

GD 04

Waste Storage and Collection Guidance for New Developments

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Waste, Recycling and Street Cleansing Team
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SCOPE AND PURPOSE:

Scope of this Guidance:

This guidance contains minimum standards for planners, architects, developers and property managers to assist in planning and designing systems for the storage and collection of refuse, and for recycling facilities in domestic and commercial properties.

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Introduction

This document is a practical guide to minimum standards for planners, architects, developers and property managers to assist in planning and designing systems for the storage and collection of refuse, and for recycling facilities in domestic and commercial properties. It is part of an evolving process to develop best practice guidance for the design and management of buildings in Manchester and should be read within the context of other Council policies and legislation. This includes but is not limited to the Environmental Protection Act 1990.

Throughout this Guide, the term “development” includes any new, extended or altered building, any redevelopment, and any change of use or conversion of existing buildings.

Following the guidance in this document is intended to help you to produce successful waste management strategies and will also assist in complying with Building Regulations Approved Document H (as amended 2013) entitled ‘Drainage & Waste Disposal’.

Developments should provide safe and convenient facilities for residents to recycle and dispose of their waste.

Details of the location, volume, management and collection arrangements for domestic and non-domestic waste and recyclable materials must be submitted as part of planning applications proposing additional dwellings or additional commercial floor space. No development shall take place until details of the siting and means of enclosure for refuse bin storage areas have been submitted to and approved in writing by the Local Planning Authority. The bin stores and facilities shall then be provided in accordance with the approved details prior to the first occupation of the development and retained thereafter.

For further detail on the City’s Waste and Recycling Services – This should be read in conjunction with the Service Standard found on the Council’s website

http://www.manchester.gov.uk/downloads/download/4367/domestic_waste_and_recycling_service_standard

The City encourages all new developments to carefully consider the provision of waste receptacles that encourage residents to recycle. The city has made significant investments in the provision of the highest quality disposal treatments to minimise the waste needlessly going into landfill. Up to 70% of the materials found in a Manchester bin can be recycled.

This requires considering in the design for all developments and wherever practicable, the proximity to recycling facilities should be closer than the proximity of the refuse facilities. If this is not possible then the recycling facilities should be located alongside the residual waste containers. Residents should not be inconvenienced by having to walk further to deposit their recyclable waste.

Planning Applications

Planning applications for all new developments and conversions must include a waste management strategy. This strategy must include:

- Estimated volumes and types of waste produced by the development,
- Details of internal and external stores for both waste and recycling, including any plans and designs,
- Location of the proposed collection point and details of the route the collection vehicle will take,
- Details of how waste will be transferred between stores and to the collection location,
- Details of number and capacity of bins proposed and collection frequency.

A form to complete and submit with planning applications can be found in **Appendix E**

Internal and External Segregation and Storage of Waste

To encourage occupants to recycle waste, internal storage areas should be designed into each unit of a new development. This will enable occupants to segregate their waste into refuse and recyclables, and store it temporarily, until it can be transferred to the external bins. Consideration must be given to providing adequate internal storage space within the dwelling for residents to store refuse and recycling separately

It is particularly important that the right number and size of refuse and recycling containers are provided for the various types of developments. Guidance on the size of storage areas, and the number of refuse and recycling containers required is detailed in Appendix D. It is also important to consider that any side waste may not be taken and overflowing bins will be the responsibility of the managing agent to deal with.

Under Section 46 of the 1990 Environmental Protection Act the Council can stipulate for any domestic premises the type and number of refuse containers required, including separate containers for recyclable waste.

Low Rise Domestic Developments

Containers required for the storage of waste

Waste type	Refuse	Food & Garden waste (Properties w/ Gardens)	Food Waste (Properties w/out Gardens)	Mixed Pulpables (Paper / cardboard / tetrapak etc)	Co-mingled (Glass / cans / plastics)
Container type	Wheeled grey bin	Wheeled Green bin	Separate Green food caddy	Wheeled Blue bin	Wheeled Brown bin
Capacity	140 or 240 litres	240 litres	23 Litres	140 or 240 litres	140 or 240 litres

Each individual household must be able to contain a minimum area that would house 4 x 240L bins externally. Any storage area must be made of a hard impervious surface which can be washed down to remove any residue within the boundary of the property.

The dimensions for the above receptacles can be found in Appendix A. The Council can supply these bins upon request. A charge will be made for the administration and delivery of these. Bin specification can be provided upon request if the developer wants to procure their own units.

Storage areas

Waste storage areas should be identified on plans.

The containers described above should be accommodated within the boundary of each property.

Containers should have designated storage areas that are sensitively located and designed. Where the storage area is to be visible from the boundary of the property, an enclosure for the containers should be provided. The design of this must be agreed with Development Control and should be consistent with security guidance provided by 'Secured By Design' (<http://www.securedbydesign.com>).

Container storage areas should ideally be located in a position within 10m of an external door, which is accessible to disabled people. They should be convenient for the householder to present containers to the kerbside for collection without excessive level distances (no greater than 30m). For guidance on improving access for disabled people please refer to Design For Access2, available at:

http://www.manchester.gov.uk/downloads/download/5366/design_for_access_2

Householders are required to present their bins to the kerbside on collection day and return them to the storage area, as soon as possible following collection. There should be clear access from the container storage area to the kerbside to enable this.

The collection vehicles used by Manchester City Council are described in Appendix B.

New developments and their access roads should be designed to accommodate these vehicles and allow them to collect containers directly from the kerbside. Plans should be included that show the proposed route of the collection vehicle around the site, including access to the proposed collection point(s). For current guidance on effective street design please refer to the Manual for Streets (which replaces Design Bulletin 32). <http://www.manualforstreets.org.uk/>. Please note that basement collections are not permitted.

Bulky Waste

Manchester City Council offers a collection service for the removal of bulky household refuse (e.g. fridges, furniture, mattresses, IT equipment etc) from residential properties.

Collection must be arranged with Contact Manchester. Bulky Refuse items must not be placed in container stores unless an appointment for collection has been arranged. Contact details for Contact Manchester are available in Section 10.

Housing Extensions

Where an extension to an existing property is proposed, this may result in the removal of existing storage, typically to the rear of a property. This is acceptable provided that an alternative storage area is designated as part of the proposed development, in line with the above guidance.

Converted Housing Developments

The Council is most concerned that the appearance and character of housing areas are not damaged by the inappropriate siting of refuse bins and refuse storage areas to the front of terraced houses and/or within public view. Such prominently sited refuse storage areas are not compatible with the Council's desire to upgrade the image of the area and therefore open storage of refuse bins, or stores to contain such bins, should not be sited within the front garden or other parts of the front of the property.

Where houses are converted to flats, refuse bins should be stored at the side or rear of the property in suitably designed areas with sufficient storage to accommodate the refuse and recycling of all of the occupiers of the flats.

All flats should have access to the refuse storage area as should the refuse collectors.

High Rise Domestic Developments

Calculating the area required for waste and recycling containers in high rise blocks - usually with 10 or more flats

For each apartment developers need to provide 0.43m² of space.

The space provided needs to be able to accommodate multiples of the containers required as listed in Appendix A. Space to manoeuvre and access containers individually must also be provided. The plan will need to show how these can be manoeuvred to be emptied by the 4 different collection crews and how all bins can be accessed by residents.

For example

A building with 100 flats would need 43m² of space for 22 x 1,100 containers and 2 x 240 litre bins plus the space required to manoeuvre and access all of the containers individually.

The 4 waste streams would need to be independently accessible by collection crews who will normally be accessing these at different times.

Each bin must be easily accessible for residents.

Dimensions of containers

The dimensions for the containers required are listed in Appendix A.

When the development is 3 months away from completion please contact order.bins.manchester@biffa.co.uk to arrange the purchase and delivery of containers

Waste container compatibility

Developers will be required to purchase bins for residential waste from either Manchester City Council or its chosen contractor or any other supplier. The compatibility of the container with the refuse collection vehicles must be checked with the council before containers are purchased from any other supplier other than the council. The collection frequency and total number of containers the council will empty should also be checked with council before containers are purchased from any other supplier.

Storage areas for waste containers

Where appropriate, an internal access door from the residential part of the development should be provided to allow residents internal access to the storage area. This door should be connected to the residential area by a lobby, so as to prevent nuisance odours entering the residence.

Stores should have permanent signage that promotes recycling and outlines what should go in each bin.

Additional storage area requirements are detailed in Appendix D.

Container Collection

Container collection requirements are detailed in Appendix D.

Mixed Use Developments

In Mixed Use Developments, separate refuse areas must be provided for residential and commercial properties. Container storage areas must be identified on plans. Requirements for mixed-use developments are detailed in Appendix D.

Waste Compaction

On site waste compaction is not allowed for residential developments. Any waste that has been compacted will not be collected by the Council.

Bulky Waste

Manchester City Council offers a collection service for the removal of bulky household refuse (e.g. fridges, furniture, mattresses, IT equipment etc) from residential properties.

Collection must be arranged with Contact Manchester. Bulky Refuse items must not be placed in container stores unless an appointment for collection has been arranged. Contact details are available in Section 10.

Waste Chutes

Chutes should only be included in apartment developments where the waste scheme makes it as easy for a resident to recycle as it is to use the bin chute. Having separate recycling bins on site that are not easily accessible to all residents, or some distance away from the bin chute is not acceptable e.g. in a basement car park.

Where there are no alternatives, possibilities include a scheme with chutes for each different type of recyclable material collected by Manchester City Council, a schedule of chute rotation (including strict management controls to prevent contamination) or recycling bins provided within chute rooms (including consideration to how recycling material will be transported to collection points and whether the size of container proposed can be collected). Other aspects such as noise and odour would also need taking into consideration.

In practice recycling bins located within chute rooms, or tri-chute separators tend to be the most successful recycling facilities, where a refuse chute is required.

Commercial Developments

All commercial developments, including new developments, changes in use and commercial extensions require facilities for the storage and collection of waste and recycling. Operators of commercial premises are required by law to enter into a commercial waste agreement with a registered waste carrier for the disposal of their waste.

The provision of space for recyclable material in commercial developments is likely to result in lower commercial waste collection charges, as well as providing a practical demonstration of the occupant's concern for environmental issues.

As per residential developments, we require commercial developments to provide us with a Waste Management Strategy that includes:

- Estimated volumes and types of waste produced by the development,
- Details of internal and external stores for both waste and recycling, including any plans and designs,
- Location of the proposed collection point and details of the route the collection vehicle will take,
- Details of how waste will be transferred between stores and to the collection location,
- Details of number and capacity of bins proposed and collection frequency.

Waste in commercial developments is less easily categorised than household waste. One businesses' waste will be different to the next and may be collected by a different collection contractor. Therefore, in commercial, industrial and retail developments the bin provision and storage requirements will need to reflect the collection frequency and specific requirements of the selected contractors. All waste should be containerised and stored off the public highway.

Containers Required for the storage of Waste

The volume of waste generated and thus the number and type of containers that a commercial development requires is ultimately dependent on the activity of the occupant. Some example calculations can be found in Appendix C.

Containers should be provided to maximise the amount of recyclable material that is segregated and sent for recycling.

The number of containers provided should be maximised where possible in order to reduce the number of collections and therefore collection vehicle traffic.

WRAP offers UK businesses free, independent advice and support on practical ways to minimise waste and reduce environmental impact.

<http://www.wrap.org.uk/>

Storage Areas for Containers

Storage area requirements for commercial developments are given in Appendix D

Container Collection

Container collection requirements are given in Appendix D.

Mixed Use Developments

Requirements for mixed-use developments are given in Appendix D. Please note that commercial waste stores must be separate from residential stores.

Waste Compaction

On-site waste compaction is an option for commercial developments but this approach must not discourage occupants from segregating their waste for recycling. Waste Compaction is not acceptable in residential developments.

Food Waste

Developments generating food waste have a duty to comply with the requirements of the Animal By-Products Regulations 2005. Further information on this should be sought at the following web address:

<https://www.gov.uk/government/collections/guidance-for-the-animal-by-product-industry>

The Regulations place controls on the collection, handling, transport, storage and disposal of animal by-products, which includes catering waste. This may have implications for the design of the building and the waste containers required.

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

Industrial and Hazardous Waste

Commercial operations that will create any types of industrial or hazardous waste will need special consideration. Details of the storage and collection arrangements of all such waste generated will need to be provided at the planning stage. This is likely to include:

- Sharps and clinical waste,
- Waste oil,
- Waste from car centres e.g. tyres, batteries

Tenants Contracts

Clauses should be written into tenant contracts to ensure that they commit to segregating and sending their waste for recycling.

In order to assist with the identification of an appropriate company to deal with recyclable waste from the proposed development, please visit WRAP at <http://www.wrap.org.uk/>

Road, Vehicle and Waste Operative Access Specification

Turning Space

Sufficient room should be allowed to manoeuvre and load a vehicle of the following dimensions:

- Length – 11.5m (when loading – 13.1m)
- Width – 3m (when loading – 4.1m)
- Height – 4m, 6m including top loader arms
- Turning circle, between kerbs – 17.88m
- Turning circle, between walls – 19.39m

Fully laden collection vehicles weigh approximately 32 tonnes.

Collection vehicles should not reverse into the development from a major road, and should always exit the development onto a major road in a forward gear

Surface Requirements

The collector must not be required to wheel a container more than 10 meters to the collection vehicle. Where this involves communal containers, the paths between the stores to the collection point must:

- be a minimum width of 1.54 metres
- be free from kerbs / steps
- have solid foundations
- be suitably paved with a smooth continuous finish
- have dropped kerbs installed where the path meets the roadway

Waste Operative Access

It is the Council's preference that bin storage areas operate a policy of controlled access but with locking mechanisms that do not require keys.

Coded locks are the preference as they facilitate legitimate access whilst preventing illicit access. Any locks to storage areas must be suitable for emergency exit purposes and comply with all relevant legislation such as the Building Regulations. Where there is any conflict between security and fire safety requirements, the latter must prevail. In any case of doubt, seek the Fire Brigade's approval.

Where there are electronic gates and/or barriers controlling access to such areas, codes should be provided to the Council. Where access fobs are required, three sets will need to be provided to the Council free of charge to allow access to the three different collection vehicles that will need to access the site. The door should not open directly over a public footway or highway.

Health, Hygiene and Safety

All waste storage areas should have adequate lighting, artificial or natural. The floor should be a surface that can be easily cleaned. 'Bump Strips' should be placed around the edge at bin height to prevent damage caused when using the bins and any doors must have a facility to be held open during collection

Housing Management organisations will be responsible for washing the bins on a regular basis, arranging for replacement bins when necessary and for keeping the communal bin compound clean and safe.

Contacts

Planning, Manchester City Council

Telephone: 0161 234 4516

email: planning@manchester.gov.uk

City Wide Support – Environmental Health

email: contact@manchester.gov.uk

Waste, Recycling & Street Cleansing Team




email: recycling@manchester.gov.uk

General Enquiries - Contact Manchester

email: contact@manchester.gov.uk

Website: www.manchester.gov.uk/recycling provides useful information

Appendix A Container Dimensions

Container	Dimensions		Floor space required	
1100L Eurobin	Width	1375mm	1575mm x 1190mm	
	Depth	990mm		
	Height	1370mm		
	Height With lid open	2370mm		
240L Wheeled bin	Width	580mm	780mm x 940mm	
	Depth	740mm		
	Height	1100mm		
	Height With lid open	1750mm		
140L Wheeled Bin	Width	480mm		
	Depth	550mm		
	Height	1100mm		
	Height With lid open	1700mm		

For details related to 660litre bins please see the websites below:

<http://www.taylorbins.co.uk/documents/product-spec-sheets/Taylor-Continental-660-Trade-Tech-Sheet.pdf>

Appendix B Collection Vehicle Dimensions

The below figures are based on the vehicles used by Manchester City Council

B1 Sufficient room should be allowed to manoeuvre and load a refuse collection vehicle with the following dimensions:

Length	11.5 metres
Length when loading	13.1 metres
Width	3 metres
Width when loading	4.1 metres
Height	4 metres
Height when loading	6 metres
Turning circle (between kerbs)	17.88 metres
Turning circle (between walls)	19.39 metres

B2 Fully laden collection vehicles weigh approximately 32 tonnes

B3 Collection vehicles should not reverse into a development from a major road, and must always exit a development onto a major road in a forward gear (for the definition of a major road, see www.highways.gov.uk)

Appendix C Commercial Waste Calculation Guidance

The following requirements may help developers to calculate the volume of waste generated. These calculations come from 'Designing Waste Management in New Developments' by The Association of Directors of Environment, Economy, Planning & Transport (ADEPT)

http://www.lgcplus.com/Journals/3/Files/2010/7/14/ADEPTMakingspaceforwaste_000.pdf

These should be taken as a guideline only and the details of individual developments will need to be considered.

The amount of waste storage required for any given development type is determined by a number of factors including:

- Volume and composition of waste
- Segregation
- On-site treatment; and
- Collection frequency

The below recommended total waste storage capacities are indicative only.

C1 **Offices**

2600 litres per 1000m² gross floor space. 50% of this capacity should be retained for recycling.

C2 **Retail**

5000 litres per 1000m² gross floor space. 50% of this capacity should be retained for recycling.

C3 **Restaurants/ Fast food Outlets**

1500 litres per 20 dining spaces. Certain food outlets, in particular fast food, generate substantially greater amounts of waste. Recycling percentage variable.

C4 **Hotels**

1500 litres per 20 dining spaces. Recycling percentage variable.

For premises that may generate a significant quantity of cardboard, e.g. large office buildings, retail units, hotels or restaurants, space should be provided for a suitable baler. Balers enable cardboard to be stored in an efficient and safe manner and will encourage staff to withdraw cardboard from the general waste stream.

Typically, commercial developments are provided with large 1100litre 4-wheel bins, but provision will be dependent upon anticipated waste generation. Waste bag collections will be considered where external stores are not possible.

In addition to the disposal of waste and recycling, major retail, commercial, and leisure facilities will be required to provide public facilities for the collection of a range of recycling materials, including plastics, cans, glass, paper and textiles. Provision should also be made for cigarette disposal with consideration given to the location of suitable smoking

areas.

Appendix D Storage Area for Apartment, Commercial and Mixed-Use Developments

- D1 Container storage areas must be identified on plans. In Mixed Use Developments, separate refuse areas must be provided for residential and commercial properties.
- D2 Containers should have designated external storage areas, which are sensitively located and designed and accessible to disabled people. The design of these must be agreed with Development Control and should be consistent with security guidance provided in “Secured by Design” (<http://www.securedbydesign.com>). For guidance on improving access for disabled people please refer to Design For Access 2, available at:
http://www.manchester.gov.uk/downloads/download/5366/design_for_access_2
- D3 Container storage areas should be in a position that is mutually convenient and easily accessible for the occupants and the collection crew (see **container collection** section below).
- D4 The design of storage areas should allow for easy, horizontal removal of the containers, over smooth, continuous surfaces.
- D5 Doorways should provide at least 1.3m clearance (including thickness of doors)
- D6 A walkway at least 1.3m wide should be provided within the store that allows access to each of the individual containers and ensures that an individual container can be removed from the store without the need to move any other containers.
- D7 The horizontal distance that occupants will be required to travel to waste storage areas from their apartments should not exceed 30m, in line with the Building Regulations 2002, Part H.
- D8 Where there are separate storage areas for refuse and recycling, the recycling store should be the easiest to access (e.g. closest, least restricted access etc).
- D9 The floor and walls of waste stores must be constructed and finished in materials that are impervious and easily kept clean. Where appropriate, a trapped gully and water supply should be provided to facilitate washing down.

Appendix E Proforma for Planning Applications



**MANCHESTER
CITY COUNCIL**

Planning Application – Waste Management Strategy

Planning Application Number:

Date Submitted:

Estimated volumes/ m² required by the development

Low Rise Domestic

Waste Types	Capacity Required (litres)	Number of bins required per household	Confirm what is to be provided
General refuse	140 / 240	1 x wheeled bin	
Pulpable Recycling	140 / 240	1 x wheeled bin	
Mixed Recycling	140 / 240	1 x wheeled bin	
Garden Waste	140 / 240	1 x wheeled bin	
Food Waste	23	1 x 23 litre caddy	

High Rise Apartment Developments

	Yes/No - how much space has been provided?
0.43m ² has been provided per apartment for the container space. Space to manoeuvre and access containers individually has also been provided so that each container can be accessed and removed for collection individually.	

Commercial Developments

Please state number of bins you propose, showing calculations where appropriate.

General Waste - Pulpable Recycling - Mixed Recycling - Food Waste - Industrial Waste -
--

Has / will a contract be obtained with a licenced waste carrier?
--

Mixed Use Developments

Are the stores for residential and commercial separate from each other?

Internal Stores (Residential and Commercial)

Please provide details of internal stores / segregation of waste and recycling.

--

Storage Areas for Waste Containers (Residential and Commercial)

Please provide details of container stores, attaching plans if appropriate.

--

Ensure all bins in the store are accessible

Ensure recycling facilities are as easy to access as general refuse

Please confirm details of waste store ventilation and hygiene / cleaning proposals

Ventilation - Hygiene -

Please provide details of who will be responsible for placing the bins at the collection point and returning them to the store / property promptly e.g. resident / management company

--

Please ensure that you have attached:

Detailed plans of waste stores	<input type="checkbox"/>
Location plans showing stores	<input type="checkbox"/>
Location plans showing the proposed collection point and the route the collection vehicle will take	<input type="checkbox"/>

Please ensure that you have completed this form in accordance with our GD04 Waste Storage and Collection Guidance for New Developments