Recycling and waste storage requirements

Towards achieving a fairer sustainable environment and communities

2023

FAIRER WESTMINSTER

City of Westminster

CONTENTS

1 INTRODUCTION

The Council aims to improve the quality of life for residents, businesses as well as visitors and those who work in Westminster. Waste in plastic sacks stored on the highway creates an obstruction to pedestrian movement and degrades the public realm. Therefore, a key objective is to minimise the volume of waste placed on pavements for collection. To achieve this, all premises must have adequate storage space within their site demise to contain waste, including separate storage for recyclable material and where possible should have an off-street collection point. The storage space should be sufficient to maximise recycling rates and to encourage the reuse of unwanted goods.

All residential developments using communal waste storage must provide a minimum of 60% storage space for mixed recycling. All non-residential development must provide a minimum of 70% storage space for recyclables. All developments should also make provision for food waste. This document details the minimum physical space required for waste storage for common land uses within Westminster. Storage space and waste management facilities within commercial and residential developments are determined by the frequency of the Council's waste collection service. This provision must also consider occasional and seasonal peaks in waste output. The use of a waste compactor and/or cardboard baler may be considered appropriate in certain types of development. Compactors of any kind must not be used to store comingled recyclable materials.

1.1 POLICY FRAMEWORK

This guidance is produced in line with the relevant national, regional, and local policies framework for waste management in developments (Figure 1). Achieving a sustainable environment and circular economy is one of the top priorities of the government in combatting climate change. Therefore, it is highly important that all developments should be designed to manage waste effectively to ensure between 60% - 70% of waste generated are recycled. This can only be achieved when suitable storage and sufficient bin capacities are provided in developments to ensure effective source segregation.

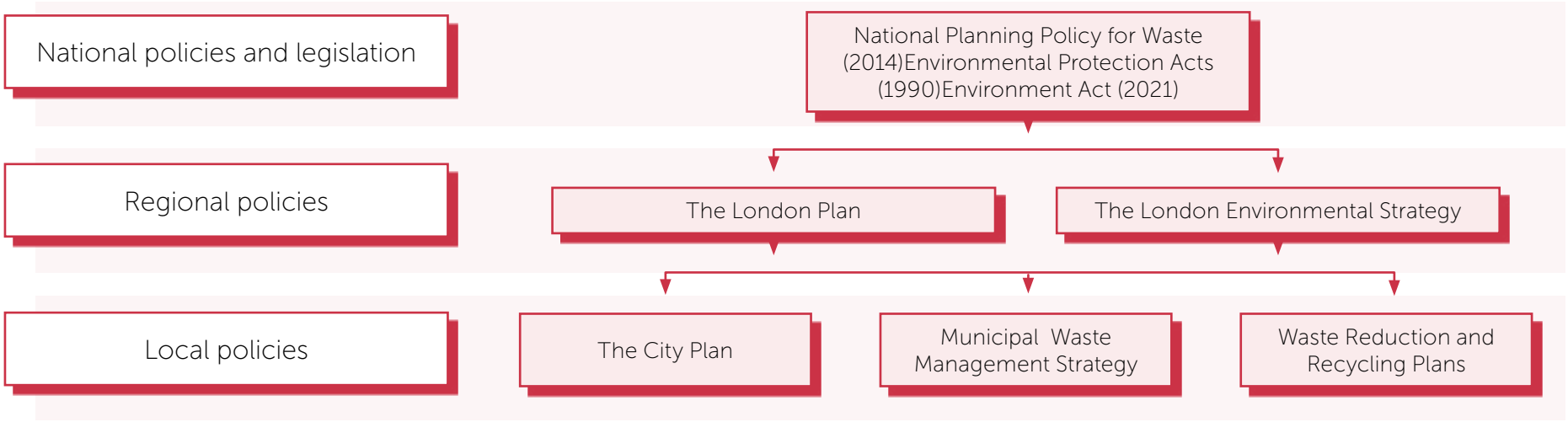

Figure 1: Relevant Policy Framework Linkages for Waste Management in Developments

1.2 NATIONAL POLICY AND LEGISLATION

1.2.1 National Planning Policy for Waste (2014)

The national planning policy for waste states that waste planning authorities must ensure that adequate provision for waste storage are provided in developments when determining planning applications. This includes sufficient bin capacities and improved designs of bin stores to facilitates effective waste management and servicing.

1.2.2 Environmental Protection Act (1990)

Section 45 of the Environmental Protection Act (EPA,1990) assigned statutory obligations on local authorities to collect household waste and allows collection of waste from commercial properties in which case, the local authority can charge for the commercial waste collection from the commercial waste producer. Local authorities also have powers under the Environmental Protection Act (section 46) to specify the types and number of receptacles (bins) for collection of different waste streams.

1.2.3 Environment Act (2021)

The Environment Act (section 45A) no longer permits the mixing of recyclable waste and requires separate waste streams to be stored and collected separately. The traditional way of collecting or co-mingling of recyclable waste (glass, cans, plastics, cardboard, and paper) in skip compactors in some commercial sites may not be compliant with the Act. Applicants for commercial developments proposing such practise (citing exemption under subsection 6) will have to provide comprehensive evidence and high-quality data to justify why they want to continue with such practices. However, applicants should be aware that co-mingling of recyclable waste is not a best management practise and will yield lower quality recyclable materials for reprocessing and therefore, this is not a sustainable way of ensuring circularity of materials.

1.3 REGIONAL POLICIES

1.3.1 London Plan (2021)

The London Plan, Policy SI 7 place emphasis on designing new developments to support circular economy through conservation of resources, reduction in waste generated, and increased recycling rates of recyclable materials to a target of 65% by 2030. This target can only be achieved when proposed developments have flexible, suitable, and easily accessible storage systems that are well integrated to ensure effective segregation of waste at source.

1.3.2 The London Environmental Strategy (2018)

The London Environmental Strategy recognised the need for London to increase its recycling rate. Therefore, the Mayor's London Environmental Strategy aims to make London a zero-waste city. By 2026, no biodegradable or recyclable waste will be sent to landfill and by 2030, 65 per cent of London's municipal waste will be recycled. There are challenges to these targets such as lack of sufficient storage spaces in flatted properties in which

over 50% of London's population is housed. While 75% of the housing stock in the City of Westminster are flatted properties. It is therefore important that designs for new developments give high priority to effective and spacious waste storage system to tackle some of these challenges.

1.4 LOCAL POLICIES

1.4.1 City Plan (2019 – 2040)

Policy 37B of the City Plan states that all new developments (including extensions and change of use) must provide appropriate facilities for the storage of separate waste streams which are safe and convenient to access for deposit and collection, with sufficient capacity for current and projected future use. The Environmental Supplementary Planning Document (ESPD) provides further guidance on waste storage requirements to supplement the information provided in the City Plan. Therefore, when a planning application is submitted for approval for a new development, extension or change of use, the scheme will be assessed to ensure that adequate storage facilities are provided for waste and recyclable materials. These storage requirements should therefore be considered at the earliest stages of the design process and details included on drawings submitted to the Council when applying for planning permission. Additionally, developers and planning application applicants should be aware that the council have a number of adopted Neighbourhood Plans (NPs) which have policies relating to waste. These NPs must be considered when submitting the waste strategy for proposed developments. The adopted NPs are outlined below.

- Mayfair NP (see the part 2 document on the website, Policy MES2)
- Knightsbridge NP (Policy KBR21)
- Soho NP (Policy 29)

This guidance is intended as a guide for developers and architects planning any new development, modernisation or change of use. IT identifies preferred methods of waste storage and the criteria by which the Council estimates waste production when assessing planning applications. It should not be used an alternative to pre-application engagement with the Council, but rather should be used to supplement this engagement. Further advice on the Council's pre-application advice service is provided on the Council's website.

1.4.2 Municipal Waste Management Strategy (2016 – 2031)

The Council has adopted its waste strategy setting out how municipal waste will be managed between 2016 and 2031. This Strategy has been produced using guidance issued by DEFRA on developing Municipal Waste Management Strategies. The MWMS is also subject to a Strategic Environmental Assessment (SEA) to assess the environmental effects of the strategy (Supplementary Report 1). The strategy provides a set of aims and objectives and specific targets which will support achieving sustainable waste management. The strategy covers the Council's municipal collection and disposal arrangements for waste reduction, reuse, recycling, composting, treatment, and disposal.

The Council aims to achieve a municipal waste recycling rate of 45% by 2031. It manages more than 195,000 tonne of municipal waste per year. The Council manages this volume of waste with over 1 million collections per week, including over 23,000 households and 34,000 businesses having access to daily waste collection services. The Council aims to reduce and recycle most of the waste generated in Westminster.

1.4.3 Waste Reduction and Recycling Plans (RRP)

The London Environmental Strategy requires all London boroughs to develop waste reduction and recycling plans setting out actions for reducing waste and uplifting recycling rate. Part of the Westminster RRP is to safeguard public recycling bring sites as protected sites in the City Plan. This will ensure that residents will have sufficient access to recycling bring sites. Developers should be aware that developments on such sites will be resisted unless suitable bring site replacement of the same kind and size is provided.


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2 SUBMITTING PLANNING APPLICATIONS-WASTE MANAGEMENT ISSUES AND GENERAL REQUIREMENTS

2.1

When a planning application is submitted, the Council expects details of the proposed storage accommodation for waste and recyclable material to be specified. This requirement is essential for applications proposing the following types of development:

- New developments
- Residential conversions or extensions
- Major extensions to existing buildings
- Redevelopments
- Change of uses, especially those providing hospitality services.
- Temporary developments

2.2

In determining planning applications, such as those listed above, the Council expects satisfactory storage provision for mixed recycling and waste materials (including space for reusable goods) to be shown on the application drawings and documents. Permission will not normally be granted in advance of satisfactory storage arrangements being identified. However, in some circumstances it may be considered appropriate to reserve details of the waste and recycling storage by condition.

2.3

All residential dwellings must have storage space for seven days output for mixed recycling and waste materials. At least 60% of the storage capacity should be for mixed recyclable materials if using communal waste storage. Please note that chute systems are not permitted for any waste streams as their use has not demonstrated the quality required for materials reprocessing.

2.3.1 This provision must be clearly marked on the relevant plans (referenced drawings) submitted with the planning application, e.g., containers for waste marked 'W;' those for recycling marked 'R' and those for organic marked 'O.' Where substantial amounts of waste would be generated a waste compactor and/or cardboard baler may be required (note: comingled recyclables cannot be compacted). The storage locations of the cardboard baler, compactor, food waste facilities and waste cooking oil must be indicated on the plans. Wash down and drainage facilities are also necessary to facilitate required hygiene standards.

2.3.2 The waste store should be sized so that it would be able to accommodate additional recycling containers as may be required in the near future. In developments with mixed residential and commercial units, the residential dwellings are required to have storage capacity for seven days.

2.4

Commercial collection service for non-residential uses, is a charged service that can only be provided by a licensed waste contractor, such as the Council, who need to be contracted to perform the collection service. The Council only has a duty to collect residential recycling and waste (covered by the council tax) but can accommodate collections of commercial waste upon request. For commercial developments in areas where the Council's collection service is:

- Daily - provision must be made for at least two days output of waste.
- Three times a week, or less - provision must be made for at least four days output of waste.

2.5

In all applications where clinical waste would be produced, (medical, dental, cosmetic and veterinary establishments, etc.), separate storage and collection arrangements are required for clinical and non-clinical waste. A separate waste store must be provided exclusively for clinical waste. This waste store must be secured and locked. The clinical waste store should be provided with an impermeable surface with a sealed drainage system, or within sealed containers located on an impermeable surface with sealed drainage system. Sealed containers shall be kept locked when not being loaded or unloaded. A waste permit may be required from the Environment Agency to store clinical waste on-site, please refer to the Environment Agency guidance on storage of clinical waste for further information. Also, refer to the Department of Health guidance on safe management of healthcare waste.

2.6

For major and large scale residential or commercial developments, a waste management plan or strategy must 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 recyclable material and other waste would be delivered to these stores. Additionally, the equipment specified for compacting and/or containing waste, the proposed collection point, as well as the method for transferring waste to this location must be included in the waste management strategy.

2.7

A waste route diagram should be included showing transfer of waste within the development to the waste store and transfer of waste from the waste store to the collection point. The route from a waste storage area to the nearest parking place for a waste collection vehicle must be kept to a minimum, particularly if bulk waste storage containers or compactors are proposed (refer to 4.2.2).

2.8

It normally costs less to recycle waste and proposed waste management systems should therefore be designed to maximise recycling. Therefore, to maximise recycling, major and large scale developments (both residential and commercial) should have a minimum of one waste management operative on full time or part time basis to ensure proper segregation of different waste streams. Also, mixed recycling storage for this kind of developments are not acceptable as there is a requirement under the Waste Regulation 2011 to keep materials fully segregated to avoid dry mixed recycling (i.e., there should be a separate bin for different recyclable material waste streams).

2.9

Major and large-scale developments should have the following waste equipment or facility where relevant:

- Food waste facilities (if the major development includes many restaurants).
- Cardboard balers.
- Compactors (only general waste should be compacted).
- Public Micro Recycling Centre(s).

2.10

This guidance provides basic advice on the storage requirements for waste and recyclable materials to assist the preliminary stages of the design process. Detailed pre-application advice concerning the type, size and location of the proposed waste storage accommodation should be sought from Council via the planning pre-application advice service.


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3 CALCULATION OF STORAGE CAPACITY REQUIRED FOR RECYCLABLE MATERIAL AND RESIDUAL WASTE

3.1 GENERAL REQUIREMENTS

The Government reconfigured the Use Classes within which different uses are classified in September 2020. There are now 4 Use Classes, Classes B, C, E and F. Other uses not included in these Use Classes are described as sui generis uses. Different uses will require different storage types and capacities. Applicants should use the appropriate waste storage calculation below that best suit the nature of the development.

When considering the amount of storage space needed for any development the following requirements would help to calculate the volume of waste generated. They should only be taken as a guide, since some developments such as B2, B8, F uses, and sui generis may need customised storage requirements depending on the scale and the frequency of use.

It is important to note that if developers installed their own waste infrastructure that does not meet the Council storage and collection criteria, then the Council have the right to withdraw or halt the collection service. The 4 Use Class categories, plus sui generis uses, have been broadly categorised into two groups of residential and commercial developments for the purpose of this guidance, which are described below:

3.2 RESIDENTIAL DEVELOPMENTS (C2, C2A, C3 AND C4)

All residential dwellings must have storage space for seven days' output of waste. At least 60% of the storage capacity should be for recyclable materials. Residential dwellings must have adequate storage capacity to allow for one collection of residual waste, food waste, and recyclable material each week. Waste should be split into 3 streams namely:

- Dry mixed recyclables

- Food waste
- Residual waste

Residential developments with communal bin storage and large-scale residential developments will be required to have segregation of recyclable materials into separate bins, in which case there will be 4 different recyclable stream storage as outlined below:

- Paper and cardboard
- Glass
- Packaging waste such as plastic bottles, pots, trays and tubs, cans, Tetra Pak type-cartons
- Food waste
- General waste

3.2.1 For residential developments of less than 5 households with no communal storage or containers

- Studio and one bed dwellings – one x 90 litre dustbin for residual waste (labelled "**W**" on the drawing), two x 44 litre boxes for mixed recycling (labelled "**R**" on the drawing), and one x 23 litre for food waste (labelled "**O**" on the drawing).
- Households of three bedrooms or less - one 90 litre dustbin for residual waste (labelled "**W**" on the drawing), four x 44 litre boxes for mixed recycling (labelled "**R**" on the drawing), and one x 23 litre caddy for food waste (labelled "**O**" on the drawing).
- Households having more than three bedrooms - two x 140 litre wheeled bins for dry mixed recyclables (labelled "R" on the drawing), one x 140 litre wheeled bins for residual waste (labelled "W" on the drawing), and one x 23 litre caddy for food waste (labelled "O" on the drawing).

3.2.2 For residential developments of 5 households or more, communal waste storage and containers are required

- 60 litres for dry recycling per bedroom into 3 streams (20 litre for paper, 20 litres for glass, 20 litres for plastic and tins (containers should be labelled "**R**" on the drawing)
- 30 litres for residual waste per bedroom (containers should be labelled "**W**" on the drawing)
- 10 litres for food waste per bedroom (containers should be labelled "**O**" on the drawing)
- The minimum storage capacities for residential developments using communal storage must be 360 litres (for residual waste), 440 litres (for mixed recycling), and 140 litres (for food waste). This requirement is ONLY APPLICABLE if the capacity calculated for any of the three waste streams falls below the minimum thresholds indicated above.

These requirements relate to and refers to storage of waste and recyclable material provided by wheeled containers with a capacity of 440 litres or above, refer to appendix I (vi) & (vii).

3.2.3 Special Requirements for Residential Developments

The recyclable waste is not a best management practise and will yield lower quality recyclable materials for reprocessing and therefore, this is not a sustainable way of ensuring circularity of materials.

- Large scale residential developments (for 50 or more units) must have a micro recycling facility to enable separate collection of each stream of recyclable materials. This is to maximise recycling capability and increase the quality of the recyclable materials for further reprocessing.

- Consequently, the use of chutes for all waste streams in residential developments are not permitted or allowed due to high level of contamination and low quality of collected recyclable materials. Refer to Environment Act 2021 for further information.
- Major scale (for 10 – 49 units) and large scale (for 50 or more units) residential developments would require additional storage space for redundant bulky household goods, such as refrigerators/freezers, furniture, cookers, and electrical equipment, a proportion of which could be reused. This storage area must be indicated on the drawings and labelled "Bulky Waste Storage Area."
- Some C2 and C2A developments (such as residential care homes, nursing homes) will require additional separate storage for clinical waste. This storage must be clearly labelled, secured, and locked to avoid mixing with other non-clinical waste. There is no recommended bin capacity to store clinical waste. However, applicants must propose adequate capacity that suit their purposes and the clinical bins must be indicated and labelled CW (clinical waste) on the proposed drawings that will be submitted for planning application.
- The council is the statutory waste collector for residential developments under the Environmental Protection Act 1990 section 45. Therefore, applicants for residential developments must not propose private contractors to collect waste and recycling from residential developments.
- It is a compulsory requirement that the kitchen of each residential dwelling should be fitted with an under-counter storage unit specifically designed to accommodate separate storage bins for recyclable materials, food waste, and residual waste in addition to communal storage areas. This would enable waste to be separated at source and would therefore maximise recycling rates. These storage units range in sizes suitable for one bed dwellings and above. A sample diagram of the waste under counter storage should be included within the waste management plan or strategy submitted with the application. The under-counter storage unit are in addition to main waste storage. Please see appendix 1(iii) for the sample image of the under-counter storage unit.
- Macerator systems (under the kitchen sink) must not be proposed within developments to dispose macerated food waste into the public sewer. The Environment Act 2021 has regulated that food waste must be collected separately. This means food waste must be presented for separate collection and not via macerators. Therefore, any proposal to use macerators will breach the Environment Act 2021. Applicants must confirm within the waste management strategy that this system will not be installed within their proposed development.
- Waste storage areas for residential dwellings should be sited so that the occupiers are not required to carry waste more than 30 metres. This is to ensure that waste storage areas are easily accessible to prevent fly-tipping of waste in the surrounding areas or on the public highways.
- Residential units within mixed developments must have a separate bin store for the residential units which is separate for the commercial unit's component of the mixed development.
- Developments with bin stores located at the basement MUST provide a temporary waste holding area (within site demise) on the ground floor if waste are collected on-street. This approach will prevent waste or bins to be left on the public highway before and after waste collection. Developments with collection off-street are not required to meet this condition.
- Applicants seeking to discharge a condition relating to waste and recycling storage provision for residential developments of less than 5 units should print the Collections and Cleaning Street/Schedule Search (link provided below) for their street and confirm that they will abide with the waste collection time rule for their street and submit it with their application.
- A sample checklist (see Appendix V) should be completed and

attached to the waste management plan or strategy as a guide to ensure the acceptability of the waste management plan proposed for developments. You will need to complete both checklists if you are proposing a mixed development.

In summary, figure 2 indicates key waste management issues that will delay the determination of planning applications or refusal to the application if the waste storage requirements are not met. It also shows the benefits of complying with this policy requirements and interventions (see the checklist) required to mitigate the key waste issues.

SUMMARY OF RESIDENTIAL DEVELOPMENTS REQUIREMENTS

Key issues

- Inadequate storage areas
- Inadequate bin capacities
- Type of waste expected not properly identified
- Bin store or stores not indicated on the drawings
- Bins are not indicated and labelled on the drawings
- Residential units sharing bin store with commercial units
- Waste route diagram for access to bin store for use and collection not indicated on drawings
- Waste servicing and collection details including refuse vehicle swept path analysis not submitted

Interventions

- Ensure all the appropriate sections of the waste storage requirement have been consulted and applied to the development design and proposal
- Complete the waste storage requirements checklist to ensure all issues pertaining to residential developments are covered and compliant.

Benefits

- Implementing these proposals in residential development will ensure clean streets through prevention of waste dumping and fly tipping.
- It will ensure source segregation of waste materials that will ensure high quality of recyclable materials and increase the borough recycling rate.
- It will ensure suitable waste storage and adequate storage capacity are provided to prevent littering.
- It will ensure easy accessibility to the waste storage for occupants use and collection of waste by the council.

Westminster recycles

Figure 2: Summary of Key Issues that may delay Planning Applications for Residential Developments

3.3 COMMERCIAL DEVELOPMENTS (CLASSES B8 C1, C2, C2A, E, F, AND SUI GENERIS)

3.3.1 Storage & Distribution, Offices, Professional Services, medical services, and Community Uses - Classes B8 C2, C2A, E (c, d, e, f, and g), F, and Sui Generis

- 2000 litres waste storage for every 1,000 m2 gross floor space.
- 70% of this capacity must be retained for the storage of separated waste for recycling (40% paper and cardboard, 20% other dry mixed recyclables, 10% food waste).
- 30% of this capacity must be allocated to residual waste.
- Paper, cardboard, and other dry mixed recyclable bins must be labelled "**R**" on the drawings submitted.
- Food waste bins must be labelled "**O**" on the drawings submitted.
- Residual waste bins must be labelled "**W**" on the drawing submitted.

3.3.2 Retail and Shops – Class E (a)

- 4000 litres waste storage for every 1,000 m2 gross floor space.
- 70% of this capacity must be retained for the storage of separated waste for recycling (50% paper and cardboard, 10% other dry recyclables, 10% food waste).
- 30% of this capacity must be allocated to residual waste.
- Paper, cardboard, and other dry mixed recyclable bins must be labelled "**R**" on the drawings submitted.
- Food waste bins must be labelled "**O**" on the drawings submitted.
- Residual waste bins must be labelled "**W**" on the drawing submitted.

The amount of storage space required for waste can vary due to the difference in waste output of retail units. This depends on factors such as location (i.e., proximity to a larger unit for the same retailer brand), market niche, products sold and their policies relating to minimising use of packaging material. Each application would be assessed using output data from similar units operating in Westminster.

3.3.3 Hotels, Restaurants/Fast Food Outlets – Classes C1 and E (b)

- 3500 litres of waste storage for every 1,000 m2.
- Restaurants with floor space less than 500 m2 should provide a minimum storage capacity 1,100L.
- Proposed hotel developments that include a restaurant and/or other ancillary facilities should have a storage capacity of 3500litres for every 1000 m2.
- 70% of this capacity must be retained for the storage of separated waste for recycling (20% paper and cardboard, 20% other dry recyclables, 30% food waste).
- 30% of this capacity must be allocated to residual waste.
- Paper, cardboard, and other dry mixed recyclable bins must be labelled "**R**" on the drawings submitted.
- Food waste bins must be labelled "**O**" on the drawings submitted.
- Residual waste bins must be labelled "**W**" on the drawing submitted.
- Additional storage space is required for waste cooking oil from restaurants and hotels with cooking facilities. This storage should be indicated on the drawings submitted and labelled as "**WCO**."

Hotels without restaurant banqueting facilities should propose reasonable storage capacities for residual waste and recyclable materials. Each application will be assessed depending on the frequency of use and the size of the hotel.

In larger restaurants compaction equipment would also be required to efficiently manage the volume of cardboard and waste produced. To arrive at the optimum size of the waste store, the equipment proposed to store and manage waste should be included on the drawings submitted and allowance for circulation of space.

Hotels, restaurants, butcher shops and food processing establishments need to be aware of the animal by-product and food safety regulations that governs and regulates how animal by-products waste should be managed, stored, and used. Strict protocol must be followed to ensure compliance with these regulations. Certain food outlets, especially those of the fast-food type, are likely to generate greater amounts of waste. Each application will be assessed depending on the frequency of use and size of the food outlet.

Food waste should be stored in 140L and 240L wheeled bins, only where these can be presented at street level for waste collection (refer to 6.4.5). As an alternative, food waste can be stored in 23 litres caddies which have handle for carrying and a hinged lid.

Compaction equipment is also required in larger hotels. Commingled recyclables should not be compacted before collection. However, cardboard can be compacted separately into bales before collection. The equipment proposed to store and manage waste should be indicated and labelled on the drawings submitted and allowance made for circulation space.

The volume of waste produced depends on the type of hotel, since this ranges from short stay bed and breakfast to luxury hotels with full banqueting facilities. Development Planning should be contacted at an early stage in the design process to obtain advice on storage space and equipment.

3.3.4 Special Requirements for Commercial Developments

- Large scale commercial developments (with a gross internal floorspace of 10,000 m2 or more) must have a micro recycling facility (See section 8 for further details) to enable separate collection of each stream of recyclable materials. This is to maximise recycling capability and increase the quality of the recyclable materials for further reprocessing.
- Commercial developments (with a gross internal floorspace of 5,000 m2 or more) must have a cardboard baler to enable separate collection of cardboard of stream. This is to maximise recycling capability and increase the quality of cardboards generated for further reprocessing. The cardboard baler must be indicated and labelled CBB on the proposed drawings submitted for planning application.
- Some C2 and C2A developments (hospitals and clinics) will require additional separate storage for clinical waste. This storage must be clearly labelled, secured, and locked to avoid mixing with other non-clinical waste. There is no recommended bin capacity to store clinical waste. However, applicants must propose adequate capacity that suit their purposes and the clinical bins must be indicated and labelled CW (clinical waste) on the proposed drawings that will be submitted for planning application.
- Macerator systems (under the kitchen sink) must not be proposed within developments to dispose macerated food waste into the public sewer. The Environment Act 2021 has regulated that food waste must be collected separately. This means food waste must be presented for separate collection and not via macerators. Therefore, any proposal to use macerators will breach the Environment Act 2021. Applicants must confirm within the waste management strategy that this system will not be installed within their proposed development.
- The use of glass crusher is discouraged and not supported by the council. On-site glass crushing facilities are detrimental to

the recyclability of the crushed glass since the resultant cullet is too small to be recycled into new glass. Glass collected for recycling needs to meet the standards set in Publicly Available Specification (PAS) 101.

- Commercial units within mixed developments must have separate bin stores from residential units if residential units are part of the proposed mixed-use development.
- Developers should incorporate one central waste store for all commercial units within a mixed-use development and multiple waste contractors servicing the site must be avoided. This will reduce vehicle emissions and traffic pressure or congestion in the area. The Westminster Sustainable City Charter requires waste consolidation via a single collector to achieve this purpose.
- All new build developments will be required to have one central waste store. Provision of separate waste stores for retail units on the ground floor for collection of waste in bags will no longer be acceptable.
- Using skip compactors to store all mixed recyclables, which is a common practise in some commercial developments, is not acceptable. The Environment Act 2021 no longer permits the mixing of recyclable materials. This is to maximise high quality of the recyclable materials. Therefore, there should be separate bins for different recyclable material streams.
- Smaller sack compactors are not suitable for mixed developments.
- Developments with bin stores located at the basement MUST provide a temporary waste holding area (within site demise) on the ground floor if waste are collected on-street. This approach will prevent waste or bins to be left on the public highway before and after waste collection. Developments with collection off-street are not required to meet this condition.
- Applicants discharging standard waste conditions for small scale commercial developments with less than 500sqm GIA should print the Collections and Cleaning Street/Schedule Search (link provided below) for their street and confirm that they will abide with the waste collection time rule for their street and submit it with their application.
- A sample checklist (see Appendix V) should be completed and attached to the waste management plan or strategy as a guide to ensure the acceptability of the waste management plan proposed for developments. You will need to complete both checklists if you are proposing a mixed development.

In summary, figure 3 indicates key waste management issues that will delay the determination of planning applications or refusal to the application if the waste storage requirements are not met. It also shows the benefits of complying with this policy requirements and interventions (see the checklist) required to mitigate the key waste issues.

SUMMARY OF COMMERCIAL DEVELOPMENTS REQUIREMENTS

Key issues

- Inadequate storage areas
- Type of waste expected not properly identified
- Bin store or stores not indicated on the drawings
- Bins are not indicated and labelled on the drawings
- Commercial units sharing bin store with residential units in mixed developments
- Not using one bin store for all commercial units within a development
- Not having a cardboard baler for developments of 5,000 m2 or more
- Use of skip compactors to store mixed recyclable materials
- Waste route diagram for access to bin store for use and collection not indicated on drawings
- Waste servicing and collection details including refuse vehicle swept path analysis not submitted

Interventions

- Ensure all the appropriate sections of the waste storage requirement have been consulted and applied to the development design and proposal
- Complete the waste storage requirements checklist to ensure all issues pertaining to residential developments are covered and compliant.

Benefits

- Implementing these proposals in commercial development will ensure clean streets through prevention of waste dumping and fly tipping on the public highway.
- It will ensure source segregation of waste materials that will ensure high quality of recyclable materials and will improve your business environmental performance.
- Having one bin store for all commercial units within a development will prevent more than one waste collection contractors visiting the site. This will reduce traffic congestion and cut refuse vehicle emissions. Therefore, promoting your business sustainability credentials.
- Ultimately, the approach above will save space which can be commercialised for financial gain to the developer.
- It will ensure easy accessibility to the waste storage for occupants use and collection of waste by the waste contractors.

Figure 3: Summary of Key Issues that may delay Planning Applications for Commercial Developments

4 STORAGE SYSTEMS AND REQUIREMENTS FOR RECYCLABLE MATERIALS AND RESIDUAL WASTE

4.1 GENERAL REQUIREMENTS

4.1.1 As a general rule every development should be provided with the minimum number of separate containers in which to store dry recyclable materials, food waste, and residual waste. The provision of a compactor, and cardboard baler, if necessary, should be considered to reduce the volume of waste to be stored and collected (refer to appendix I (ix) & II).

All storage receptacles and bins should be labelled clearly and conspicuous to provide information to users about which receptacle to correctly use. All signage must be approved by the council. Also, proper communication channel must be in place so that the council is able to effectively administer communications to ensure quality and quantity of recycling. Any waste related signage must use the iconography and style developed by WRAP (Waste and Resources Action Programme) to ensure continuity with Council communications. Guidance on this can be provided by the council if necessary. Westminster City Council's Recycling Team can provide posters and leaflets upon request. To request these items or for further communications information and advice: ReduceReuseRecycle@westminster.gov.uk

Materials currently collected for recycling for both residential and commercial developments include paper, cardboard, glass bottles & jars, cans, cartons (Tetra paks) and plastic bottles, pots, tubs, and trays. This wide range of packaging not only encourages recycling but can also significantly reduce overall collection charges for commercial tenants. Food waste is currently collected from restaurants, hotels, schools, and from residential properties (currently rolling out residential service). Therefore, applications for these uses must include storage for food waste. Storage provision for recyclable material must be at least 60% of the estimated total volume of waste output for residential developments and 70% for commercial.

4.1.2 Some of the larger waste storage systems (such as skips, RORO containers and skip compactors) require access for heavy vehicles, which may not always be acceptable in environmentally sensitive locations such as Conservation

Areas or in the vicinity of listed buildings. Design constraints mean that provision of access and accommodation for such vehicles may only be possible in new developments, which could be designed to accommodate off-street servicing. In all instances consideration must be given to the sensitivity of location, the requirement for a vehicular cross-over and the constraints of headroom and turning space.

4.1.3 It is advisable that waste storage areas accessible from the street are provided with a lockable door fitted with either an FB1 or an FB2 lock (waste collection operatives carry keys for these locks). if necessary, a keypad may be used to gain access. The door of the waste storage area must not open over the highway.

4.1.4 Waste storage areas must be large enough (including door widths) to allow access to all containers, with space in between for users and collection operatives to easily access the bins. This creates an environment that promotes the right material being put in the right bin. Waste storage areas must be separate from other communal areas, including plant, cycle parking, car parking etc.

4.1.5 If waste storage containers, such as wheeled bins or Eurobins, are proposed to be in a basement area inaccessible to a standard waste collection vehicle (appendix Ill), a suitable ground floor off-street collection area must be indicated on drawings submitted for approval.

In addition, a written statement must be attached describing the proposed method for transporting the containers to ground level, including parking arrangements for a tractor unit and trailer, if these are required.

4.1.6 If waste containers are to be transported to ground level by a goods lift, it must be large enough to accommodate at least one waste container as well as the porter. In large schemes more than one waste container would need to be accommodated. The lift doors and adjacent lobby or corridor must be sized so that waste containers can be easily manoeuvred. A holding area must be provided for off-street for the calculated two-day collection volume for commercial properties and calculated seven days collection volume for residential properties.

4.1.7 Major residential, large residential and commercial developments must be provided with separate storage (bulky waste store) for 3 bulky waste streams which are upholstered domestic seating POPs (persistent organic pollutants), WEEE (waste electrical and electronic equipment), and other regular bulky waste materials. A servicing agreement for bulky waste providing scheduled collections, needs to be set up with the City Council (or a licensed waste collector). Unwanted goods of this type in good condition may be collected for reuse by various charities.

4.1.8 Storage areas for recyclable materials, food waste and residual waste should be clearly designated for this use only, by a suitable door or wall sign and, where appropriate, with floor markings.

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

4.1.10 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.

4.1.11 In residential dwellings, adequate separate waste storage provision must be accessible for wheelchair users, where appropriate.

4.2 LIMITATIONS AND REQUIREMENTS

The following limitations and requirements should be noted in relation to the storage and collection of waste.

4.2.1 The recommended maximum storage provision for waste and recyclable material is:

- No more than 10 dustbins
- No more than 20 Eurobins (660 & 1100/1280 litres) or wheeled bins of any type (for all definitions see appendix I)
- If any of these limitations are exceeded, larger waste containers should be used or, as an alternative, it may be necessary to use an appropriate waste compactor.

4.2.2 Waste collection operatives should not be required to:

- Carry dustbins or move wheeled bins (up to 360 litres) more than 20 metres in total
- Carry waste sacks more than 20 metres in total.
- Transport a Eurobins (660 & 1100/1280 litres), or similar wheeled waste container, more than 10 metres in total
- Transport waste or recyclable material along a gradient, whether rising or falling.

4.2.3 Collection of baled cardboard and compacted waste in sacks, wheeled bins or bags from Rotary compactors would only be made at street level. The area from which such waste would be collected must be off-street and level with the footway. The path between the collection point and the nearest vehicular access must have a continuous smooth surface and be free of steps or kerbs. A dropped kerb or cross-over would be required to ease the transition from pavement to street level.

4.2.4 In the case of a Eurobin, or similar wheeled waste container, the path between the container housing and chamber and the nearest vehicular access should:

- Be free of steps or kerbs (a dropped kerb may be required)
- Have a solid foundation
- Be rendered with a smooth continuous finish (a cobbled surface would be unsuitable for any type of wheeled container)
- Be level, unless the gradient falls away from the housing or chamber, in which case it should not exceed 1:14. Refer to 4.2.2 (iv) & 4.2.3 for compacted waste
- Have a minimum width of 2 metres.

4.2.5 Chute systems are not permitted as their use for dry mixed recyclables has not demonstrated the quality required of these materials for reprocessing. Please note that we do not allow chutes in any development for any stream. Automated chute systems (i.e., one chute which can be used for waste and recycling) have proved problematic; many systems have broken down, have issues with maintenance, and the changeable flap at the bottom of the system does not change quickly enough to allow effective separation of materials. Refer to the Environment Act 2021.

4.3 SKIPS

4.3.1 A protective metal floor plate should be considered, particularly where waste would be compacted, to minimise damage to the floor surface.

4.3.2 For static compactors, floor mounted guide rails would be required, to help the driver line-up the container with the compactor when it is returned to site after emptying.

4.3.3 An appropriate heavy-duty stop barrier would be required at the rear of the allocated location for a skip or portable compactor.

4.4 VEHICLE ACCESS

4.4.1 In all cases where a collection vehicle would be required to enter a site to collect waste and recyclable material the applicant must submit swept path tracking diagrams showing separate entry and exit tracks.

4.4.2 Vehicle tracking diagrams should be in the 'Auto Track' format and must include a text box giving full relevant details of the vehicle type. For a waste collection vehicle in Westminster this should indicate that the track has been plotted for a vehicle utilising rear axle steer.

4.4.3 Reference should also be made to the relevant sections of the connections policies within the City Plan (2019 - 2040).

5 DEVELOPMENTS WHERE A COMPACTOR WOULD BE REQUIRED

5.1

Compactors may be required for the following types of development. Where compactors are provided, separate provision must also be made for the storage of recyclable material, as dry mixed recyclables should not be compacted.

5.1.1 Residential

Compactors for residential developments only tend to be effective if these sites have a managed waste system with porterage.

5.1.2 Offices

Compactors are recommended for all office developments larger than 5,000m2. For offices over 15,000m2 in size a Eurobin compactor or rotary compactor would be suitable and offices larger than 20,000m2 should use a rotary compactor or portable skip compactor for residual waste.

5.1.3 Light Industrial

For units of 1,500m2 or more, or for small units where the gross combined floor space exceeds 1,500m2 a small sack compactor would be recommended.

5.1.4 Retail

The most appropriate type of compactor for units of 2,000m2 or more would be the small sack compactor. This type of compactor may also be used for small units where the gross combined floor space exceeds 2,000m2.

For major retail developments of over 5,000m2 a Eurobin compactor or rotary compactor would be suitable. Those over 10,000m2 should be provided with a rotary compactor or a portable skip compactor, and for those over 15,000m2 a larger static compactor should be considered.

5.1.5 Restaurants/ Fast Food Outlets

Compactors are required for fast food outlets with an eat-in facility and are recommended for other restaurants. A small sack compactor, or the type using wheeled containers, would be suitable for most applications, although the rotary compactor would be preferable for restaurants with potentially high output.

5.1.6 Hotels

For hotels of up to 250 bedrooms the most appropriate type of compactor would be the small bag compactor, or the type that compresses waste into Eurobin wheeled containers. For larger hotels a rotary compactor, portable skip compactor or static compactor should be considered, particularly for those with banqueting facilities.

In general, a rotary compactor using heavy duty bags would be suitable for most large developments. However, the type using modified heavy-duty Eurobins may not be suitable for some uses, particularly if heavy waste would be produced. Development Planning should be contacted for advice if a rotary compactor is considered for use in any development.

6 RECYCLING

6.1

The Council's waste strategy aims to achieve a municipal waste recycling of 45% by 2031. The waste hierarchy is at the heart of the Council's approach to managing waste. In looking at how to manage any waste, this approach firstly focuses on the scope for waste prevention, and then examines each subsequent option before disposal is considered. This is a prudent approach to waste management that is designed to minimise climate change impacts. Further information on the Westminster municipal waste strategy can be obtained through the link below. https://www.westminster.gov.uk/media/document/municipal-waste-management-strategy-2016-2031.

The Mayor of London aims to recycle 60% of London's municipal waste by 2031. All planning applications for residential properties would be required to take account of this recycling target and must incorporate adequate space for the storage of waste for recycling. The mayor has stated that 70% of commercial waste should be recycled by 2031. Applications for commercial use would need to show sufficient storage space for recycling and appropriate waste management equipment such as a cardboard baler and storage containers for glass, waste cooking oil and food where appropriate.

6.2

The Council endorses the objectives of BREEAM and its aim to persuade developers, property owners and architects to provide separate storage facilities for recyclable materials.

6.3 RESIDENTIAL DEVELOPMENTS

6.3.1 The Council currently collects several types of recyclable materials stated in Section 3.1.1. Details of suitable materials for recycling are also available online. Recycling and rubbish Westminster City Council and What goes in mixed recycling | Westminster City Council. All residential premises must have adequate provision to store these materials for recycling. The storage capacity must be at least 60% of the total volume of waste output. For single households two of the box containers shown in appendix 1 (iv) would be sufficient to store various recyclable materials in them for sorting after collection. For mansion blocks the 360-litre wheeled bin or Eurobin container of 660 or 1100 litre capacity, as shown in appendix 1 (v) & (vii), would be required. Developments of more than 10 residential dwellings should provide storage for 140 litre wheeled bins for food waste.

6.4 COMMERCIAL DEVELOPMENTS

6.4.1 The provision of space for recyclable materials in commercial developments would result in lower commercial waste collection charges, as well as providing a practical demonstration of the occupant's concern for environmental issues. Storage space should be sufficient to contain 70% of the total anticipated waste stream for recycling. This should include storage provisions for food waste in 140 and 240 litre wheeled bins. There is a legal requirement for businesses and their managing agents to separate waste and recycle in accordance with section 57 of the Environment Act 2021. Please click here for further information.

6.4.2 Glass bottles and jars can be collected for recycling by the Council, as well as licensed waste contractors. Suitable containers are detailed in appendix I (iii and iv).

6.4.3 Paper and cardboard can also be collected for recycling by the Council, as well as licensed waste contractors, in a variety of different sized containers (refer to appendix I iv & vi).

6.4.4 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 (refer to appendix II). Balers enable cardboard to be stored in an efficient and safe manner and would encourage staff to withdraw cardboard from the general waste stream. Baled cardboard, of appropriate size and weight, would be readily accepted for collection by the Council's recycling service, as well as private companies that offer a similar collection service.

7 OFF-STREET COLLECTION

7.1

In order to further reduce the environmental impact of waste being placed on the pavement for collection (a particular problem in Soho, Covent Garden, and the West End but also in other areas) buildings would be expected to have an off-street collection area at ground floor level, as required by Policy 29 in the City Plan 2019-2040. In certain locations it may be permissible for the collection area to be at basement level, provided it has direct vehicle access from the street. In most cases waste should be containerised in an enclosed store as waste collection using plastic bags placed on the street is not preferred. Containerised waste makes collection easier and prevent access of rodents, foxes and scavengers going through the waste. More importantly, it makes the pavement and the street clean and tidy.

7.2

Developments proposing off-street collection should ensure that access to the collection area or loading point are free of obstructions, especially car parking bays to accommodate easy manoeuvre of the refuse vehicle during access to and exit from the site. The loading point should be close to bin presentation area to avoid long distance dragging of bins.

7.3

Large and major developments (both residential and commercial) are encouraged to provide additional space within off-street storage for a Council street sweepers bin. This will prevent council street sweeper bins being stored on the pavement near these new developments, to improve the street scene and the aesthetic of the development.

7.4

Exceptions would be made to these requirements only if to make the provision would require structural and visual changes that are unacceptable to the Council. This particularly could apply to listed buildings or buildings in a conservation area.

7.5

In large developments the Council requires waste servicing to be accommodated on-site and off-street (this includes the collection vehicle) to protect the amenity of residents and avoid restricting the free flow of traffic.

8 PUBLIC RECYCLING SITES

8.1

Many residents are not able to store recyclables for a whole week due to a lack of suitable storage space. These sites provide an opportunity for them to recycle materials in-between doorstep collection days.

8.2

Where appropriate, in major new developments (both residential and commercial), the Council would require the provision of a public micro-recycling site, to provide additional facilities for the local community. This would need to have storage space for a minimum of four 1280 litre Eurobins to provide a small multi-material recycling centre. A good example of this is the Waitrose Development on Porchester Road, where the site provided a micro recycling facility.

8.3

Developers should not assume that a micro recycling centre located adjacent to their proposed development would be removed on commencement of works, as appropriate alternative locations may not be available. These sites are protected under core planning strategy as key infrastructure to support good operation of the city. Should a developer want an MRC (Micro Recycling Centres) to be relocated, this should be discussed with the Waste and Recycling Manager prior to submission of a planning application.

Figure 4: An Example of a Micro Recycling Centre

9 FOOD WASTE (RESIDENTIAL AND COMMERCIAL DEVELOPMENTS)

9.1

The Council offers food waste collection from residential properties. Therefore, all developments must provide storage for food waste for collection. Details of food waste collection in residential developments can be found through links below.

Food waste recycling

Kerbside

Mansion blocks

9.2

The acceptable receptacles for food waste storage in residential properties are 7L, 23L and 140L bins. The 23L and 140L outdoor food waste bins are for external use while the 7L kitchen bin is very portable and can be stored internally in the kitchen. The image of the 7L food waste kitchen bin is shown in appendix 1 (iv). The 7L caddy should always be cleaned and lined with a food waste plastic liner after being emptied for collection to prevent odour. Additionally, the lid should be closed after use to prevent rodents and odour.

9.3

The acceptable receptacles for food waste storage in commercial developments are 120L, 140L and 240L bins. Food waste must not be stored in bins larger than 240L (360L, 440L, 660L, and 1,100L bins) due to difficulties in moving those bins when stored with food waste.

9.4

In storing food waste in restaurants, food processing establishments, and hotel developments, applicants should be aware of the animal by-product and food safety regulations that governs and regulate how animal by product waste should be managed, stored, and used. A wide range of food waste would be suitable for collecting separately, including meat, fish, bones, vegetables, fruit, bread, cakes, and dairy products from the commercial developments stated above. Segregated food waste cannot be presented for collection in plastic bags on the street under any circumstances.

10 BEST WASTE MANAGEMENT PRACTISES (RECOMMENDED ACTIONS)

10.1 WASTE HIERARCHY

Although this document dealt with the last three options (recycling, recovery, and disposal) of the waste hierarchy (figure 5), applicants should apply the waste hierarchy in preventing waste in the first place and then re-using waste materials that cannot be prevented.

In residential developments, developers can make use of the waste bulky storage to exchange materials that can be re-used by other residents. An online communal group of the residents can be created to use as a platform to exchange unwanted materials that are still in good conditions. Alternatively, developers can appoint a part time waste management personnel to look through the bulky waste storage and then link with other charitable organisations that may collect those materials for re-use. Commercial developments should follow other relevant legislations such as the Waste (England and Wales) Regulations 2011 and Environment Act 2021 to embed circular economy model within their operations and businesses.

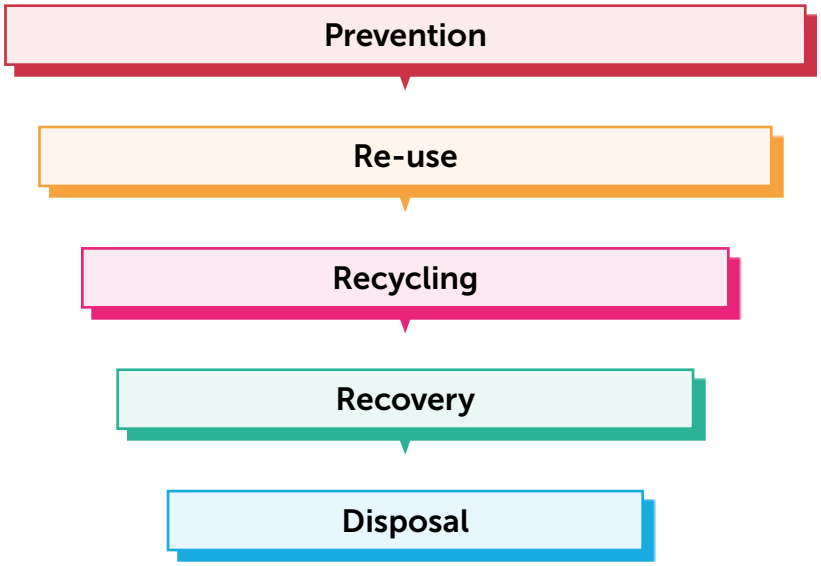


Figure 5: Waste Management Hierarchy

10.2 RECYCLING CHAMPIONS

The council already have a network of recycling champions (RC) which consist of residents who promote recycling activities within their local community. Residential developers can promote this network within their estates to encourage residents to participate in the network. This can be done by displaying notices of the RC network on notice boards within the estates. This approach will ensure higher participation in recycling activities and increase the borough recycling rate. The link for further information about the RC is available here. In commercial developments, businesses can also nominate staff to become recycling champions within each team to promote good recycling behaviours.

10.3 TENANCY AGREEMENTS

Developers and landowners of residential and commercial properties can make use of tenancy agreement as a useful tool to obligate tenants to recycle properly. Clauses in the tenancy agreements can include obligations on tenants to ensure that the recycling bins are used correctly. More importantly, induction on how to use the bin store effectively should be conducted for new occupiers. This approach will result in better management of the bin store and prevent contamination of recyclable materials. Further information on recycling service for residential properties are available through the link here. Recycling and rubbish | Westminster City Council. Businesses and commercial developments can obtain more information on sustainable waste management using this link.

- Residential developers can incorporate the following information below in the induction booklet given to new occupiers on recycling to boost their development recycling output which can be counted as a practical demonstration of their sustainability credentials. The location of the nearest public recycling sites to their development by including the link here in the induction booklet.
- Residential developers can contact the council recycling team on ReduceReuseRecycle@westminster.gov.uk for posters and leaflets as needed for residential properties.
- How to order or obtain recycling bags for residential mixed recycling can be found using the link here.
- Information about the council food waste collection system for residential properties can be through this link.

10.4 BIN STORE MANAGEMENT

Bin stores in residential developments and commercial mixed-use developments (with one bin store) should be designed to encourage residents to use them in the manner intended and place materials in the correct bins. Modern technologies such as CCTV and digital fobs, which are typically installed in new developments, could be used to achieve this purpose. These tools can be adapted to monitor the use of the bin store where a unique digital fob is given to each resident for access.

The unique digital fob should be able to record the date and time each resident is using the bin store. These data can be compared to the CCTV data to identify residents who are misusing the bin store. A gentle reminder to such residents and occupiers of their signed obligation (tenancy agreement) will influence them to use the bins better in the future.

Benefits of this proposal are:

- The system will ensure better bin store management in preventing dumping around the bins and to identify any issues that residents may be facing in using the bin stores effectively. Developers can then proactively resolve those issues before they become problematic.
- The approach will provide data on how different type of units (1bed, 2beds, 3beds) or different uses in mixed developments are generating waste in terms of usage frequency. This data can then be compared and use to plan for number of bins required in future developments or even used to design a standard for storage capacity in developments.
- The data could be used to identify and reward residents that recycle properly.
- The approach will increase greater responsibility of residents in flatted property in using communal bin areas correctly. A problem currently identified with communal bin areas is the lack of individual resident accountability which contributes towards the facility being misused.

10.5 WASTE CONSOLIDATION

- Major and large scale commercial developments, especially those within the Central Activities Zone (CAZ) should provide areas within the development that can be used as a waste consolidation point for their area. The required waste consolidations points are of two types.

1. For use of the council street sweepers to store bins and waste before collection.
2. For use by small commercial units within 0.5m radius of the major or large scale development.

- This approach will achieve the following benefits
- Prevent waste bags and bins being left on the street pending collection
- Prevent members of the public from fly tipping or littering the location of where the bins or waste are being left for collection.
- It will ensure clean streets that creates a positive impression of your local area and the borough in general to visitors and tourist.
- Prevent rodent infestation
- Prevent blockages to drains which can cause localise flooding
- Ultimately clean streets equate to a healthier and safer environment
- It will reduce the number of different waste contractor vehicles accessing Westminster on a daily basis which will improve air quality, road safety, and nuisance reduction.

11 PLANNING LEGAL AGREEMENTS

Section 106 agreements are legal agreements that are often used by Westminster City Council on major and complex applications to secure public benefits (planning obligations) from applicants that are necessary to make the proposed development acceptable. To lessen the impact of a development, planning obligations are used to secure a wide range of public benefits.

S106 agreements will typically only be necessary in relation to waste management on major and large-scale developments where the use of conditions is not adequate to control or mitigate waste management impacts arising from the development. Instances where a S106 agreement may be used to secure waste management facilities in a proposed development includes:

- If the proposed development is a major or large scale development with numerous commercial uses with potential to have more than two waste stores. A S106 agreement will be used to secure assurances that only one waste contractor will be used to service waste generated from the development. This is when it is not feasible to have one waste store due to the complexity and scale of the development.
- Where complex major or large-scale developments (both residential and commercial) may be required to employ a full-time or part-time waste management operative to coordinate and manage effectively waste generated from the development. This will ensure excellent quality of recyclable materials are captured and high recyclable output.
- To obligate developers of complex major and large-scale developments (both residential and commercial) to submit annual waste reports showing steps taken to increase recycling output and how the waste generated has been managed effectively to achieve 60% recycling rate for residential developments and 70% recycling rate for commercial developments.
- Where waste consolidation facilities, public recycling sites or other communal waste storage facilities are to be provided on the application site. A S106 agreement may be required to ensure the permanent provision of this facility and ensure ongoing public access to the communal facility.

APPENDIX 1 – STORAGE EQUIPMENT FOR RECYCLABLE MATERIAL AND RESIDUAL WASTE

i PLASTIC SACKS

These should conform to British Standard BS EN 13592: 2003.

To minimise the problem of sacks splitting leading to spillage, it is recommended that the following types of plastic sack are used as a **minimum** standard:

a. **General office use** 120 gauges (30 micron), medium density, maximum 80% recycled.

b. **Catering (hotels, restaurants etc.)** 160 gauge (40 micron), low density, maximum 80% recycled.

All plastic sacks used for waste storage should be of maximum dimensions 950mm long by 700 mm overall width (gussets extended).

ii DUSTBIN

Dustbins should conform to British Standard EN BS 5906:2005 and be of a nominal capacity of 90 litres. These would be used to store waste in plastic sacks for collection.

(90 litre capacity dustbin)	Dimensions (mm)
Height	700
Maximum external diameter	640 (including handles)

90L bin

iii KITCHEN UNDER-COUNTER STORAGE FOR RECYCLABLES

The following types of under-counter kitchen storage units are required for the storage of separated recyclable material & residual waste, which would enable waste to be sorted conveniently at source. The use of these types of storage units would significantly increase recycling rates.

These units are available in sizes to suit residential dwellings from one bed upwards.

Kitchen under-counter storage compartments

iv 7L FOOD WASTE KITCHEN BIN AND 23L KERBSIDE OUTDOOR FOOD WASTE BIN

Please line your kitchen bin with your food waste liner of choice as outlined above, and then put your food in it. Please remember to remove all packaging before putting food in your food waste bin. Please do not use black bin bags to line your kitchen bin. If you use black plastic bags your food waste recycling bin will not be collected as our crews will not be able to check if the bin is contaminated.

7L food waste kitchen bin

23L kerbside outdoor food waste bin

v CONTAINER FOR SINGLE HOUSEHOLD RECYCLABLE MATERIAL

A plastic box suitable to store recyclable material from single households is available on request from the Council. The box is supplied without a lid and if stored outside would need to be in a suitable enclosure.

Note: recyclable material from multiple households should be stored in wheeled bins (refer to v & vii).

	Space required for recycling box (mm)
Capacity (litres)	44
Width	390
Length	590
Height	290

44L recycling box

vi WHEELED BINS

These are plastic wheeled bins with two wheels and should conform to British Standard

EN BS 5906:2005. These waste containers are easy to transport and may be used as an alternative to dustbins and sacks.

Note: The 140L capacity wheeled bin would only be supplied as a container for food waste from hospitality businesses and residential developments with communal bin store.

	Space required for recycling box (mm)		
Capacity (litres)	140	240	360
Width	485	585	660
Length	550	740	880
Height	1065	1100	1100

140L, 240L, and 360L Bins

vii BULK WASTE STORAGE CONTAINERS

These unlidded waste storage containers should conform to British Standard

EN BS 5906:2005. The 940-litre container could be used for residential developments. The waste store should have the following features:

a. A suitable cover or roof.

b. At least one external wall. The walls should be constructed of impervious material.

c. A double door of minimum structural width 1.6m.

d. A water supply and a trapped gully to allow for regular cleansing.

e. Adequate lighting.

f. Means of natural ventilation (air bricks or louvers).

g. A minimum headroom of 2.2 m.

h. Sufficient space to allow access to all containers.

i. The floor surface should incorporate an integral coving to facilitate cleaning.

j. Two rubbing strips should be attached to the wall surfaces and doors to prevent scuffing (CL 0.9m and 1.3m from floor).

k. The floor must be level with the adjacent path or highway.

	Dimensions, including handles (mm)	
Capacity (litres)	770	940
Width	820	1100
Length	1100	1100
Height	1430	1430

770L Bin

940L Bin

viii EUROBINS (660, 1100 AND 1280 LITRE CAPACITY)

These are wheeled bins with four wheels and should conform to British Standard EN BS 5906:2005. They have a fixed lid, which can be supplied with a lock if required, and are suitable for residential and mixed developments and offices of up to 2,500m2 in size. Metallic bins should be utilised in developments using bins ranging from 660L to 1280L; plastic bins should be avoided as they are more susceptible to breakages and more prone to fire damage.

Several manufacturers supply Eurobins, some of which may be incompatible with the Council's waste collection vehicles. The Council prefers to supply its own bin equipment to avoid servicing issues for waste and recycling collections. It is strongly advised to liaise with the Council's Waste & Recycling Team first before any equipment is installed. The dimension of the Eurobins that would be acceptable are detailed below: Refer to (vi) for detailed requirements for the dimensions.

	Dimensions (mm)		
Capacity (litres)	660	1100	1280
Width (lid open)	1250	1260	1260
Length	720	980	985
Height	1320	1370	1430

1100L Bin

1280L Bin

ix SKIPS

These bulk storage containers may be used with or without a compactor and are available in two sizes:

a. Skip container – 10.7 cubic metres

b. Rolonof skip container – 26.8 cubic metres. Only used where waste output would be considerable, e.g., a major shopping complex. Normally combined with a static compactor.

Dimensions (m)	10.7 cu m skip		26.8 cu m skip	
	Container (mm)	Service Bay* (m)	Container (mm)	Service Bay * (m)
Width	4299	4.5	6175	7.0
Length	1753	5.8	2470	8.2
Height	1830	4.9	2470	6.0
Minimum width of entrance to service bay 5.0				

In developments where the service bay opens directly on to the street, the distance from the entrance to the rear of the service bay should be a minimum of:

i. 12.0 m for a 10.7 cu m skip *

ii. 19.0 m for a 26.8 cu m skip *

This would prevent the vehicle encroaching on to the footway when loading or unloading the skip.

(* Refer to x e) if used in conjunction with a static compactor.

10.7 cubic metres skip containers

26.8 cubic metres Rolonof skip container

x COMPACTORS

These utilise accommodation provided for waste storage to its best advantage by minimising the space required. The five main types of compactors are:

(a) Small bag compactors

These are small compactors using plastic waste sacks of 300 gauge. Such compactors are either of a cylindrical or cabinet type occupying a floor area of 1 square metre and require minimum headroom of 2.5 metres. They significantly reduce the volume of waste and can achieve a compaction ratio of up to 4:1. A bag of compacted waste may weigh up to 30kg and it would therefore be advisable to site the compactor at ground floor level near a street access. Collection of compacted waste in sacks would only be made at street level. Small compactors are not suitable for mixed developments. 240 volts 15 amp earthed socket.

(90 litre capacity dustbin)	Dimensions (mm)
Width	0.78
Length	0.98
Raised Height (Standard Model)	2.68
Raised Height (Short Model)	2.38
Power Supply	240 volts 15 amp earthed socket

Orwak in-bag compactor (small)

(b) Wheeled bin compactor

This compactor compresses waste into 660 or 1100 litre Eurobins. Adequate floor space is required (given in the table below) to allow for working space for the operator and free movement of waste containers. This type of compactor can achieve volume reductions of around 3:1 (a higher compaction ratio would result in damage to the bin's castors). It would be advisable to site the compactor at ground floor level near a street access, as collection of wheeled bins containing compacted waste is only made at street level. These compactors are not suitable for mixed developments unless fully managed.

	Dimensions (mm)
Bin Capacity (litres)	660 and 1100
Width	1.5
Length	1.9
Working Length	4.0
Height	2.5
Raised Height (Short Model)	7.2
Power Supply	240 volts 15 amp earthed socket

Note: to allow for servicing requirements, a minimum space of 1m would be required at one side of the compactor and 150mm at the opposite side.

Wheeled bin compactor

(c) Rotary compactors

This compactor utilises a heavy duty spiked rotating head, which tears, and compacts waste placed in the machine and can achieve high compaction ratios. One example of this type compacts waste into a large bag supported on a wooden pallet. A full bag has a diameter of around 1.5 m and may weigh up to 600kg.

Rotary compactors are suitable for use in hotels, offices, retail units and supermarkets, but are not recommended for mixed developments unless fully managed.

	Dimensions (m) bag type
Width	1.35
Working length	4.20 (To allow safe removal of full bag)
Max height	3.08
Power Supply	415 volts 32 amp. Three phase neutral and earth

Note: to allow for servicing requirements, a minimum space of 600 mm would be required at each side of the compactor as well as the rear.

Bergmann Rotary Compactor

Bergmann Collection

(d) Portable skip compactor

These have a capacity of 9.5 cubic metres and can achieve volume reductions of up to 4:1. They require direct access by a skip vehicle. Additional length would be required to that given below for the service bay to accommodate the collection vehicle.

These compactors are suitable for use in premises where a significant volume of waste would be produced, such as large offices, retail units and hotels as well as mixed developments.

Dimensions (m)	9.5 cu m skip compactor		27 cu m skip compactor	
	Container	Service Bay*	Container	Service Bay *
Width	1.75	4.5	2.50	5.0
Length	4.28	5.8	6.63	8.63
Height	2.34	4.9	2.75	6.0
Minimum width of entrance to service bay 4.0				
Power supply	415 volts 32-45 amps (depending on model) three phase neutral & earth. The power supply should terminate with an RCD box located within two metres of the compactor.			

Note: in developments where the service bay opens directly on to the street, the distance from the entrance to the rear of the service bay should be a minimum of:

i. 12.0 m for a 9.5 cu m skip compactor.

ii. 19 m for a 27-cu m skip compactor.

This would prevent the vehicle encroaching on to the footway when loading or unloading the skip.

Portable skip compactor

(e) Static compactor

This compactor utilises a heavy duty spiked rotating head, which tears, and compacts waste placed in the machine and can achieve high compaction ratios. One example of this type compacts waste into a large bag supported on a wooden pallet. A full bag has a diameter of around 1.5 m and may weigh up to 600kg.

Rotary compactors are suitable for use in hotels, offices, retail units and supermarkets, but are not recommended for mixed developments unless fully managed.

Dimensions (m)	10.5 cu m skip		27 cu m skip	
	Container	Service Bay*	Container	Service Bay *
Width	1.8	4.5	2.5	5.0
Length	6.6	8.0	10.2	12.2
Height	2.4	4.9	2.8	6.0
Minimum width of entrance to service bay 4.0				
Power supply	415 volts 32-45 amps (depending on model) Three phase neutral & earth.			

Note: in developments where the service bay opens directly on to the street, the distance from the entrance to the rear of the service bay should be a minimum of:

i. 14.5 m for a 10.5 cu m skip.

ii. 22.0 m for a 27-cu m skip.

This would prevent the skip vehicle encroaching on to the footway when loading or unloading the skip.

Static compactor

APPENDIX 2 – CARDBOARD BALERS

The use of a baler enables waste cardboard to be stored in an efficient and safe manner. Four types of balers are recommended for use in Westminster and are outlined below.

a TOP LOADING MINI BALER

These are small top loading balers which could be used where space is limited, and cardboard output would not be excessive. They require a floor area of 1 square metre and a minimum headroom of 2.2 metres.

b TOP LOADING BALER

These are versatile top loading balers, which are suitable for use in most restaurants and retail units. They require headroom of 2.7 metres.

c TOP LOADING TWIN CHAMBER BALING PRESS

These are efficient top loading balers, which are ideal for use in hotels, mixed retail developments and large restaurants. One advantage of this unit is that the second chamber could be loaded while the first is compacting. They require minimum headroom of 2.2 metres.

d FRONT LOADING BALING PRESS

These are efficient front-loading balers, which are ideal for use in hotels and mixed retail developments. They require minimum headroom of 2.2 metres.

Collection of baled cardboard is only made from areas that are properly accessible for the collection vehicle. A baler should therefore be located at ground floor level or in a basement with lift access to a suitable collection pint at street level. Adequate space must be provided for servicing the baler. Balers are not suitable for mixed developments unless fully managed.

Dimensions (m)	a	b	c	d
Width	0.71	0.78	1.74	1.00
Length	1.10	1.20	0.88	0.83
Working length	1.60	1.70	1.80	1.80
Height	2.20	2.70	2.20	2.20
Size of bale (plan view) mm	700x500	700x700	700x700	800x700
Weight of bale - min kg	20	30	40	60
Weight of bale - max kg	40	60	60	80
Power supply	a to c: 240 volts 15 amp earthed socket d: 415 volts 20 amp. Three phase neutral & earth.			

Cardboard baler

APPENDIX 3 – VEHICLE DIMENSIONS

i SKIP VEHICLE (TWO AXLE 18.00 TONNES GVW)

These are small top loading balers which could be used where space is limited, and cardboard output would not be excessive. They require a floor area of 1 square metre and a minimum headroom of 2.2 metres.

	Dimensions (m)
Width	2.5
Overall length – vehicle	7.1
Working length – vehicle and skip	11.0
Height – Travelling (with skip)	3.7 (min height required 4.5)
Kerb Turning Circle	14.4 Diameter
Swept Circle	17.0 Diameter
Axle weights – Front	7.0 Tonne
Axle weights – Rear	11.0 Tonne

Note: any part of a building through which a skip vehicle would pass must have a minimum clear height of 4.5 m, to allow for overhead fixtures and fittings. This must increase to 4.9 m in the service area containing the skip. The proposed service bay (refer to appendix 1 (viii) & (ix) d & e) should not have ceiling mounted services such as ductwork, sprinklers, pipes etc.

Skip Vehicle

ii WASTE COLLECTION VEHICLE

(Three Axle 21.2-26.00 tonnes GVW)

	Dimensions (m)
Width	2.5
Overall length	10.4
Height	3.8 (min height required 4.5)
Kerb Turning Circle	18.7 Diameter
Swept Circle	20.0 Diameter
Axle weights – 1st	7.1 Tonne
Axle weights – 2nd and 3rd	9.5 Tonne

Note: any part of a building through which a skip vehicle would pass must have a minimum clear height of 4.5 m, to allow for overhead fixtures and fittings. This must increase to 4.9 m in the service area containing the skip. The proposed service bay (refer to appendix 1 (viii) & (ix) d & e) should not have ceiling mounted services such as ductwork, sprinklers, pipes etc.

Waste Collection Vehicle

iii ROLONOF VEHICLE

(Four Axle 30 tonne GVW)

	Dimensions (m)
Width	2.5
Overall length vehicle	11.0
Working length - vehicle and skip	16.5
Height – travelling	4.3 (min height required 5.0)
Height - working	5.5 (min height required 6.0)
Kerb turning circle	21.4 Diameter
Swept circle	22.8 Diameter

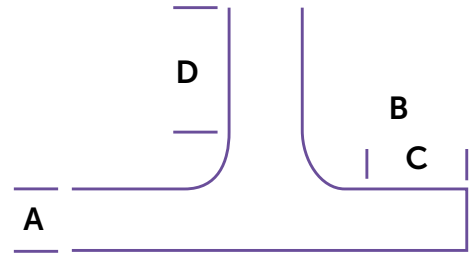
Note: any part of a building through which a Rolonof skip collection vehicle would pass must have a minimum clear height of 5.0 m, to allow for overhead fixtures and fittings. This must increase to 6.0 m in the service area containing the skip. The proposed service bay (refer to appendix 1 (viii) & (ix) d & e) should not have ceiling mounted services such as ductwork, sprinklers, pipes etc.

Rolonof vehicle

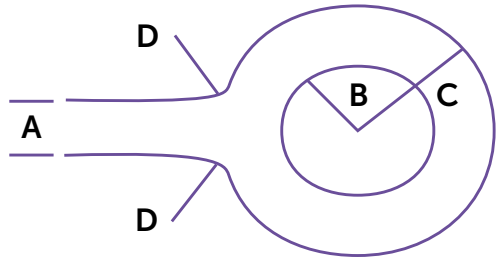
iv MINIMUM DIMENSIONS FOR TURNING AREAS

(Waste Collection Vehicle)

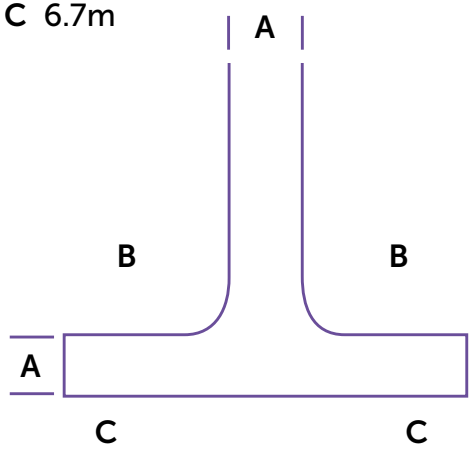
A 5.0m
B 6.0m
C 7.0m
D 5.0m
E 5.5m



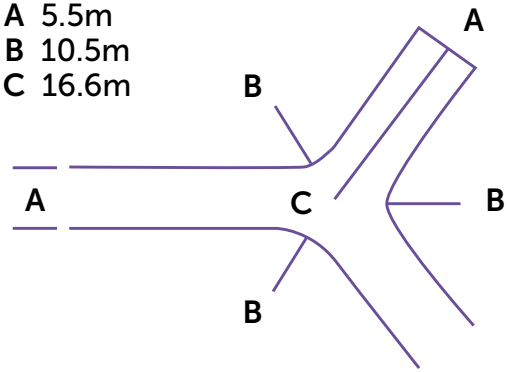
A 5.0m
B 5.75m
C 11.0m
D 6.0m



A 5.5m
B 6.0m
C 6.7m



A 5.5m
B 10.5m
C 16.6m



APPENDIX 4 – USEFUL INFORMATION

WEB ADDRESSES

commercialwaste@westminster.gov.uk
(Commercial waste contact details for collections from businesses)

www.westminster.gov.uk/commercialwaste
(Commercial waste contact details for collections from businesses)

www.london.gov.uk/sites/default/files/housing_spg_final.pdf
(GLA HMO guidance)

www.cfpa-e.eu/wpcontent/uploads/files/guidelines/CFPA_E_Guideline_No_7_2011_F.pdf
(Safe distance between waste containers and buildings)

www.bsigroup.co.uk
(British Standards Institution)

www.ciwm.co.uk
(Chartered Institution of Wastes Management)

www.defra.gov.uk/environment
(Dept. for Environment, Food & Rural Affairs)

www.environment-agency.gov.uk
(Environment Agency)

www.gov.uk/government/publications/code-for-sustainable-homes-technical-guidance

www. recyclenow.com
(useful advice & recommended icons for waste materials)

www.westminster.gov.uk/planning

www.westminster.gov.uk/recycling

www.westminster.gov.uk/wastestorage

www.wrap.org.uk

DEVELOPMENT PLANNING

North Team Email: **northplanningteam@westminster.gov.uk**

Central Team Email: **centralplanningteam@westminster.gov.uk**

South Team Email: **southplanningteam@westminster.gov.uk**

Planning, Licensing & Events Contact Centre: **020 7641 6500**

Environment Action Line: **020 7641 2000**

APPENDIX 5 – REFERENCE DOCUMENTS AND CHECKLIST

BREEAM

(Building Research Establishment Environmental Assessment Method)

a. An Environmental Assessment for New Offices

b. An Environmental Assessment for New Homes

c. Household waste: storage provision and recycling

British Standards Institution Codes and Standards

BS 4998: 1985 –
Moulded Plastic Dustbins

BS 5906: 2005 –
Waste Management in Buildings Code of Practice

BS 5395-1:2010 –
Stairs, ladders, and walkways

BS EN 840-1:2004 –
Mobile waste containers

BS EN 13592:2003 –
Plastic Sacks for Household Waste Collection

Building Regulations 2010, requirement H6, Solid waste storage.

Building Regulations 2000, requirement K1, Stairs, ladders, and ramps.

Chartered Institution of Wastes Management. Publication No.3 Advice on Storage and On-Site Treatment of Household, Commercial and Industrial Wastes

Clean Neighbourhoods & Environment Act 2005

Code for Sustainable Homes Technical Guide November 2010

Designing for Deliveries, Freight Transport Association

Environmental Protection Act 1990

London Environment Strategy 2018

The London Plan the Mayor's Spatial Development Strategy July 2011

The Manual Handling Operations Regulations 1992

Westminster's City Plan 2019-2040

London Environment Strategy

Westminster Municipal Waste Management Strategy

Greener City Action Plan

Resources and Waste Strategy 2018, (published 18 Dec 2018)

Environment Act 2021

Recycling and Waste Storage Requirements Checklist				
Residential Developments				
Waste Storage Compliance	Yes	No	Not applicable	If Yes or No, state mitigating or remedial actions proposed
Have you submitted a waste management plan or strategy for your development? If no, your application will be delayed				
Have you proposed private contractors to collect waste and recycling for residential developments? If Yes, your application will be refused. The council is the statutory waste collector for residential developments.				If Yes, your application will be refused. The council is the statutory waste collector for residential developments.
Is a waste storage provided for the proposed development?				
Is the waste storage large enough to accommodate all the bins required?				
Have you provided a communal waste storage if the units are from 5 units and above?				
Have you provided separate storage for clinical waste if the proposed development is a residential care homes or nursing home?				
Have you provided a separate waste storage for residential units if the proposed development is mixed with commercial development?				
Is the waste storage indicated on a referenced drawing?				
Have you identified the correct waste stream types?				

Recycling and Waste Storage Requirements Checklist				
Residential Developments				
Waste Storage Compliance	Yes	No	Not applicable	If Yes or No, state mitigating or remedial actions proposed
Have you provided the correct bin capacities for the different waste streams identified?				
Have you indicated and labelled all the bins and waste equipment within the waste store on the referenced drawing?				
Is the distance for the occupiers to access the waste store more than 30m?				
Will the council waste operatives have to drag 660L and 1,100L bins more than 10m from the waste store to the refuse vehicle? If yes, it will be the landowner responsibility to move the bins within 10m of the refuse vehicle loading position				
Have you included the waste route diagram in the waste management plan showing access to the waste store for use and collection of waste?				
If waste servicing will be carried within the development demise or access is through an undercroft, have you submitted a swept path analysis using the correct refuse vehicle dimensions?				
If your bin store is in the basement. Have you provided a temporary waste holding area (within site demise) on the ground floor if waste is collected on-street?				

Recycling and Waste Storage Requirements Checklist				
Residential Developments				
Waste Storage Compliance	Yes	No	Not applicable	If Yes or No, state mitigating or remedial actions proposed
Have you submitted a referenced sample drawing of the kitchen under counter waste storage system for the proposed development?				
Have you proposed chute system for your development? If yes, your application will be refused.				
Have you proposed a macerator to dispose food waste into the sewer for your development? If yes, your application will be refused.				
Have you provided a bulky waste storage for development if it is a major or large development?				
Have you provided a micro recycling facility for development if it is a large development (more than 50 units)?				

Recycling and Waste Storage Requirements Checklist				
Commercial Developments				
Waste Storage Compliance	**Yes**	**No**	**Not applicable**	**If Yes or No, state mitigating or remedial actions proposed**
Have you submitted a waste management plan or strategy for your development? If no, your application will be delayed				
Is a waste storage provided for the proposed development?				
Is the waste storage large enough to accommodate all the bins required?				
Have you provided **ONE** central waste storage for all commercial uses if your development is a mixed use development or multiple units within a single use?				
Have you provided separate storage for clinical waste if the proposed development is a clinic or hospital?				
Have you provided a **SEPARATE** waste storage for commercial units if the proposed development is mixed with residential development?				
Is the waste storage indicated on a referenced drawing?				
Have you identified the correct waste stream types?				
Have you provided the correct bin capacities for the different waste streams identified?				

Recycling and Waste Storage Requirements Checklist				
Commercial Developments				
Waste Storage Compliance	Yes	No	Not applicable	If Yes or No, state mitigating or remedial actions proposed
Have you indicated and labelled all the bins and waste equipment within the waste store on the referenced drawing?				
Will the council waste operatives have to drag 660L and 1,100L bins more than 10m from the waste store to the refuse vehicle? If yes, it will be the landowner responsibility to move the bins within 10m of the refuse vehicle loading position.				
Have you included the waste route diagram in the waste management plan showing access to the waste store for use and collection of waste?				
If your bin store is in the basement. Have you provided a temporary waste holding area (within site demise) on the ground floor if waste is collected on-street?				
If waste servicing will be carried within the development demise or access is through an undercroft, have you submitted a swept path analysis using the correct refuse vehicle dimensions?				
Have you proposed a macerator to dispose food waste into the sewer for your development? If yes, your application will be refused.				
Have you provided a micro recycling facility for development if it is a large development (more than 10,000 sqm)?				

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SW1E 6QP

Tel: 020 7641 6500

Email: wasteplanning@westminster.gov.uk

2023

FAIRER WESTMINSTER

City of Westminster