



**WASTE STORAGE AND COLLECTION
GUIDANCE FOR DOMESTIC AND
COMMERCIAL DEVELOPMENTS**

PLANNING ADVISORY NOTE

MARCH 2024

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1. INTRODUCTION

- 1.1 In January 2019, Lancaster City Council declared a Climate Emergency. In making that declaration Council Members set out a number of climate change mitigation and adaptation actions that included approaches to waste and recycling. These actions and commitments, as well as the Council's legal obligations as a local authority involve focussing on the management of waste and promoting waste management that takes into account the principles of the waste hierarchy.
- 1.2 The Local Plan, which was adopted by the Council in May 2020, plans for significant levels of growth and it is imperative that best practice is employed to ensure new development has a robust and sustainable waste management strategy. Provision of effective and efficient refuse and recycling services is a key Council operation that may come under increasing pressure if it is not given due consideration and the planning application stage which may then have subsequent knock-on effects to residents and other services.

Planning Background

- 1.3 This document represents the second edition of the Waste and Recycling Planning Advisory Note (PAN), the first edition was published in February 2015. The Council has now sought to review this approach in light of changes to policy / guidance at a national and local level, in light of practical experiences in implementing the guidance in the PAN and also to include guidance on commercial developments.
- 1.4 The document will assist all those involved in the design and management of buildings to produce waste management strategies that best facilitate the storage of waste and maximise the amount that can be sent for recycling.
- 1.5 The direction of this advisory note is based on the policies contained within the 2014 Development Management DPD (Policy DM35) and the emerging review of the Development Management DPD (Policy DM29) which is expected to be adopted in Mid-2020. It will be a material consideration that developers should be conscious of that that will be generated from their development proposal and this note provides advice, guidance and information on how these issues can be appropriately addressed and management in both domestic and commercial development.
- 1.6 The guidance provided in this note should be used from the earliest stages of building design. Adequate bin storage areas, access for collection and seeking to promote recycling are potentially difficult and costly to apply retrospectively.

Pre-Application Advice

- 1.7 Lancaster City Council, acting as the waste collection authority are happy to informally advise developers with respect to their waste management strategy at the pre-application stage, and are especially keen to encourage dialogue with regard to larger developments where impact on services is most keenly felt. Contact details can be found in Section 6 of this note.

Post Approval

- 1.8 After planning permission has been granted the developer must notify Waste and Recycling one month before a development is to be occupied. Developers should note that there is a charge for all new and replacement refuse and recycling containers which is required to be paid in full prior to deliver. Current rates can be found on the Council website. To arrangement payment and delivery

please contact the Waste and Recycling Team using the contact details provided in Section 5 of this note.

- 1.9 Developers should provide the addresses of properties where bins are to be delivered along with the number, size and type of bins being purchased for each property. An invoice address and contact details including phone number and email will be required. Delivery can be arranged to a central point on site but allocation detail of bins will still be required.

2. RESIDENTIAL HOUSING DEVELOPMENT

Storage Containers

- 2.1 All domestic properties should have, as a minimum, the following waste receptacles. The dimensions for these containers are set out in Table 1 below.

Waste Type	Refuse (Non-Recyclable)	Garden Waste	Paper & Cardboard	Glass
Container Type	Wheeled Bin	Wheeled Bin	Wheeled Bin	Wheeled Bin
Capacity (Litres)	180	240	1 x 240	1 x 240

Table 1: Domestic Waste Receptacles

- 2.2 Developers will be expected to obtain waste receptacles for domestic waste from the City Council by contacting the Waste Management Team. There is a charge for the provision of residual waste and recycling containers, the current charges are provided on the Council's website. For any queries and to arrange payment and delivery please contact the Waste Management Team on 01524 582481 or email recycling@lancaster.gov.uk.

Storage Areas

- 2.3 Containers should be accommodated within the boundary of each property and should have designated storage areas that are sensitively located and designed, taking into account the aesthetics of the area. For the benefit of design and wider visual amenity, storage areas should not be sited at the front of properties. Storage areas should be large enough to house up to 180-litre refuse bin, a 240-litre garden waste bin and two 240-litres wheeled recycling bins. The storage area capacity must bear relation to the property size.
- 2.4 Container storage areas should be in a position that makes it convenient for the householder to present them to the kerbside for collection. As per national standards, the maximum distance bins will be moved by collection crews should be no more than 15 metres for two-wheeled bins and no more than 10 metres for the larger four-wheeled containers. Storage areas should also be accessible to collection crews in order to accommodate any assistance that may be required by current and future occupants.
- 2.5 In new housing developments, storage areas should be provided that allows residents to store bins off the street outside of collection periods. If existing properties are unable to remove their bins from the street an orange sack collection may be arranged, however this should be avoided at all possible.

Bulky Waste Collection

- 2.6 The Council currently offer a chargeable collection service for the removal of bulky waste from residential properties. An area must be provided for residents to place items of bulky waste on an appointment day issued by the Council. The area provided must cover an area of approximately 10m². The area does not have to be designated solely for the purpose of bulky waste collection (e.g. a hatched area to the car park etc.) but must be clear on collection days).

Collection Points Policy

- 2.7 The Council have formally adopted a policy whereby refuse and recycling crews (and vehicles) will not be sent onto private land, private or shared driveways or private roads to collect waste and recycling containers.
- 2.8 In these circumstances residents will have to present their bins for kerbside collection immediately adjacent to the public highway at the closest point to their property. Bins should not be presented on footpaths or in a way that blocks vehicular or pedestrian access.
- 2.9 Particular regard should be given to the design of shared driveways to limit their length or the number of properties sharing the access. Also, the design, routing and length of bin-runs should be carefully planned. The use of shared bin storage locations, where residents can place their bins on collection days should also be considered, especially where the numbers of bins presented by otherwise block access or blight the visual amenity of the locality.

Waste Collections

- 2.10 Householders are required to present their waste receptacles at the kerbside on collection day and return them to their storage area as soon as reasonably possible following collection. Waste receptacles should not be presented for collection any earlier than 6pm on the day before collection.
- 2.11 Increasingly properties are occupied before other phases or stages of construction are complete. If the Council's Waste Management Team are not satisfied that the crews or vehicles can access the occupied residencies safely, a collection point must be created in a safe area to enable properties to deposit their bins / waste for collection. Failing this, the developer / applicant will have to make alternative collection arrangements or advise the householder of disposal options such as taking their waste to a Household Waste Recycling Centre.
- 2.12 Refuse collection during the construction phases of development should be discussed with the Council's Waste Management Team at an early stage, prior the occupation of any dwellings on the site. If the sites health and safety policy is not supplied by the developer / applicant then the Council reserve the right to send crews or vehicles to the recently occupied properties, areas of development under construction or the development as a whole.
- 2.13 Reversing a waste collection vehicle (RCV) is one of the most dangerous activities carried out by collection crews. Therefore, the development must be designed to allow for the RCV to operate in a forward gear only wherever possible. Adequate turning facilities, large enough to accommodate a RCV will be required, particular where the vehicle is unable to drive in a circuitous route.
- 2.14 To accommodate refuse vehicles roads should have a minimum distance of 5m. Pinch points (such as archways or gates, should give a minimum clearance of 3.7m width, and additional allowances must be given if vehicles are required to approach from an angle. Any part of a building through which a waste collection vehicle passes must have a minimum clear height of 4.5m, to allow for overhead

fixtures and fittings. Where a turning space is necessary, the road layout should permit a turning circle of 17m kerb-to-kerb, or 20.3m wall-to-wall. Any locations where the gradient of the roadway changes must be designed to allow for the overhand of lifting equipment at the back of waste collection vehicles.

- 2.15 New development and their access roads should be designed to ensure that such vehicles can be accommodated. Further details on the size of RCV's can be obtained from the Council's Waste Management Team on 01524 582481 or email recycling@lancaster.gov.uk.

3. RESIDENTIAL APARTMENT DEVELOPMENT

- 3.1 With regard to the issues around bulky waste, segregation of waste, collection point's policy the direction provided in Section 2 of this note should be considered.

Storage Containers

- 3.2 It is important that the right number / size of refuse containers is provided within any new development. Appendix B of this advisor note provides guidance on how to calculate in detail the numbers and types of bins required for apartment development.
- 3.3 General domestic waste for flats, apartment or studio developments is collected in communal containers to a maximum size of 1280 litres. Due to current operational practices the largest domestic communal recycling containers that the Council currently collect are 360 litre two-wheeled bins. Domestic recycling cannot be collected in 1100 litre or 1280 litre four-wheeled Eurobins. This should be considered when calculating space for adequate bin provision.

Storage Areas

- 3.4 The Council offers a fortnightly refuse and recycling service, storage areas should be designed to accommodate the number of containers calculated in Appendix B.
- 3.5 Where appropriate, an internal access door from the residential part of the development should be provided to allow residents internal access to the storage area. This door should be connected to the residential area by a lobby to prevent nuisance odours from entering the residence. The distance that residents will be required to travel to waste storage areas from their apartments should not exceed 30 metres in line with Building Regulations.
- 3.6 Chutes should not be included in apartment developments for either refuse or recycling as they can create problems for the segregation and storage of waste.
- 3.7 External bin stores should ideally be well illuminated so residents may continue to use the area in the evenings and feel safe doing so. Communal bin areas have been known to attract anti-social behaviour and poor design, siting and lack of lighting often contribute to this. Their location should provide natural surveillance balanced against the need for integrated screening. An area should be provided for residents to place items of domestic bulky waste for collection, this area should be approximately 10m² but does not have to be designed solely for the purpose of bulky waste but must be made clear on collection days.
- 3.8 External bin stores should, wherever possible, be provided with a covered roof to help prevent unauthorised waste being deposited and further encourage residents to recycle. Gates on external bin stores should open outward to maximise storage space and allow for unobstructed extraction of

waste containers. Signage should be provided in communal bin storage to encourage the separation of waste and maximise recycling potential.

The Segregation of Waste in Flats, Apartments and Studios

- 3.9 With regard to the development of flats, apartments, and studios, in order to encourage new occupants to recycle waste, internal storage areas should ideally be designed into each unit of a new development. This will enable occupants to segregate their waste into refuse and recyclables, and to store it temporarily until it can be transferred to external bin containers. It is highly recommended that new occupants to residential properties are supplied with the necessary container(s) for the internal segregations of waste for recycling. It is important to note that Lancaster City Council does not provide such containers. It is important to note that the Council does not provide such containers.

Waste Collection

- 3.10 Ideally bin stores should be situated where there is direct access from the public highway. Whilst bins can be collected from bin storage areas within apartment developers, rather than being placed at the kerbside for collection it should be enough room for vehicles to access and to turn around, if necessary, and bin stores should never be blocked by car parking spaces.
- 3.11 Where sites are mixed (e.g. individual housing and apartments there should be no conflict between the collection arrangements. The main principle should always be that the collection staff and vehicles do not travel on private land / roads / driveways.

4. COMMERCIAL DEVELOPMENT

Storage Containers

- 4.1 The volume of waste which is generated from commercial development is ultimately dependent on the scale and nature of the activity proposed. Again, early dialogue with the Council's Waste Management Team would be highly beneficial in exploring the level of waste storage provision required. However, in most cases there must be a storage provision for a minimum of 1,280 litres of refuse capacity.
- 4.2 Containers should be provided to maximise the amount of recyclable material that is segregated and sent for recycling. The number of containers should be maximised in order to reduce the number of collections and RCV traffic. More information about business and commercial waste can be found at <https://gov.uk/managing-your-waste-an-overview/overview>.

Storage Areas

- 4.3 Storage areas should be within the confines of the development and should allow bins to be taken off the street outside of collection periods. If existing properties are unable to remove their bins from the street an orange sack collection may be arranged with the Council, however this should be avoided wherever possible. Bins will not be provided to customers who are unable to remove them from the street.
- 4.4 Key principles for the design of commercial buildings are set out below:
- Containers should have designated external storage areas which are sensitively located and designed.

- Container storage areas should be positioned in a mutually convenient and easily accessible location for both occupants and the collection crew.
- Containers should be located away from windows and ventilators, to avoid any nuisance odours entering the premises.
- Separate storage areas for refuse and recycling should be avoided where possible. However, where there are separate storage areas for refuse and recycling, the recycling store should be the easiest to access.
- Doorways and internal walkways should be at least 1.3 metre wide should be provided within the store that allows access to each of the individual containers.

Waste Collection

- 4.5 Commercial properties have a duty of care to manage their waste responsibly and are required to arrange waste collections within a registered waste carrier. It is important to note that business rates do not cover waste collection or disposal.
- 4.6 The design of storage areas within commercial development should ensure for the safe and convenient collection of waste storage containers. Generally, access for the collection of containers should be from the adopted highway and the RCV should be able to approach to within a maximum of 8 metres of the bins store (or agreed collection location). It should be noted that collection vehicles cannot collect containers that are presented on a slope exceeding 1:12 (also the gradient of a slope that containers need to be moved should not exceed a gradient of 1:12).
- 4.7 Where land is limited to accommodate the size of the waste / storage area required (as defined in Appendix B), for example in city centre locations, then it will be for the developer to demonstrate to the Local Planning Authority that additional refuse collections are feasible before smaller areas are accepted.

Mixed Use Development

- 4.8 In the event of mixed-use development, separate stores for refuses and recycling should be provided for the commercial and residential aspects of development. No mixing of commercial waste and residential waste is permitted, the Council reserve the right to refuse to undertake domestic waste collections from non-segregated storage areas.
- 4.9 For collection rates, and to discuss any other trade waste requirements, the Council's trade waste department can be contacted on 01524 582416 or tradewaste@lancaster.gov.uk. The Council offer both general waste and recycling collections for trade.

5. FURTHER INFORMATION & CONTACTS

- 5.1 The Council, acting as the waste collection authority are happy to informally advise developers with respect to the proposals for waste and recycling facilities at the pre-application stage, and are especially keen to encourage dialogue with regard to larger development where impact on service is most keenly felt.
- 5.2 The Council also provides a co-ordinated service for developers and architects offering a 'one-stop shop' facility for proposed schemes considered as 'major' development or that may raise particularly complex issues. The Council's waste management team recommend that developers / applicants make use of this opportunity to produce cohesive strategies for waste management.

5.3 If you have any further queries in relation to the content of this Planning Advisory Note (PAN) the please contact:

- Waste and Recycling Team on 01524 582481 or recycling@lancaster.gov.uk
- Planning and Housing Policy Team on 01524 582382 or planningpolicy@lancaster.gov.uk
- Planning Admin Team on 01524 582110 or developmentcontrol@lancaster.gov.uk

APPENDIX A: GLOSSARY OF TERMS

Bulky Waste	Waste Materials too large to be disposed of in the normal waste receptacles such as fridges, furniture, mattresses and IT equipment etc.
Commercial Waste	Waste Collection Authorities (WCA) have a responsibility to arrange the collection of commercial (trade) waste if requested to by the producer, though they may charge for this service.
Dry Recyclable(s)	Material that is processed through either a materials recycling facility, mill or some other form of processor such as plastic cardboard, paper, newspaper, cans and glass.
Euro Bin	Large metal bins (66 litre, 1100 litre and 1280 litre) used primarily in commercial properties or communal waste storage areas.
Landfill	The permanent disposal of waste into the ground, by the filling of man-made voids or similar features, or the construction of landforms above ground level.
Materials Recycling Facility	A specialised plant that receives separates and prepares recyclable materials for marketing to end-user manufacturers.
Mechanical Biological Treatment	A type of waste processing facility that combines a sorting facility with a form of biological treatment such as composting or anaerobic digestion.
Municipal Waste	Waste collected by waste collection authorities, predominantly household waste but also including any trade waste collected under the WCA's Environmental Protection Act responsibilities, together with street sweepings.
Refuse Collection Vehicle (RCV)	This is the collection vehicle used for collecting waste and recycling material
Residual Waste	Waste that is collected and is unable to be recycled or processed under current arrangements.
Schedule II Properties	Properties whereby a charge may be made for the collection of waste but not the disposal as designated in Schedule II of The Controlled Waste Regulations 1992.
Waste Collection Authority (WCA)	The Council, usually a district or borough council, charged with the responsibility to collect household waste.
Waste Compactor	Permanent or semi-permanent installation comprising of a compactor with receiving chamber and a facility for attaching a removable compacted waste container.
Waste Hierarchy	A framework for securing a sustainable approach to waste management. Wherever possible, waste production should be minimised. If waste cannot be avoided then it should be re-used; after this value recovered through recycling and composting; waste to energy; and finally landfill disposal.

APPENDIX B: CONTAINERS REQUIRED FOR APARTMENT DEVELOPMENTS

WASTE TYPE		(N) NUMBER OF FLATS / APARTMENTS				
		<5	5 -20	21 - 50	51 - 99	>100
REFUSE	% OF TOTAL WASTE	60%	60%	60%	60%	60%
	V (Volume of Waste Generated)	$V = N \times 240 \times 0.6$	$V = N \times 240 \times 0.6$	$V = N \times 240 \times 0.6$	$V = N \times 240 \times 0.6$	$V = N \times 240 \times 0.6$
	EB (Eurobins Required)	$EB = V \div 1100$	$EB = V \div 1100$	$EB = V \div 1100$	$EB = V \div 1100$	$EB = V \div 1100$
	360 Ltrs (Wheeled Bins Required)	$WB = V \div 360$	$WB = V \div 360$	$WB = V \div 360$	$WB = V \div 360$	$WB = V \div 360$
	180 Ltrs (Wheeled Bins Required)	$WB = V \div 180$	N/A	N/A	N/A	N/A
PAPER & CARDBOARD	% OF TOTAL WASTE	15%	15%	15%	15%	15%
	V (Volume of Waste Generated)	$V = N \times 180 \times 0.5$	$V = N \times 180 \times 0.5$	$V = N \times 180 \times 0.5$	$V = N \times 180 \times 0.5$	$V = N \times 180 \times 0.5$
	360 Ltrs (Wheeled Bins Required)	$WB = V \div 360$	$WB = V \div 360$	$WB = V \div 360$	$WB = V \div 360$	$WB = V \div 360$
	240 Ltrs (Wheeled Bins Required)	$WB = V \div 240$	$WB = V \div 240$	N/A	N/A	N/A
PLASTICS, GLASS & CANS	% OF TOTAL WASTE	25%	25%	25%	25%	25%
	V (Volume of Waste Generated)	$V = N \times 180 \times 0.4$	$V = N \times 180 \times 0.4$	$V = N \times 180 \times 0.4$	$V = N \times 180 \times 0.4$	$V = N \times 180 \times 0.4$
	360 Ltrs (Wheeled Bins Required)	$WB = V \div 360$	$WB = V \div 360$	$WB = V \div 360$	$WB = V \div 360$	$WB = V \div 360$
	240 Ltrs (Wheeled Bins Required)	$WB = V \div 240$	$WB = V \div 240$	N/A	N/A	N/A

N = The number of apartments being built

V = Volume of Waste Generated

EB = Eurobins

WB = Wheeled Bins