



Information for Planning Officers and Developers: Household Waste and Recycling Collection Systems, Commercial Waste Collection Services, Street Cleansing, and CCTV services within the Sevenoaks District Council area.

It is recommended that this information be made available at an early stage in the development and planning process, well before submission of planning applications and drawings to Sevenoaks District Council.

Household (domestic) Recycling and Refuse Collections

[Section 46 of The Environmental Protection Act 1990](#) gives waste collection authorities the powers to give a householder notice that waste must be disposed of in a specified receptacle, and in a specified manner. The following guidance outlines the various ways in which new developments must comply with the Act.

- 1) **Collection System:** Sevenoaks District Council operates a weekly curtilage (kerbside) collection system of recyclable and residual waste from every household in the District. Recyclable materials are collected in single-use clear plastic recycling sacks and residual waste in single-use black plastic sacks. Wheeled bins are not provided for this method.
- 2) **Collection Method & Vehicles:** Crews collect sacks manually, by hand, from the property boundary abutting the Highway and load them into open-back collection vehicles. The Sevenoaks District Council (SDC) household waste collection vehicle fleet is not equipped to lift and empty wheeled bins. Therefore, any proposal incorporating a conventional wheeled-bin dependent collection system is unacceptable to SDC as Waste Collection Authority unless special bins are used, as outlined in 3 below.
- 3) **Collection from waste storage areas:** Collection from waste storage buildings (bin stores) or waste storage areas incorporated into new developments is acceptable provided they meet the following criteria:
 - a) The storage area or building is within a short distance from the highway boundary, not to exceed 50 feet (15 metres), and should not be located where the path to the collection vehicle is level, not inclined and/or uneven¹.
 - b) Residual waste and recycling must be kept separate². Sacks can be stored in purpose made wheeled bins fitted with front access doors and have lockable wheels.³ These access doors are to allow crews to remove sacks by hand from the bins without stretching over the top of the bin.
 - c) Bin stores must large enough for the number of containers required⁴ while at the same time allow residents to easily access each container or bin from the front so as to identify and deposit their refuse and recycling in the correct container.

¹ For example, surfaces over which full bins are rolled should not be made of cobblestone or the like.

² Residual waste must be in black sacks, tied shut. Recycling must be in SDC clear recycling sacks, tied shut. Large cardboard that is too big for a recycling sack can be loose within the bin, but must be flattened.

³ See examples 1 in Appendix A.

⁴ The number of containers required is based on the following assumptions: A household of two will, on average, present 1 & ½ black sacks and 1 recycling sack per week; a household of three to four will, on average, present 2

- d) Collection crews must be able to access the storage space easily, readily manoeuvre the bins to and from the vehicle, and only be required to walk short distances when carrying sacks or rolling heavily-laden wheeled bins, as per 3a above.
- e) In the case of smaller developments (for example individual blocks of flats with 8 or fewer units) with communal refuse storage areas, sacks can be stored in single waist-high bins as in example 2 in appendix A⁵.

SDC's Direct Services Department should be consulted on developers' proposals for waste storage areas or buildings, and the suitability of sack storage containers, on a case-by-case basis. Further advice can be given upon receipt of drawings depicting the proposed location, their size, and details of the finished site topography.

Other Considerations

- 4) Provision for the separate storage of recycling and residual waste within individual property kitchens and within bin store areas. SDC provides both recycling and residual waste sacks to District households every 20 weeks⁶, not wheeled bins. These sacks, each with a capacity of 106 litres, need to be stored for up to a week, safe from vermin (residual waste sacks) and adverse weather conditions (recycling sacks). Proposed residential units should therefore have adequate closets or other storage space within to accommodate two full sacks for up to one week. One solution is for kitchen layouts, if they do not already do so, to include adequate space for two bins in which one of each type of sack can be held until full.
- 5) SDC sack deliveries. Households that are serviced via a traditional kerbside collection will have sacks delivered to their front door. In the case of multi-occupancy developments, a plan will need to be agreed between SDC and the site manager on how to ensure that each household receives its allotment of refuse and recycling sacks in a timely and reliable manner. Ideally, sacks delivery crews should be given access to buildings so that rolls of refuse and recycling sacks can be left at individual household entrance doors.
- 6) SDC's kerbside recycling scheme cannot accommodate glass bottles and jars. The requirements of the Waste (England and Wales) Regulations 2011 (as amended), in particular [Regulation 12](#) and [Regulation 13](#), and those of the revised Waste Framework Directive in relation to the separate collection of waste, in effect from 1 January 2015, include a requirement for household glass packaging (bottles and jars) to be collected separately. District residents are therefore directed to bring their glass bottles and jars to bottle banks at our 35 community recycling sites.
 - a) Recycling sites for large domestic developments: If the proposed development is large (75 or more households), in order to comply with the requirements of the Waste (England and Wales) Regulations 2011 (as amended) outlined above, one or more

black sacks and 1 & ½ recycling sacks per week. A 1,100 litre wheeled bin will accommodate up to 14 full sacks; a 660 litre wheeled bin will accommodate up to 9 full sacks. The ratio of bins is usually 2 for black to 1 for clear.

⁵ In such cases, recycling sacks may go on the ground as they should not attract pests. The storage areas must be of a size suitable to store the required number of individual bins, with additional space for clear recycling sacks and loose, flattened large cardboard placed alongside the bins for collection.

⁶ SDC sack delivery crews (distinct from collection crews) deliver a roll of 20 black residual waste sacks and a roll of 30 recycling sacks to the front door of each District household every 20 weeks. SDC will only collect recycling in our clear sacks (except for large, flattened cardboard), and residual waste in black sacks. We will not take loose material or refuse in carrier bags.

recycling bring-sites (determined by the number of households in said development⁷) should be provided for within the complex. This requirement should be considered as part of the Town and Country Planning Act 1990 Section 106 agreement for the development.

- 7) Commercial (trade) waste collection on mixed-use developments: Commercial waste is collected separately from household waste, and the two should not therefore be stored together. Different collection contractors collect commercial waste, and payment is required for collection. Combined stores tempt commercial waste customers to put their business waste in black sacks to avoid separate collection and payment, and domestic residents in flats and similar accommodation in the proximity of commercial waste bins are tempted to use those bins. Separate, safe storage of commercial waste is therefore required within business premises.
- 8) Around the clock access: If bin stores are to be left open 24 hours/day, developers should take measures to prevent vandalism, anti-social behaviour, and potential spillage of waste.
- 9) Maintenance: The cleaning and maintenance of refuse and recycling storage areas, communal bins, and or buildings remain the responsibility of the site management or residents. Loose materials resulting from pests tampering with residual waste sacks, untied waste sacks or similar carelessness by residents will not be removed by SDC collection crews.
- 10) Vehicle access: The District Council, as part of its safe working practices and based on guidance from the UK Health and Safety Executive, seeks to avoid vehicle reversing manoeuvres. Developers are required to eliminate or keep to an absolute minimum such manoeuvres when determining the location of waste storage areas or buildings.

In considering refuse freighter access, developers should also ensure compliance with the Highway Authority turning circle criteria for 26t GVW rigid collection vehicle whether adopted highway or otherwise (see Appendix B).⁸ Where site limitations and/or restrictions may prevent access for large vehicles, early contact with SDC's Cleansing and Depot Manager or Recycling and Commercial Manager is essential to determine which collection round would service the proposed site, and whether a smaller vehicle might be available. On larger developments, where SDC does not own/operate a suitable sized collection vehicle or vehicles, and the developer cannot comply with SDC requirements, the authority will consider up to 100% contributions toward the purchase of a suitable vehicle or vehicles.

- 11) Noise: When considering location and accessibility of storage areas, developers should be aware that noise from refuse vehicle reversing alarms and equipment operation may cause nuisance to some residents.
- 12) Un-adopted roads: If access roads and car park turning areas are to remain part of the private development, and not be adopted by the Highway Authority, developers must ensure adequate materials and construction thicknesses are used to support a 26t GVW

⁷ For example, the typical household produces an average of recyclable 65kg of waste glass per year.

⁸ The fleet varies in size, however the most common vehicle used is a Mercedes Econic 26t rear steer chassis with the following dimensions and turning circle need: Length 10.263 metres; Width 2.500 meters; Height 3.214 metres; Turning Circle 16.1 metres kerb to kerb. Some vehicles require a greater turning circle. See Appendix B for details.

rigid collection vehicle without damage. Developers should ensure site management or residents retain responsibility for repair and maintenance. SDC will not accept any liability if repeated access or turning movements by refuse vehicles wear out surfaces.

- 13) Resident and visitor parking: If residents choose to park vehicles outside of defined parking spaces, refuse freighters and recycling collection vehicles may not be able to access parts of the development. Refuse storage and recycling site areas should be located to avoid such problems.

Street Cleansing

Considerations

- 1) Will all access roads be adopted Highway? If so, after adoption, the Highway would be scheduled to be cleaned by SDC once in every 40 working days in residential areas.
- 2) If not to be adopted, who will be responsible for sweeping and litter picking access roads, car parks, and footpaths?
- 3) SDC may be able to provide cleansing services but charges would apply. Who would pay for street cleansing of un-adopted Highway?

On Large Development Sites

- 4) If access roads, car parks, and footpaths remain un-adopted but SDC is contracted to clean, site management and residents would need to be responsible for keeping these areas clear of vehicles to enable scheduled cleaning to take place.
- 5) On the largest sites the developer should consider provision of a secure site store for street sweeping and litter picking equipment/plant. Such a store would need to be equipped with electricity for lighting and power, and a potable mains water supply.
- 6) What provision has been made for litter bins and dog excrement bins around the site? Who does the developer expect to provide and empty these? SDC may be able to provide emptying services but charges would apply. The SDC Cleansing and Depot Manager should be contacted as early as possible to discuss service provision.

Open Space Security

Considerations on Larger Development Sites

- 1) How will amenity and parking areas be protected from vandalism?
- 2) If CCTV is proposed, what provision for cable ducting, columns, and cameras is to be made on the site?
- 3) If CCTV is proposed it may be possible for SDC to monitor cameras on a chargeable basis, subject to site location and availability of network communication links.
- 4) To explore the feasibility of SDC monitoring private CCTV systems developers should contact the SDC CCTV Manager. The CCTV Manager should also be consulted on CCTV camera positioning if CCTV monitoring is viable.

Issue date: Revised 09/09/09, 30/12/10, 31/03/11, 03/10/14, 05/01/15, 08/06/15, & 14/02/17

For further information, the following Sevenoaks District Council officers can be contacted:

Patrick Cheung, Recycling Co-Ordinator
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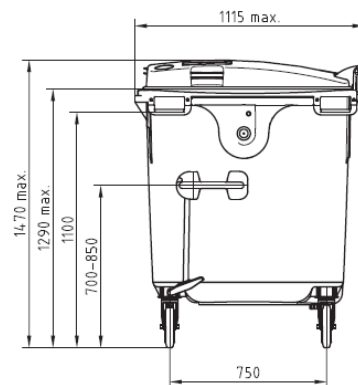
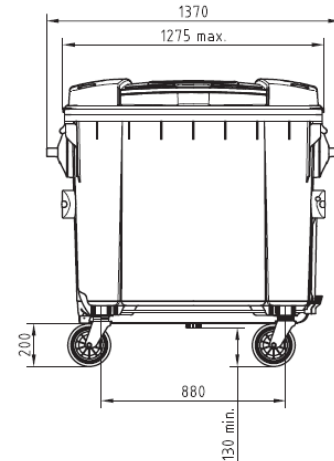
John Cox, Cleansing and Depot Manager
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Ian Finch, Head of Direct Services
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Note: This information may be subject to updating to take account of changes to working practices, health and safety requirements, new legislation, and lessons learned from providing the services outlined herein. Recipients are advised to check with Sevenoaks District Council for the latest issue date.

See Appendices A and B, attached to and made a part hereof

Appendix A - Examples of general waste and recycling bins:



all dimensions according to EN 840

Example 1: 1,100ltr wheeled Euro bins with drop-down front (above) in service. These bins can be wheeled to the vehicle from the storage area. Crews can then manually remove sacks easily. Bin stores should be built to dimensions that allow residents to easily access each type of bin to keep refuse and recycling separate, and for crews to readily and safely manoeuvre fully laden bins, which can weigh up to 500kg, in and out of the storage building or area.

Example 2: A suitable waste bin (below) in service within a bin store area. Approximately waist high, such bins allow collection crews can easily remove sacks manually. Residual waste, in black sacks, should be placed in bins to prevent intrusion by vermin. Recycling sacks can be left in piles on the ground; they do not contain food waste, so vermin do not bother with them. But recycling sacks should be sheltered from water where possible to prevent materials spoilage. It would therefore be best if the bin store area were covered.



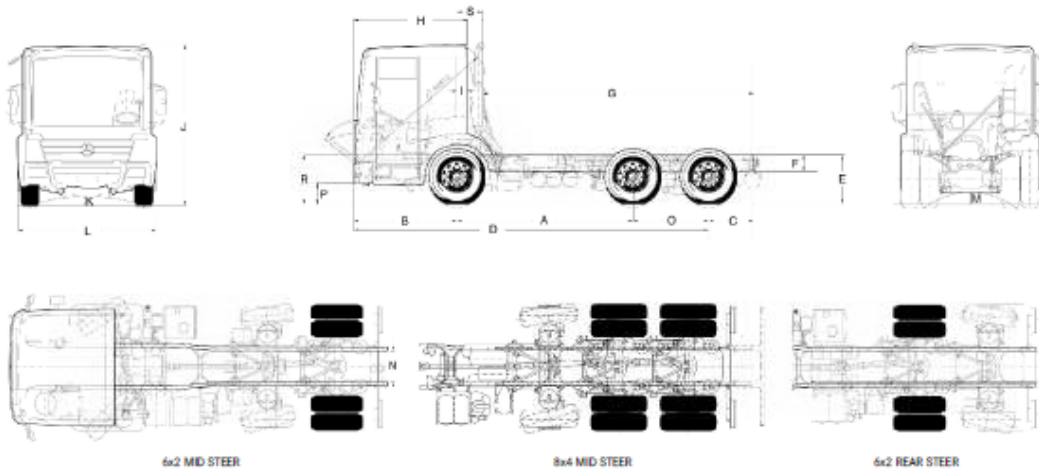
Appendix A - Example of a typical household waste refuse and recycling collection vehicle:

The vehicle example below is representative of the type that Sevenoaks District Council uses to collect household general waste and recycling. Vehicles vary from collection area to collection area, so it is best to identify the road on which a proposed development is to be built at the early planning stage.

ECONIC
BLUETEC 5

Rigid 4x2/6x2/6x4/8x4
Low Entry Crew Cab
Special Application Chassis

1824LL
1829LL
1833LL
2629LL
2633LL
3233LL



dimensions (mm)

	4x2 kerbsider	4x2	6x2 mid steer	6x2 rear steer	6x4 double drive	8x4 mid steer
A Wheelbase (first to second axle)*	5100	3900	3900	3900	3900	5100
A+ 1350mm (outer axle spread)	-	-	5250	5250	5250	6450
B Front overhang	1850	1850	1850	1850	1850	1850
C Rear overhang	1650	1200	1200	1200	1200	1200
D Overall length	8600	6950	8300	8300	8300	9500
E Frame height at rear axle	910	910	930	930	995	995
F Frame depth	284	284	284	284	284	284
G Back of exhaust pipe to end of frame	6160	4640	5990	5990	5990	7150
H Bumper to back of cab	2032	2032	2032	2032	2032	2032
I Back of cab to centre line of front axle	182	182	182	182	182	182
J Overall height (nominal)	2900	2900	2920	2920	2990	2990
K Ground clearance front	190	190	210	210	280	212
L Width over cab	2490	2490	2490	2490	2490	2490
M Ground clearance rear	230	230	250	250	300	270
N Frame width (at rear)	760	760	760	760	760	760
O Bogie spread	NA	NA	1350	1350	1350	1350
P First step height from ground	495	495	515	515	565	515
R Cab floor height from ground	840	840	860	860	910	860
S Centre line of front axle to rear of exhaust pipe	590	490	490	490	490	490
Turning circle (wall to wall)	21.5m	16.1m	20.3m	16.1m	18.2m	22.5
Minimum cab gap (to rear of exhaust pipe)		50	50	50	50	50
The following overall frame height adjustment is available when stationary:						
4x2 model: + 100mm, - 60mm						
6x2 mid steer model: + 80mm, - 60mm						
6x2 rear steer model: + 100mm, - 60mm						
6x4 model: + 100mm, - 60mm						
8x4 model: + 80mm, - 60mm						
Alternative wheelbases options (outer axle spread)		3450	3450 (4200)	3450 (4800)	4200 (5550)	
		4200	4200 (5500)	4200 (5550)		
		4500		4500 (5850)		
				4800 (6150)		

*First steer axle to first drive axle on 8x4 model



Mercedes-Benz