision for waste to be reduced or reused prior to being put out for recycling or general waste collection. There is more information on the local context in the next section.

1.3 Waste Reduction

Owing to the rising financial and environmental costs of waste disposal, it is the London Borough of Croydon's policy to require architects and developers to properly apply the waste hierarchy in new developments/conversions by taking steps to encourage a reduction in the amount of waste that is presented for collection. This is in addition to more established strategies for maximizing recycling, such as making internal and external space available for segregation of recyclable items from other waste.

The following are suggested actions for reducing waste arising at new developments/conversions:

• Provide on-site composting facilities for all developments, including individual compost bins in private gardens and community composting sites on larger developments. Information on how to compost materials at home, and the benefits of doing so, should be provided in all new residents' packs.

• Engage with community and third sector organisations to collect reusable furniture items from bulk waste stores.

• Encourage reuse and sharing of items amongst neighbors by providing a physical or online noticeboard. This could include rarely used kitchenware and cleaning appliances, as well as books, DVDs, and other such products.

• Select durable, high-quality materials and fitted appliances for new homes and businesses.

1.4 Submitting Planning Applications

When a planning application is submitted, the London Borough of Croydon will expect details of the proposed storage accommodation for waste and recyclable material to be specified and agreed.

In determining planning applications, permission will not normally be granted in advance of submission of details indicating satisfactory storage arrangements for waste and recyclable material. However, in exceptional circumstances it may be considered appropriate to reserve details of the waste storage accommodation for approval prior to the commencement of construction.

In larger developments the Council may require a waste management plan to be

submitted. This should indicate:

• Estimated volumes and types of waste produced by the development.

• The size and location of waste and recycling stores, and how the waste will be delivered to these facilities.
• The size and quantity of containers for waste.

• Any proposed separate collection point, and the method for transferring waste to this location.

Architects and developers are encouraged to consult with the Council's Waste Management department via newbuildbins@croydon.gov.uk at the earliest opportunity in the design process to ensure that proposals for waste storage and collection meet the necessary requirements.

Developers of mixed-use or commercial sites may also need to consult with other waste collection providers to ensure that their requirements are met.

Developers should be aware that Croydon Council does not accept the use of third-party private waste collections for domestic purposes. This is due to the conflict and confusion between residents and collection companies. The Council's contractors maybe delayed with resourcing and returning the following day when the third-party collectors would be on site.

Section 2

House development or up to 2 flats

This section of the guidance should be followed for houses and 2 flats where each unit must have individual waste storage provision.

The London Borough of Croydon encourages developers to ensure that all street level properties have direct road access to simplify waste collection services; no stairs/slopes or any other impediment to the free roll of wheelie bins.

2.1 Collection Services Overview

The London Borough of Croydon currently provides a fortnightly general waste, alternate weekly dry recycling, and weekly food service for residents in individual houses.

Wheelie bins are used for containing and collecting general waste.

Wheelie Bins and Caddies are used for recycling, which are emptied every alternate week and food recycling emptied weekly. At present the following materials are included in the collections can be found on our website https://www.croydon.gov.uk/rubbish-and-recycling/bins.

Residents can opt-in for green garden recycling collection from the Council. The material being put out for collection should be placed in 240ltr wheelie bins. Developers should therefore ensure that there is sufficient space at the front of the premises for such material to be presented for collection so that no obstruction is caused to building access or the general waste and recycling wheelie bins.

A wide range of other items can be taken to the three Household Reuse & Recycling Centre's.

2.2 Internal Storage

To enable and encourage occupants of new residential units to recycle their waste, developers should provide adequate internal storage, usually within the kitchen, for the segregation of recyclable materials from other waste. Developers to consider methods to integrate the reusable sacks/bins and 9ltr caddies for recycling into the design of the kitchen areas to enable and encourage residents to make full use of them.

2.3 External Storage – Capacity

Developers should ensure that there is sufficient and appropriate space within the front garden or yard for the necessary wheelie bins.

Per unit, it is recommended that space is allocated for 2x240-litre bin, 1x180ltr bin, 23ltr food caddies and possibly a garden recycling 240ltr bin. The dimensions of all

standard bin sizes are included in Appendix A.

It is the responsibility of the developer to purchase the necessary bins for external waste storage and ensure that these are in place before residents move into new properties. The London Borough of Croydon can provide these bins, with details of indicative prices given in by emailing newbuildbins@croydon.gov.uk.

2.4 External Storage – Design Features

The design of the front garden or yard should enable the bins to be stored in a shaded position away from windows. The bins must not intrude on the street scene and therefore must be contained within an appropriate front wall, fence, or hedge for the garden, or alternatively within a dedicated and suitably designed structure within the boundary of the premises. Bin storage areas should be located to minimise nuisance to adjoining properties. Bin stores must not be built/installed on Council Land, such as the pavement.

In all cases there must be sufficient space for the occupants to easily access both their general waste and recycling bins to deposit waste, and it must be possible for the lids of all bins to be fully opened. Residents must not have to move bins out of the storage structure to access the bin lids. There should be clearance of around 150mm between each bin to enable ease of movement. Each bin should be able to be used and moved without having to move another bin first.

All collections for individual houses take place at the front of the premises. Residents are required to present their wheelie bins for collection at the edge of their premises, but not on the pavement itself. Adequate provision must be made for the elderly, disabled and families with young children, such that the design of the front of the premises enables residents to set out all of the required containers for collection on the same day while maintaining sufficient access to the property entrance for a wheelchair or double-buggy.

Appropriate access for collection crews must also be included in the design of the outside space. This should involve solid surfaces, with no steps leading to and from the bin store. The distance from the presentation point to where the collection vehicle can safely stop should be no more than 20m. There should not be any locks on the doors or gates of bin storage chambers for individual houses. There must not be any step(s) impeding access to the bins for the crew. If developments of individual houses are located on new access roads, these must be designed in accordance with Section 6 to allow safe use by waste collection vehicles.

Please visit this link for suitable styles of bins stores.

Please visit this link for unsuitable styles of bins stores.

2.5 Bulky Household Items

The Council offers a chargeable Bulky Waste Collection Service. Bulky waste is

Large, and unwanted items are household items that:

- cannot be re-used or recycled.
- Residents cannot transport to our waste, recycling, and re-use centers.

Developers should ensure that residents are able to present bulky items for collection so that no obstruction is caused to building exits, nor to the general waste and recycling bins. The space that will be required to store these items on the site is 10m2. Bulky waste must be stored on must be hard standing not grass due to health and safety lifting possible heavy items on wet grass possibly causing injury to residents or crew.

Where bulky items are dumped on a private development (or left in a bin storage area without a collection being booked), it is the responsibility of the site managers, managing agents, landowner, and facilities management to organise a collection with the Council or a private contractor at a cost.

2.6 Garden Waste

Residents can sign up for the green garden waste collection from the Council. Once sign-up commences, the service will operate on a 12-month rolling basis. This means that you can join at any point in the year and the service will be renewed annually from your sign update each subsequent year. The cost is available on our website https://www.croydon.gov.uk/rubbish-and-recycling/bins/garden-waste. The size available is 240ltr wheelie bin.

Developers should therefore ensure that there is sufficient space at the front of the premises for such material to be presented for collection so that no obstruction is caused to building access or the general waste and recycling wheelie bins.

Section 3

Houses of Multiple Occupants (HMOs)

This section of the guidance should be followed for houses being used as an HMO which have a front garden or yard.

Depending on the development of the HMO is dependent on what capacity is required. The dimensions of all standard bin sizes are included in Appendix A.

3.1 Collection Services Overview

The London Borough of Croydon currently provides a fortnightly general waste, alternate weekly dry recycling, and weekly food service for residents in HMOs.

Wheelie bins are used for containing and collecting general waste.

Wheelie Bins and Caddies are used for recycling, which are emptied every alternate week and food recycling emptied weekly. At present the materials collected by the council can be found on our website https://www.croydon.gov.uk/rubbish-and-recycling/bins.

Developers should therefore ensure that there is sufficient space at the front of the premises for such material to be presented for collection so that no obstruction is caused to building access or the general waste and recycling wheelie bins.

A wide range of other items can be taken to the three Household Reuse & Recycling Centers.

3.2 Internal Storage

To enable and encourage occupants of new residential units to recycle their waste, developers should provide adequate internal storage, usually within the kitchen, for the segregation of recyclable materials from other waste.

Developers to consider methods to integrate the reusable sacks and 9ltr caddies for recycling into the design of the kitchen areas to enable and encourage residents to make full use of them.

3.3 External Storage – Capacity

Developers should ensure that there is sufficient and appropriate space within the front garden or yard for the necessary wheelie bins.

The dimensions of all standard bin sizes are included in Appendix A.

<u>HMO development 1:</u>

This is for HMO properties with five or less rooms that have shared kitchen facilities and no kitchenette area within the bedroom. These properties are viewed as a single household and are suitable for individual household bins listed above in **Section 2.** Managing agents/landlords can opt in to pay for additional collections of the general waste, currently the council does not offer additional paid for collections for recycling.

HMO development 2:

This is for HMO properties with any number of rooms that have no shared kitchen facilities and kitchenette area within the bedroom. These properties are suitable for the same refuse and recycling bins listed in **Section 4**. Managing agents/landlords can opt in to pay for additional collections of the general waste, currently the council does not offer additional paid for collections for recycling.

HMO development 3:

This is for HMO properties with six or more rooms that have shared kitchen facilities and no kitchenette area within the bedroom. These properties are suitable for the same refuse and recycling bins listed in **Section 4**. Managing agents/landlords can opt in to pay for additional collections of the general waste, currently the council does not offer additional paid for collections for recycling.

Depending on how many residents there are per HMO property, then Council would recommend using the following calculations for options 2 and 3:

- 1 resident = 48ltrs general waste, 96ltrs dry recycling, 4.6ltrs food recycling (for example: **Number of residents x waste stream = size of bin**)

It shall be the responsibility of the developer to purchase the necessary bins for external waste storage and ensure that these are in place before residents move into new properties. The London Borough of Croydon can provide these bins, with details of indicative prices can be provided by contacting newbuildbins@croydon.gov.uk.

3.4 External Storage – Design Features

The design of the front garden or yard should enable the bins to be stored in a shaded position away from windows. The bins must not intrude on the street scene, and therefore must be contained within an appropriate front wall, fence, or hedge for

the garden, or alternatively within a dedicated and suitably designed structure within the boundary of the premises. Bin storage areas should be located to minimise nuisance to adjoining properties.

In all cases there must be sufficient space for the occupants to easily access both their general waste and recycling bins to deposit waste, and it must be possible for the lids of all bins to be fully opened. Residents must not have to move bins out of the storage structure to access the bin lids. There should be clearance of around 150mm between each bin to enable ease of movement. Each bin should be able to be used and moved without having to move another bin first.

All collections for HMOs are to take place at the front of the premises. The landlord is required to present the~~ir~~ wheelie bins for collection at the edge of their premises, but not on the pavement itself. As such, ~~the access to~~ the bins for the HMO must be easily accessible by operatives either in their everyday location or at a collection point within the premises. Adequate provision must be made for the elderly, disabled and families with young children, such that the design of the front of the premises enables all of the required containers for collection on the same day to be set out while maintaining sufficient access to the property entrance for a wheelchair or double-buggy.

Appropriate access for collection crews must also be included in the design of the outside space. This should involve solid surfaces, with no steps leading to and from the bin store. The distance from the presentation point to where the collection vehicle can safely stop should be no more than 20m (this distance is from the last bin to the rear of the vehicle). There should not be any locks on the doors or gates of bin storage chambers for individual houses.

If developments of HMOs are located on new access roads, these must be designed in accordance with Section 6 to allow safe use by waste collection vehicles.

Please visit this link to use our bin calculator.

3.5 Bulky Household Items

The Council offers a chargeable Bulky Waste Collection Service. Bulky waste is

Large, and unwanted items are household items that:

- Cannot be re-used or recycled.
- Residents cannot transport to our waste, recycling, and re-use centers.

Developers should ensure that residents are able to present bulky items for collection so that no obstruction is caused to building exits, nor to the general waste and recycling bins. The space that will be required to store these items on the site is 10m2. Bulky Waste must be hard standing, not grass due to health and safety lifting

possible heavy items on wet grass possibly causing injury to residents or crew.

Where bulky items are dumped on a private development (or left in a bin storage area without a collection being booked), it is the responsibility of the site managers, landowner, facilities management, managing agent to organise a collection with the Council or a private contractor at a cost.

Section 4

Flats with 5 or more units

This section provides information and guidance on waste storage and collection requirements for purpose-built blocks of flats, where residents share communal waste facilities.

It must be noted that all blocks with five or more units will require to hire through the Council or purchase bins via a third party. The Council will not provide landfill bins free of charge to these properties.

The guidance given in this section on the design, size and location of bin stores will be applicable for other types of facility as well, including commercial units and housing developments without individual bins.

Architects and developers should be aware that the London Borough of Croydon does not offer a portable compacted waste collection service. At sites where compaction is used, waste collection and disposal will need to be arranged and paid for through a private contractor that is able to offer an appropriate service.

4.1 Collection Services Overview

The London Borough of Croydon currently provides weekly or fortnightly general waste collection services for residents living in purpose-built flats, with separate collections of recycling materials undertaken on a weekly basis. Food recycling is collected weekly.

Separate containers are used for dry recycling. ~~These~~ Communal Euro bin containers should be sited within bin storage areas or other appropriate locations and be clearly labelled to distinguish them from general waste and food containers.

Materials that can be recycled can be found on our website https://www.croydon.gov.uk/rubbish-and-recycling.

A wide range of other items can be taken to the three Household Reuse & Recycling Centers.

The Council offers a chargeable Bulky Waste Collection Service. Bulky waste is

Large, and unwanted items are household items that:

- cannot be re-used or recycled.
- Residents cannot transport to our waste, recycling, and re-use centers.

In these cases, a separate designated area must be provided for bulky waste, and only those items which have been booked for a collection will be cleared. The space that will be required to store these items on the site is 10m2. Bulky Waste must be hard standing not grass due to health and safety lifting possible heavy items on wet

grass possibly causing injury to residents or crew. Where bulky items are dumped on a private development (or left in a bin storage area without a collection being booked), it is the responsibility of the site managers, facilities management, managing agent, landowner to organise a collection with the Council or a private contractor at a cost.

4.2 Internal Storage

To enable and encourage occupants of new residential units to recycle their waste, developers should provide adequate internal storage, usually within the kitchen, for the separation of recyclable materials from other waste.

Developers to consider methods to integrate the reusable sacks and 9ltr caddies for recycling into the design of the kitchen areas to enable and encourage residents to make full use of them.

4.3 External Storage – Capacity

The London Borough of Croydon will undertake one weekly or fortnightly collection of general waste. Recycling collections will be provided on a weekly or fortnightly basis and food recycling collected weekly. Developers should ensure there is sufficient bin storage capacity. To allow for extended gaps between collections owing to Bank Holidays, severe winter weather or other operational disruptions.

The London Borough of Croydon recommends that developers follow the guidance issued in this document. Flats with nine units will require 1100ltr for general waste, using this as a base the Council recommend 122.2trs per flat.

However, depending on how many bedrooms per flat/residents then Council would recommend using:

- 120ltrs – studio – 1 person
- 130ltrs – 1 bedroom – 2 persons
- 140ltrs – 2 bedroom – 3 persons
- 150ltrs – 3 bedroom – 4 persons
- 160ltrs – 3+ bedroom – 5+ persons

The London Borough of Croydon recommends that flats with ten units require a 1100ltr for dry recycling, using this as a base the Council recommend 128ltrs per flat.

The London Borough of Croydon recommends using 9.6ltrs of food recycling per flat. This includes the use of 140ltr for up to fifteen flats and a 240ltr bin for 16 to 25 flats.

Developers should consider the flexibility of the storage capacity provided, so that the Council and site managers are able to respond effectively to rising levels of resident participation in recycling and/or an increased range of materials becoming accepted in the recycling bins.

4.4 External Storage – Bins

It shall be the responsibility of the developer to purchase the necessary bins for external waste storage and ensure that these are in place before residents move into new properties. Please see Appendix E for specifications and images.

If a developer/site manager wishes to acquire bins independently of the Council, the full specifications must be provided and agreed in advance with the Waste and Recycling department. The Council reserves the right to refuse empty bins that do not meet the required standards if there is a risk of damage to the collection vehicles or to the safety of the collection staff.

For the latest indicative container price list for bin purchases from the London Borough of Croydon, please contact newbuildbins@croydon.gov.uk. Full terms and conditions for the supply of containers will be provided at the point of purchase, and updated prices should be sought from the Council.

It will be the responsibility of the site managers to arrange for bins to be cleaned. It is recommended that space is allocated on-site for the storage of at least one empty container, to allow the cleansing of bins to be undertaken on a rotation basis without reducing the availability of general waste and recycling storage capacity.

Site managers will be responsible for the security of the bins, and the storage arrangements should therefore be designed to minimise the risk of theft, arson, or other vandalism. In the event of a bin being stolen, or damaged beyond repair through vandalism, the site manager will be required to purchase a replacement container. Bins that have been purchased from other sources will be the responsibility of the site managers to repair or replace if damaged.

Please visit this link to use our bin calculator.

3.5 External Storage – Location

For purpose-built flats it is necessary to provide an appropriate storage area for general waste, dry recycling, and food recycling containers. These must be an integral part of any new development, with appropriate design, capacity, layout, access, and signage.
Communal bin storage areas should be clearly identified on plans, and the space allocated to them must be guaranteed for the purposes of waste storage. Communal bin storage areas should be located within the footprint of the development built and ideally be at ground level. However, if an underground storage solution is planned for standard wheeled bins (such as in a basement car park) then an appropriate collection point for the containers at ground level must be provided and clearly shown on the plans. Developers that are looking at using underground systems should refer to Section 5.

Bin storage areas should be easily accessible for the dwellings that they serve, with residents being required to walk no further than 30m from their front door (excluding vertical distances) when carrying general waste and recycling. For larger

developments it may be necessary to provide several bin storage areas to ensure adequate distribution across the site. The location of communal bin storage areas should have regard to the impact of noise and smell on the occupants of neighboring properties, both existing and proposed.

4.6 External Storage – Dimensions

The size and layout of each bin storage area must be designed to accommodate enough general waste and recycling bins for the number of dwellings that the storage area is likely to serve. Where more than one bin storage area is being provided, consideration should be given to the likely usage of each storage area so that they are sized appropriately. Developers should consider the preference of some residents to deposit waste as part of their daily commute, which may mean they use a bin store they walk past on their way out, rather than the one closest to their home. For blocks of flats divided into cores, the size of the bin stores must correspond to the number of dwellings accessed through each entrance.

All bins must be fully accessible from the front face, to allow for easy depositing of waste. Layouts that require bins to be swapped round mid-week are permissible if it is demonstrated that there will be onsite management presence at the development.

There must be a minimum of 150mm clearance around and between each bin within a storage area. Where there is more than one bin within a storage area, there must be a 2m clearance at the front of each bin to enable it to be accessed and safely moved without needing to move any of the other containers.

All doors and alleys/routes must usually be at least 2m wide to allow for safe maneuvering of bins.

The minimum internal height for a bin storage area and any access doorways is 2m. There should be no other internal fixtures or fittings that reduce the clearance above the bins, so that their lids can be opened fully.

4.7 External Storage – Design Features

Bins should be contained within a suitable enclosure to prevent nuisance from the spread of waste, odor, or noise. The walls should be constructed of materials that are non-combustible, impervious, easy to keep clean, and able to withstand impacts from fully loaded Eurobins being moved. Where necessary, the installation of a suitable buffer can prevent contact between the bins and the inside faces of the walls. It is also recommended that any switches, plugs or other similar installations are placed above or well below the height of the rim of the bins.

The external faces of the enclosure walls should be constructed or clad in material that is in keeping with the visual style of the surroundings. It is recommended that the use of appropriate screening or soft landscaping is considered to make bin storage areas more aesthetically pleasing.

The enclosures must be suitably designed to prevent entry by vermin.

Where a roof is being placed over the bin storage area or it is located indoors, the enclosed space must be well ventilated. The roof must be constructed of non-combustible, robust, secure, and impervious material.

There should be adequate lighting in the bin storage area. This lighting should involve sealed bulkhead fittings for the purpose of cleaning down with hoses. Switching should be either through a proximity detection system or on a time delay button to prevent lights from being left on. This lighting should be easy to maintain by local site staff without the need for specialist parts.

The use of doors or gates can help to reduce the potentially detrimental visual impact of a bin storage area and can also enable site manager to reduce the risk of bin theft or vandalism. Such doors must not open outward over a public footway or road and should not cause an obstruction to other access when in an open position. They should be able to remain or be secured in the open position so that access for collection staff is unimpeded when the bins are being emptied.

The thresholds of any doors or gates must be free of rims or impediments at floor level. Drainage grates must not be installed under doors as this can pose damage to the gates and is a health and safety risk to our collection crew.

There must be a water supply with standard tap fittings available to the bin storage area to enable washing down of the bins, walls, and floor.

Bin storage areas must have suitable impermeable hard standing ground covering which can be cleaned easily. The slope of the floor must enable it to drain properly and completely. The drainage system must be suitable for receiving a polluted effluent. Gullies must not be in track of the container wheels. See Section 3 for details on requirements for cleansing bin storage areas.

The design of bin storage areas should pay as much regard as possible to accessibility for disabled or elderly residents. Where the bin storage areas cannot be designed to meet the requirements of these residents, suitable alternative arrangements should be put in place by the site managers to support any tenants who are unable to use the external waste storage facilities provided.

Storage areas for general waste and recycling bins should be clearly identifiable, using appropriate signage on doors or walls.

4.8 External Storage – Access and Pulling Distances

The bin storage areas must be located within a specified minimum distance of a point where the collection vehicle can safely stop for loading. The maximum

distances that operatives should be required to wheel containers, measured from the furthest point within the storage/collection area to the loading position at the back of the vehicle, which is twenty meters.

The stopping point for the vehicle should be safe, legal, and designed to minimise any obstruction to traffic. Please note the requirements for vehicle access given in Section 6.

The surfacing of the route the operatives will take between the bin storage/collection area and the vehicle should have a hard, smooth, and continuous finish. The pathway must be free of any ironworks, trees, drainage gullies or other features which would obstruct or impede the movement of the bins.

The pathway should be free of any steps. If access to a roadway is required along the route, then a dropped kerb must be provided as close as possible to the storage area.

Slopes should be avoided wherever possible along the pathway, but where unavoidable the gradient should fall away from the bin storage area and should be no greater than 1:12. It is not acceptable for the route between the storage area and the collection vehicle (i.e. in the direction that filled bins will be pulled) to have any uphill gradients. Operatives will not pull bins over gradients that are greater than 1:12.

Signage and, if appropriate, road/pavement markings should be used to indicate that the storage areas are not to be blocked at any time.

4.9 Designated Collection Points

In locations where it is not practicable for architects to provide full access to the bin storage areas for waste collection vehicles, or standard Eurobins are to be in underground car parks, a separate designated collection point must be provided.

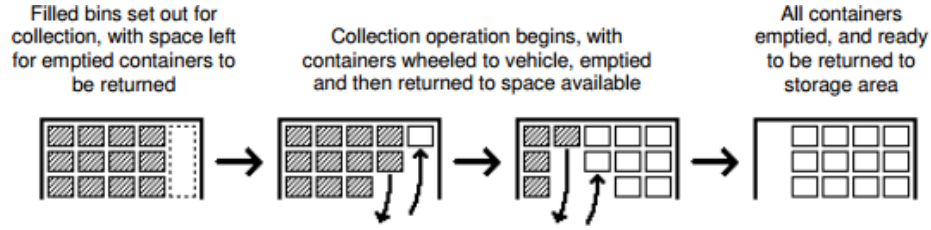
It is the responsibility of the site managers to move the waste containers to the designated collection point by 6am on the scheduled day, and then to return the containers to their storage areas after emptying.

Sufficient provision should be made to ensure that all health and safety requirements are met for on-site staff moving the bins. Where bins are to be towed to the presentation point using a tug, there will be specific requirements for the site layout, bin design and towing operation. Further indicative information is provided in Appendix D.

To minimise the potential for delays to collections, the designated collection area should be large enough for all the general waste and recycling bins to be positioned ready for collection at the same time.

The space in the collection area must be sufficient to enable operatives to return empty bins to a position that does not prevent the maneuvering of those containers

that are yet to be emptied. A simple example of how this might be achieved is given in the diagram below:



Developers and site managers must make provision to prevent other vehicles parking in the collection area, or in a position that would impede access for collection operatives.

Adequate arrangements must be provided for the collection vehicle to remain at its loading point for an extended period, particularly where a considerable number of bins are to be emptied at the same time. Site managers should ensure that no other access is required to or through the designated collection point on the scheduled day of collection.

In positioning and designing the collection point, architects must ensure that the distance that operatives will need to wheel bins from the furthest bin shown on the plans within this area to reach the loading point at the back of the collection vehicle does not exceed 20m. To confirm, the 20m distance is from the furthest bin to the rear of the collection vehicle, **not** from the entrance to the bin store to the rear of the collection vehicle.

Developers should ensure that they adhere to the other relevant access requirements for waste collection. Dropped kerbs must be provided beside the designated collection point if they are not level with the roadway.

Developers will need to give consideration as to how residents can dispose of their waste when the bins have been moved to the collection point. If the general waste bins have been moved at a separate time to the recycling bins, there must be adequate arrangements in place at all waste storage areas to ensure that residents attempting to deposit non-recyclable general waste can do so without contaminating a recycling container for example.

4.10 Bulky Household Items

The Council offers a chargeable Bulky Waste Collection Service. Bulky waste is Large, and unwanted items are household items that:

- cannot be re-used or recycled.
- Residents cannot transport to our waste, recycling, and re-use centers.

Developers should ensure that residents are able to present heavy items for

collection so that no obstruction is caused to building exits, nor to the general waste and recycling bins. The space that will be required to store these items on the site is 10m2. Bulky Waste must be on hard standing and not grass due to health and safety lifting possible heavy items on wet grass possibly causing injury to residents or crew.

Where bulky items are dumped on a private development (or left in a bin storage area without a collection being booked), it is the responsibility of the site managers, facilities management, landowner, managing agent to organise a collection with the Council or a private contractor at a cost.

Section 5

Commercial & Mixed-Use Developments

This section provides information on the specific requirements for developments that include commercial units and properties with 3 to 4 flats. The information given in this section should be treated as an additional to those which are set out in that section in relation to capacity, storage, and access.

5.1 Service Provision Overview

The London Borough of Croydon undertakes regular collections of residential waste, details of which have been given in the previous sections. For standard general waste and recycling collections there is no charge levied by the Council, except for the purchase or hire of bins for new and existing developments/conversions. And managing agents or residents' associations have opted for additional collections.

The arrangements for commercial waste is different, as businesses do not receive a collection service through their Business Rates. The Council does offer a commercial waste collection service, with a range of container options and collection frequencies to suit all types of premises. Businesses can also choose to take out a contract with a fully licensed private waste collection firm.

5.2 Segregation of Commercial and Household Waste

External storage areas for waste on mixed-use developments must be segregated, so that domestic and commercial waste bins are in separate secured areas.

Access to the domestic bins should only be possible for residents of the development and site management. It is also good practice to secure the commercial bin storage area to prevent residents from misusing these for disposing of household waste.

Suitable arrangements for segregating the storage of bulky household waste items will also need to be made. The space that will be required to store these items on the site is 10m2. Bulky Waste must be on hard standing and not grass due to health and safety lifting possible heavy items on wet grass possibly causing injury to residents or crew.

All storage areas must be easily identifiable using clear and appropriate signage. It is also recommended that residents and businesses are provided with leaflets or information sheets explaining which waste storage areas to use.

In developments where on-site businesses will be arranging individual contracts with waste collection providers, it will be necessary to ensure there is sufficient space available for each commercial unit to have its own bin(s) or an allocated area for storage.

Architects and developers should ensure that provisions for waste storage and

collection are compatible with the varying container and vehicle types used by different waste contractors. If it is known that a particular provider is the intended

contractor for a site that that company should be consulted with at the earliest opportunity.

Flats above Shops

Where there is no adequate space to install bin store areas, specified in the sections above. The Council offers a bag recycling system for flats above shops. Developers will need to ensure that there is adequate internal space to store 8kg recycling bags, and 8kg general waste bag per flat. The bags will need to be presented on the pavement, not obstructing other pedestrians between the times of 6pm and 8pm at the designated collection points, using the prescribed clearly labelled bags provided by the contractor. Bags are collected at designated collection points two days a week.

5.3 Waste Storage Capacity

The guidance given in Section 4 should be followed (unless unsuitable for bin store) in relation to the required capacity for domestic general waste and recycling.

The quantity of waste generated on commercial premises can vary significantly, depending on the nature of the business occupants and the frequency of collection they secure through their waste contract. Architects and developers should identify the types of businesses intended for any units proposed on their developers and ensure that adequate storage capacity is provided for the likely quantity of waste generated. Further guidance for some types of premises is given in British Standards BS 5906:2005.

5.4 Waste Collection Frequency

Residential general waste collections are undertaken by the London Borough of Croydon on a weekly or fortnightly basis, with recycling services conducted every week or fortnight. Alternatively, if the bag service is used this is twice weekly on the prescribed days identifiable at the collection points.

Collection frequencies for commercial waste will be weekly. However, where commercial units will be producing food waste, developers should be aware of the increased likelihood of odors. A twice-weekly collection service is recommended for such businesses and should be allowed for in the design of the waste storage and access. Premises which generate a significant quantity of waste may also benefit from a twice-weekly collection to reduce the need for storage space.

5.5 Recycling

Mixed-material recycling is in operation for households. As such, architects should consider the need for separate bins for each material for business premises.

Medium-to-large hotels and restaurants must be designed to include separate storage provision for waste cooking oil.

5.6 Compactors

In locations where the space available for storing waste is limited, it may be appropriate for developers to consider using compaction systems to reduce the volume of the waste being generated on site. There are diverse types of compactors available to suit diverse types and sizes of development.

The intended service provider should be consulted at the earliest opportunity in the planning process to ensure that their requirements for container storage and access are met.

Compactors for residential developments only tend to be effective if the development has a managed waste system with porterage.

Compactors are recommended for all office developments larger than 5,000m2. For offices over 15,000m2 in size a portable compactor is preferable, for those more than 20,000m2 a portable skip compactor or portable compactor may be used.

For major retail developments of over 5,000m2 a portable compactor is recommended. Those over 10,000m2 should be provided with a rotary compactor or portable skip compactor. Croydon Council does not collect static compactors.

For hotels up to and exceeding 250 bedrooms the most appropriate type of compactor is the portable compactor.

Section 6

Blocks with 3 to 4 Flats

This section of the guidance should be followed for blocks with 3 to 4 flats which have a front garden or yard, where each property will have individual waste storage provision.

The London Borough of Croydon does not use communal waste storage for developments of 3 to 4 flats and encourages developers to ensure that all street level properties have direct road access to simplify waste collection services.

6.1 Collection Services Overview

The London Borough of Croydon currently provides a fortnightly general waste, alternate weekly dry recycling, and weekly food service for residents in flats with four or less units.

Wheelie bins are used for containing and collecting general waste.

Wheelie Bins and Caddies are used for recycling, which are emptied every alternate week and food recycling emptied weekly. At present the following materials can be found on our website https://www.croydon.gov.uk/rubbish-and-recycling.

A wide range of other items can be taken to the three Household Reuse & Recycling Centers.

6.2 Internal Storage

To enable and encourage occupants of new residential units to recycle their waste, developers should provide adequate internal storage, usually within the kitchen, for the segregation of recyclable materials from other waste.

Developers to consider methods to integrate the reusable sacks and 9ltr caddies for recycling into the design of the kitchen areas to enable and encourage residents to make full use of them.

6.3 External Storage – Capacity

Developers should ensure that there is sufficient and appropriate space within the front garden or yard for the necessary wheelie bins.

Please visit this link to use our bin calculator.

Up to 3 to 4 flats New Build:

Per unit, it is recommended that space is allocated for 2x240-litre bin, 1x180ltr bin, 23ltr food caddies. The dimensions of all standard bin sizes are included in Appendix A.

Conversion up to 3 to 4 flats:

The Council understands that not all conversions have the possibility to store large amount of bins. Therefore, conversions could adopt a shared bin store area if required. The Council recommends the following for these properties:

- Per flat = 140ltr landfill, 120ltr comingled recycling, 120ltr paper and card recycling and 23ltr food recycling (for example: **Number of flats x waste stream = size of bin**)

It shall be the responsibility of the developer to purchase the necessary bins for external waste storage and ensure that these are in place before residents move into new properties. The London Borough of Croydon can provide these bins, with details of indicative prices can be obtained by emailing newbuildbins@croydon.gov.uk.

6.4 External Storage – Design Features

The design of the front garden or yard should enable the bins to be stored in a shaded position away from windows. The bins must not intrude on the street scene and therefore must be contained within an appropriate front wall, fence, or hedge for the garden, or alternatively within a dedicated and suitably designed structure within the boundary of the premises. Bin storage areas should be located to minimise nuisance to adjoining properties.

In all cases there must be sufficient space for the occupants to easily access both their general waste and recycling bins to deposit waste, and it must be possible for the lids of all bins to be fully opened. There should be clearance of around 150mm between each bin to enable ease of movement. Each bin should be able to be used and moved without having to move another bin first.
All collections for up to 3 to 4 flats take place at the front of the premises. Residents are required to present their wheelie bins for collection at the edge of their premises, but not on the pavement itself. Therefore, the access to the bins must not be impeded for the collection crews. Adequate provision must be made for the elderly, disabled and families with young children, such that the design of the front of the premises enables residents to set out all of the required containers for collection on the same day while maintaining sufficient access to the property entrance for a wheelchair or double-buggy.

Appropriate access for collection crews must also be included in the design of the outside space. This should involve solid surfaces, with no steps leading to and from the bin store. The distance from the last bin in the presentation point to where the collection vehicle can safely stop should be no more than 20m. There should not be any locks on the doors or gates of bin storage chambers for up to 3 to 4 flats.

If developments of up to four flats are located on new access roads, these must be designed in accordance with Section 6 to allow safe use by waste collection vehicles.

6.5 Bulky Household Items

The Council offers a chargeable Bulky Waste Collection Service. Bulky waste is Large, and unwanted items are household items that:

- cannot be re-used or recycled.
- Residents cannot transport to our waste, recycling, and re-use centers.

Developers should ensure that residents are able to present bulky items for collection so that no obstruction is caused to building exits, nor to the general waste and recycling bins. The space that will be required to store these items on the site is 10m2. Bulky Waste must be on hard standing and not grass due to health and safety lifting possible heavy items on wet grass possibly causing injury to residents or crew.

Where bulky items are dumped on a private development (or left in a bin storage area without a collection being booked), it is the responsibility of the site managers, facilities management, landowner, managing agent to organise a collection with the Council or a private contractor at a cost.

Section 7

Underground Waste Storage Systems

7.1 Basement Storage of Eurobins

A relatively simple solution to providing underground storage of waste containers involves placing Eurobins in a basement storage room (often part of an underground car park) that is accessible by tenants for depositing waste. The bins are then brought up to ground level by the site managers using service elevators or ramps.

The design and layout of the storage area should meet the appropriate requirements set out in Section 3. If access is through an underground car park, appropriate markings and parking restrictions may be required to protect access to the bin stores.

It will be the responsibility of the site manager to move the waste containers to an agreed designated collection point at ground level and return the containers to their storage area after emptying. See Section 3 for more details about the requirements of this designated collection point.

A written waste management statement must be provided to demonstrate how the movement of the bins to the collection point will be managed and undertaken. The plans must also show the parking location for any towing vehicle that may be used by site staff for this purpose.

Where a goods/service elevator is intended to be used to transport the bins to ground level, it must be large enough to safely accommodate a porter and the appropriate number of containers, and the width of the doors must allow free movement of the bins.

Section 8

Vehicle Access

Vehicles used to collect waste, and recycling will be amongst the largest and heaviest needing access to any development. Further information about the dimensions and other specifications of waste collection vehicles used by the London Borough of Croydon, please see Appendix C. Developers should be aware that other private contractors undertaking collections of commercial waste from developments may use larger vehicles.

To ensure that all general waste, food, and recycling collections can take place unimpeded and without the risk of any damage to the vehicles, paving or other fabric of the site, developers must ensure that access roads and driveways meet the following requirements.

8.1 Roadway Strength

Roads should have foundations and a hard-wearing surface capable of withstanding a fully laden waste collection vehicle of 38 tons gross vehicle weight, with a maximum axle weight of 11.5 tons. Any ironworks situated in the roadways should also be capable of withstanding the loads indicated.

8.2 Roadway Layout

Roads should have a minimum width of 5m. Pinch points, such as archways or gates, should give a minimum clearance of 3.7m width, and additional allowances must be given if vehicles are required to approach from an angle.

Any part of a building through which a waste collection vehicle passes must have a minimum clear height of 4.5m, to allow for overhead fixtures and fittings.

If a turning space is necessary, the road layout should permit a turning circle of 17m kerb-to-kerb, or 20.3m wall-to-wall. Swept path maneuvers with the appropriately sized refuse vehicle(s) will be required to be provided with any planning application.

Any locations where the gradient of the roadway changes must be designed to allow for the overhanging of the lifting equipment at the back of waste collection vehicles.

8.3 Maneuvering

Waste collection vehicles should not be required to reverse more than 12m. Road and collection route gradients must not be more than 1:12 otherwise on-site collections cannot occur. If pedestrians also use access routes where waste collection vehicles will be required to reverse, an additional raised footpath must be provided.

Vehicles undertaking collections should be able to stop for loading in a safe and legal position where they will not obstruct other traffic, pedestrians, or access.

There is a preference to drive forwards into and out of any site. Where this is not possible, a plan should be made to reverse into the site and drive out forwards. The Highway Code (200 – 203) requires that large vehicles do not reverse onto a main road.

Consideration should always be given to the swing needed to gain access onto a site. If the road is narrow and cars park on one side, it is inevitable that the refuse vehicle will not be able to swing in to gain the access.

Appropriate measures must be incorporated into road layouts to control unauthorized parking of vehicles that would prevent access by the waste collection vehicles and staff. Developers should ensure that sufficient car parking is provided to prevent such problems.

8.4 Permitted Access

Access to storage areas should be possible from 06:00 to 22:00, Monday to Sunday.

If there is any electronic gate or barrier control into the development, then four keys/fobs/codes need to be sent to waste management at the following address:

New Development/Conversions Waste & Recycling Officer
Public Realm Office
Stubbs Mead
Depot Factory
Lane Croydon
CR0 3RL

Appendices

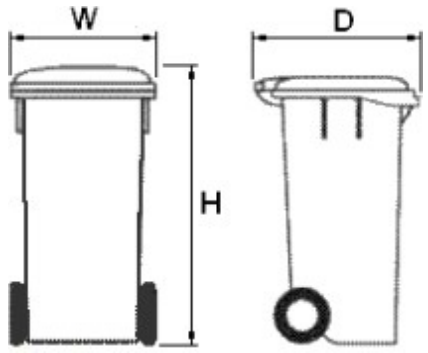
Appendix A

Container Dimensions

Two-Wheeled Bins

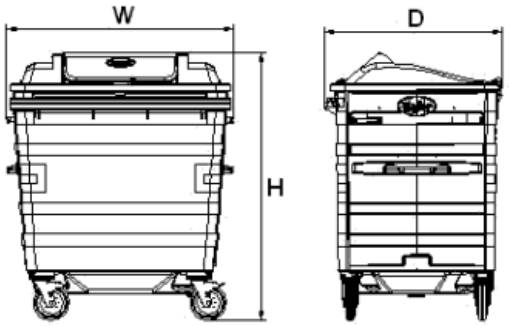
Note that recycling bins are normally available in 360- and 1100-litre sizes only. Food recycling bins are normally available in 140- and 240-litre sizes only.

bin	Height mm	Width mm	Depth mm
360 landfill	1098	610	880
240 landfill	1070	580	740
180 landfill	1070	480	720
360 dry recycling	1098	610	880
240 recycling	1070	580	740
240 food recycler	1070	580	740
140 food recycler	1050	480	550



Four-Wheeled Bins

bin	Height mm	Width mm	Depth mm
1100 landfill	1400	1260	1000
660 landfill	1300	1260	740
1100 dry recycling	1400	1260	1000
chamberlain	1500	1020	970


W
H
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Appendix B

Vehicle Dimensions and Specifications

This section provides information on the standard vehicles used by the London Borough of Croydon to collect both general waste and recycling. A schematic of the vehicles is provided on the following page.

Vehicle model		OLTP-22 6x4
Compaction body type - effective volume(s)		Olympus Twin Pack-22 (21.6 m3)
Elite chassis type		6x4 Wide Track
GVW (Gross Vehicle Weight)		26000
Front axle plated weight		8000
Rear axle/bogie plated weight		1900
Air suspension		Front: 'Air-Assist' optional, Rear: standard
Recycling box type		-
Recycling box type (capacity m^3)		-
V1	Overall wheelbase	**5300**
Turning circle - overall (metres)		19.1****
Vehicle unladen weight***		16620
V2	Overall length	9220
	Overall length - tailgate raised	10275
V3	Front axle to front of compaction body	650
V4	Front overhang	1665
	Front overhang - cab tilted	3465
V5	Rear overhang	2060
	Rear overhang - tailgate raised	2940
V6	Overall height	3690
	Overall height - tailgate raised	5190
V7	Height at exhaust tip - nominal	3750
V8	Cab roof height	3040
	Cab roof height - cab tilted	3600
V9	Cab floor height	805
V10	First cab step height from ground	435
V11	Rave rail height	1070
V12	Ground clearance at lowest part of vehicle	250
V13	Ground clearance - tailgate	435
V14	Approach angle	15.5°
V15	Departure angle	15°

The above vehicle dimension is subject to change and advice should be sought from the waste and recycling department for current measurements.

Architects and developers of sites where commercial units will be located should be aware that private waste contractors use a range of vehicles, which can sometimes be larger or have different maneuverability concerns than those specified below. In these circumstances, developers should consult with the intended private contractors to establish the specifications for other vehicles that may need to access the site. It is recommended that a six-by-four rigid vehicle is modelled in these circumstances, as it is an industry standard.

The details of the vehicle that will service underground bulk waste containers have not yet been finalized. Designers of sites where this system is to be used should consult with the Council's Waste Management department.

Skip vehicles may need to access and serve some locations. Developers should be aware that, while most of these vehicles are smaller than standard waste collection trucks, they may require more vertical clearance to operate safely, particularly in locations where skips are to be raised and lowered.

Appendix C

Bin Towing Operations

This section provides basic information on bin towing operations, to help assist architects and developers to design layouts that are appropriate.

Site managers will be responsible for all towing of bins from storage areas to agreed presentation points, and as such must ensure that these operations are compliant with health and safety guidelines.

Bin manufacturers can provide more detailed information on how to use their towable products safely, and can also provide bespoke advice, guidance, and training where necessary.

Site Layout

The towing of bins should be considered a vehicular operation. As such, the surfacing, gradients, sightlines etc. on routes where bins will be towed should be appropriate for cars. There must be dropped kerbs with a gradient no steeper that 1:12 wherever bins are to be towed between a pavement and roadway.

Where bin towing is to take place along routes used by pedestrians, pathway widths must be sufficient for there to be ample clearance between a double-buggy and the tug/bins.

Bins

The Council insists on the use of galvanized steel bins with removable towing links. There are some models of bins with retractable towing attachments, but in the past, these have interfered with the lifting equipment on the collection vehicle, resulting in Council contractors refusing to empty them, so it is recommended that such bins are not used.

Towable bins require modifications over standard Eurobins, including strengthening of the sides and bases, heavy-duty castors with directional locks, and towing attachments installed on either end. Bins should also have locks for the lids, so that they can be secured before being towed.

A regular inspection and maintenance program should be in place with the site's facility management, managing agent, landowner for towable bins to ensure the towing links, attachments and castors remain in a safe condition.

Towing Links

The links for towing the bins are supplied separately, Croydon does not offer this service. The bin-to-bin links are designed to fit into the 'hitch' attachment at one end and the 'eye' attachment at the other, providing a secure connection between the containers. The bin-to-tug links fit the 'hitch' attachment at one end and then have a

connection point to the tug at the end that is designed for a simple pin system. The pins are not supplied, so should be acquired with the tug.

It is generally recommended that site staff are issued with a maximum of three bin-to-bin links (and one bin-to-tug link) to ensure that they do not connect more than four bins at a time.

Tugs

Tugs are not supplied by the London Borough of Croydon, so need to be sourced from appropriate vehicle manufacturers. It is customary practice for the developer to acquire the tug to provide to the housing company or site staff as part of the handover of the development, to ensure it is available for use as soon as the building starts to be occupied.

The tugs should have sufficient towing power for four fully loaded 1100L steel bins, with additional power if these bins are going to have to be towed up an incline (such as from a basement car park). The braking power also needs to be sufficient to bring the train of heavy bins to a stop within an appropriate distance.

Tugs should be fitted with a towing attachment, which has its own pin for use with the bin-to-tug links.

Tugs should have a flashing beacon to warn pedestrians and other road users of a potential hazard.

Towing Guidelines

It is the responsibility of site managers to ensure that their staff engage in safe towing operations for bins. Detailed guidance and information are available from the relevant bin manufacturers on how to use their products, whilst some housing management companies may have their own policies and procedures based on experience at other sites. The following are some key points:

- All staff involved in towing should have received the appropriate training on these operations.
- No more than four bins should be towed at any time.
- Bin towing should not exceed 4 km/h.
- Additional care should be taken on curves, slopes or when passing over speed humps.
- Bins should not be towed over kerbs – dropped kerbs should be used.
- Stopping distances will be greatly increased when a train of loaded bins is being towed.

Appendix D

Bin specifications and Images

1100ltr comingled recycling bin, this need to be purchased via third party. The bins must have a ‘flap’ aperture with a lockable lid and black in colour, metal material.

360ltr comingled recycling bin, this needs to be purchased via third party. The bins must have a ‘brush’ aperture with a lockable lid and black in colour, plastic material.

If the bins does not meet these specifications, then the managing agent/developer/owner of the property may be liable for the cost of sending to general waste if the bin is found contaminated.

360ltr comingled bin

1100ltr Euro bin

660ltr Euro bin

Chamberlain Euro bin

240ltr recycling bin

180ltr landfill bin

23ltr external food caddy

9ltr internal food caddy

bin	Height mm	Width mm	Depth mm	Maneuver Measurement around bin mm
Landfill				
1100 landfill	1400	1260	1000	150
660 landfill	1300	1260	720	150
360 landfill	1098	610	880	150
240 landfill	1070	580	740	150
180 landfill	1070	480	720	150
Recycling				
1100 dry recycling	1400	1260	1000	150
360 dry recycling	1098	610	880	150
240 recycling	1070	580	740	150
Food				
240 food recycler	1070	5800	74	150
140 food recycler	1050	480	550	150

Reference

These waste management guidelines are based on a combination of the appropriate regulations, codes of practice and operational requirements specific to the London Borough of Croydon.

The following documents should be referred to by architects or developers, but the requirements set out in this set of guidelines should be adhered to for any new development in Croydon.

1) British Standards BS 5906:2005 – Waste management in buildings – Code of practice

2) 2010 No.2214 Building and Buildings, England, and Wales – The Building Regulations 2010

3) The Building Regulations 2000 – Approved Document H, Drainage and Waste Disposal (2000 edition)

4) Code for Sustainable Homes – A step-change in sustainable home building practice – DCLG, Dec 2006

Contacts

Enquiries should be directed to the Development Control Team in the first instance:

Tel: 020 8726 6800

For specific enquiries relating to waste storage and collection, please contact the Waste Management department. Please note that it may be necessary to supply site plans and initial waste management proposals to enable your enquiry to be managed:

newbuildbins@croydon.gov.uk