

Buckinghamshire County Council

Household Recycling Centres

Appendix 2 – Waste Access and Acceptance Policy (WAAP)

April 2019



Introduction

- 1.1 The purpose of this document is to set out Buckinghamshire County Council's (BCC) approach to disposal of waste at its Household Recycling Centres (HRCs). The policy details¹ the following:
- opening days and hours;
 - permitted users of the sites;
 - access criteria, including permitted vehicles; and
 - waste electronic-permits (e-permits).
- 1.2 The appendices include further details relating to categories of waste and exemptions and restrictions.
- 1.3 The principles of this policy are to:
- Help protect the environment by promoting waste prevention and waste minimisation messages;
 - Provide cost effective facilities for disposal of waste that are sustainable (includes consideration of fly-tipping) and maximise re-use and recycling of waste;
 - Provide sustainable waste management solutions and reduce the cost of waste disposal to BCC tax payers in a cost effective manner;
- 1.4 This policy applies to waste disposal activities within the administrative boundary of Buckinghamshire County Council (excludes Milton Keynes). The four District Councils - Aylesbury Vale District Council; Chiltern District Council; South Bucks District Council; and Wycombe District Council – are Waste Collection Authorities (WCA) and have separate legal responsibilities.
- 1.5 This policy is made in accordance with the main legislative frameworks which include the following:
- The Environmental Protection Act (EPA) 1990
 - The Controlled Waste (England and Wales) Regulations (CWR) 2012
- 1.6 In addition the policy takes account of statutory and non-statutory guidance and best practice including:
- A Guide to Energy from Waste: Department for Environment Food & Rural Affairs (DEFRA, 2014)
 - Developing policy, the Council is aware that DEFRA is producing a new Resources and Waste Strategy. It is expected that waste prevention, reuse and recycling will remain a key focus.

¹ The WAAP was introduced in October 2006 and has been regularly reviewed.

1.7 Finally this policy sits alongside other Buckinghamshire policies relating to waste, as follows:

- Joint Waste Strategy for Buckinghamshire 2014-2020
- The Buckinghamshire Minerals and Waste Core Strategy Development Plan 2012 (new plan due to be adopted in early 2019)
- Buckinghamshire Waste Partnership's Enforcement Policy in respect of Fly-tipping and ancillary offences².

Context

2.1 As part of its overarching Waste Strategy and its principle of helping protect the environment by prevention and minimisation of waste, BCC seeks to prevent and reduce waste in accordance with the following waste hierarchy. BCC encourages Buckinghamshire residents to support this waste hierarchy which ranks the various waste management options in order of environmental impact. This is the basis of the Waste Management's communication plan. The waste hierarchy is based on environmental foot printing and is widely accepted by experts in the waste industry:



Figure 1 Waste Hierarchy

2.2 Prevention and minimisation - The most effective way of reducing our environmental foot print is by preventing and minimising the amount of waste we create in the first place. Residents are encouraged to do this by, for example, shopping smart and home composting.

2.3 Re-use - We can re-use many items ourselves; alternatively there are numerous re-use opportunities that exist across the County. These are good places to contact other people and organisations that may have use for unwanted items; for example, charities shops and online re-use forums. The Council has re-use shops at Aston Clinton and High Wycombe HRCs and re-use items are accepted at all BCC's

² <https://www.bucksc.gov.uk/media/4512383/flytipping-enforcement-policy-revision-jan-2016.pdf>

HRCs. HRC staff will make decisions on whether items are re-useable or not. Site staff and visitors are not authorised to sell or barter items. The only sales permitted at HRCs are those from HRC re-use shops.

- 2.4 Recycle - Many items can be recycled and the four District Councils provide a collection service for recycling materials from the residents' kerbside. The Council provides HRCs for residents to recycle items which may / may not be accepted through kerbside collection schemes. Further information can be found on the Council's website and digital 'Waste Wizard' tool which helps residents to decide what to do with different types of waste to encourage more recycling.
- 2.5 Energy recovery - The Council has invested in energy recovery through its Energy from Waste facility located at Greatmoor. The facility thermally treats up to 300,000 tonnes of residual waste per annum generating electricity into the national grid. This waste comprises of both household and commercial waste that would otherwise be disposed of in landfill sites.
- 2.6 In accordance with the principle to provide cost effective facilities for disposal of waste that are sustainable and maximise re-use and recycling of waste, BCC has taken account of its current population, geographic factors and future housing growth.
- 2.7 Buckinghamshire covers an area of around 156,000 hectares (ha). Buckinghamshire's population rose by 6,320 or 1.2 per cent in 2016 to reach 534,720 (reported in June 2017). This was the 4th highest rate of increase among the 38 Local Enterprise Partnerships (LEPs), ranking 2nd among the 27 county council areas. There are now 342 residents for every km² in Buckinghamshire, up from 306 in 2001.
- 2.8 The Council makes provision for re-use, recycling, treatment and disposal of a wide range of household wastes across its HRC network. There are also a number of voluntary and third sector organisations that provide networks for re-use of unwanted household items.
- 2.9 As the Waste Disposal Authority the Council has been making appropriate representation through emerging District Council Local Plans to provide allocations and supporting policies to develop future HRCs closely aligned to future growth areas. Once the Local Plans have been adopted by the District Councils these will cover a ten year period.
- 2.10 Long term it is recognised there is considerable proposed future growth in the north of the county. This should be a matter considered by the future Unitary Council who should be advised to plan for HRC site betterment for the medium to long term.

Statutory requirements

3.1 The Council's HRC service is provided under the EPA 1990, s.51 as follows:

(1) It shall be the duty of each waste disposal authority to arrange —
b) for places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited;

(2) The arrangements made by a waste disposal authority under subsection (1) (b) above shall be such as to secure that—

(a) each place is situated either within the area of the authority or so as to be reasonably accessible to persons resident in its area;

(b) each place is available for the deposit of waste at all reasonable times (including at least one period on the Saturday or following day of each week except a week in which the Saturday is 25th December or 1st January);

(c) each place is available for the deposit of waste free of charge by persons resident in the area;

but the arrangements may restrict the availability of specified places to specified descriptions of waste.

(3) A waste disposal authority may include in arrangements made under subsection (1) (b) above arrangements for the places provided for its area for the deposit of household waste free of charge by residents in its area to be available for the deposit of household or other controlled waste by other persons on such terms as to payment (if any) as the authority determines.

3.2 As part of its principle of reducing the cost of waste disposal to BCC tax payers, the Council has reviewed the number of HRCs that are necessary to provide to ensure they are cost effective and at a place that is reasonably accessible. In determining the number and location of sites, BCC has taken account of the following:

- drive times for residents to their nearest sites and alternatives (county-wide)
- haulage and waste transfer logistics
- cost per tonne of running each site
- possible fly tipping impacts
- estimated savings compared to other options
- visitor numbers
- future housing growth (and ability for each site to handle this growth)
- legislative compliances
- deliverability
- traffic counters
- waste tonnages & trends
- service costs
- benchmarking against other HRC services
- industry best practice
- annual Buckinghamshire HRC customer satisfaction surveys

This list is not exhaustive it provides an overview of the scope of information used to help inform the options considered and the recommendations being made.

3.3 Household waste means waste from a domestic property which is used wholly for the purpose of living accommodation, a caravan situated on a caravan site, a residential home, education premises and certain hospitals and care homes. The Controlled Waste (England and Wales) Regulations 2012 provide a definition of Household Waste and those categories that can be subject to a collection charge if collected from the property and a disposal charge if brought to a HRC. Household waste for which no disposal charge can be levied is as follows:

- Articles of household waste, including those which exceed 25kg in weight or does not fit into the receptacle provided for collection from the home;
- Garden waste;
- Dead domestic pets;
- Waste oil or grease;
- Asbestos, where this is waste from a domestic property not connected to construction or demolition works;
- Waste from premises used wholly or mainly for public meetings;
- Clinical waste and offensive waste produced at a domestic property, a caravan or a vehicle or vessel used wholly for the purposes of living accommodation;
- Waste from a residential hostel;
- Waste from a charity shop selling donated goods originating from domestic property, but only for that waste that originated from a domestic property; and
- Waste from premises occupied by a community interest company or charity or not for profit body which collects goods for re-use or waste to prepare for re-use from domestic property, but only for that waste that originated from a domestic property.

3.4 A disposal charge can be levied for the following categories of household waste:

- Waste from a charity shop selling donated goods, but only to the extent that the waste originated from a non-domestic property;
- Waste from premises occupied by a community interest company or charity or not for profit body, which collects good for re-use or waste to prepare for re-use, but only to the extent that the waste originated from non-domestic property;
- Litter and refuse collected under section 89(1)(f) of the EPA 1990;
- Waste from a residential home or land belonging to or wholly or mainly used in connection with a residential home;
- Waste from premises forming part of a university, school or other educational establishment, but subject to paragraph 4(8) of the 2012 Regulation; and
- Waste from a penal institution.

3.5 Construction and demolition waste arising from works at domestic premises constitutes industrial waste. Further details of what the Council classifies as construction and demolition waste are provided below. The Council has agreed to accept construction and demolition waste from domestic properties at its HRCs on

payment of a reasonable charge to cover the cost of dealing with and disposing of this type of waste.

3.6 Table 1 provides a non-exhaustive list of examples of the types of materials which BCC HRC will accept free of charge at HRCs, and those for which charges can be levied.

Materials which is accepted <u>free of charge</u>	Materials for which <u>charges can be levied</u>
<p>All household waste delivered by residents in the area to the site, including but not limited to:</p> <ul style="list-style-type: none"> • Small recyclables: • Cardboard; • Paper; • Cans; • Glass; • Plastic bottles; • Drinks cartons/Tetra-pak; • Textiles and shoes; • Books; • Green (garden) waste; • Metal; • Large and small electrical domestic appliances; • Hazardous household wastes: • Chemicals; • Paint; • Fridges and freezers; • Televisions and monitors (CRT); • Fluorescent tubes; • Batteries (domestic and vehicle); • Dense plastics; • Carpet; • Mattresses; • Furniture; • Black-bag waste containing general waste. 	<p>Waste resulting from construction and demolition waste :</p> <ul style="list-style-type: none"> • Fence and shed panels; • Ceramic tiles (all types); • Bathroom suites; • Doors and windows; • Fitted kitchen units; • Roofing materials including felt, guttering and tiles; • Inert material such as rubble and concrete, bricks and roof tiles; • Plaster and plasterboard; • Laminate flooring; • Wooden floorboards and skirting boards; • Asbestos resulting from construction of demolition works; • Soil from construction works, including landscaping activities; • Any other building materials; <p>Tyres</p>

Table 1 – Categories of waste which will be collected free of charge and for a charge

3.7 Clinical waste – as an alternative to disposal at an HRC, BCC has entered into an arrangement with the District Councils to collect clinical waste free of charge from domestic premises, for further details please see local District Councils website. For this reason, this waste will not be accepted at the HRCs.

3.8 Domestic Pets (for example, cats and dogs) – as an alternative to disposal at an HRC, for further details please see local District Councils website. This is the responsibility of the owner. For this reason, this waste will not be accepted at the HRCs.

Access to BCC's HRCs

- 4.1 This section details the location of BCC's HRCs and some of the user groups who may use the sites. It also describes the restrictions controlling access that apply to HRC sites. Further detail is provided in Appendix 1.
- 4.2 HRC site locations – there are up to nine HRCs located across Buckinghamshire as shown below:

Waste Collection Authority Area	Buckinghamshire County Council HRC Sites
Aylesbury Vale District Council	<p>Aston Clinton HRC College Road North, HP22 5EZ</p> <p>Rabans Lane (Aylesbury) HRC Rabans Close, Rabans Lane, HP19 8RS</p> <p>Buckingham HRC Yonder Slade, Buckingham Industrial Park, MK18 1RZ</p>
Chiltern District Council	<p>Amersham HRC London Road East, HP7 9DT</p> <p>Chesham HRC Latimer Road, HP5 1TL</p>
South Bucks District Council	<p>Beaconsfield HRC A40 London Road, Lower Pyebushes, HP9 2XB</p> <p>Burnham HRC (proposed for closure in 2019, subject to 5 month review) Crowpiece Lane, SL2 3TG</p> <p>Langley HRC Langley Park Road, SL3 6DD</p>
Wycombe District Council	<p>High Wycombe HRC High Heavens, Clay Lane, Booker, SL7 3DJ</p>

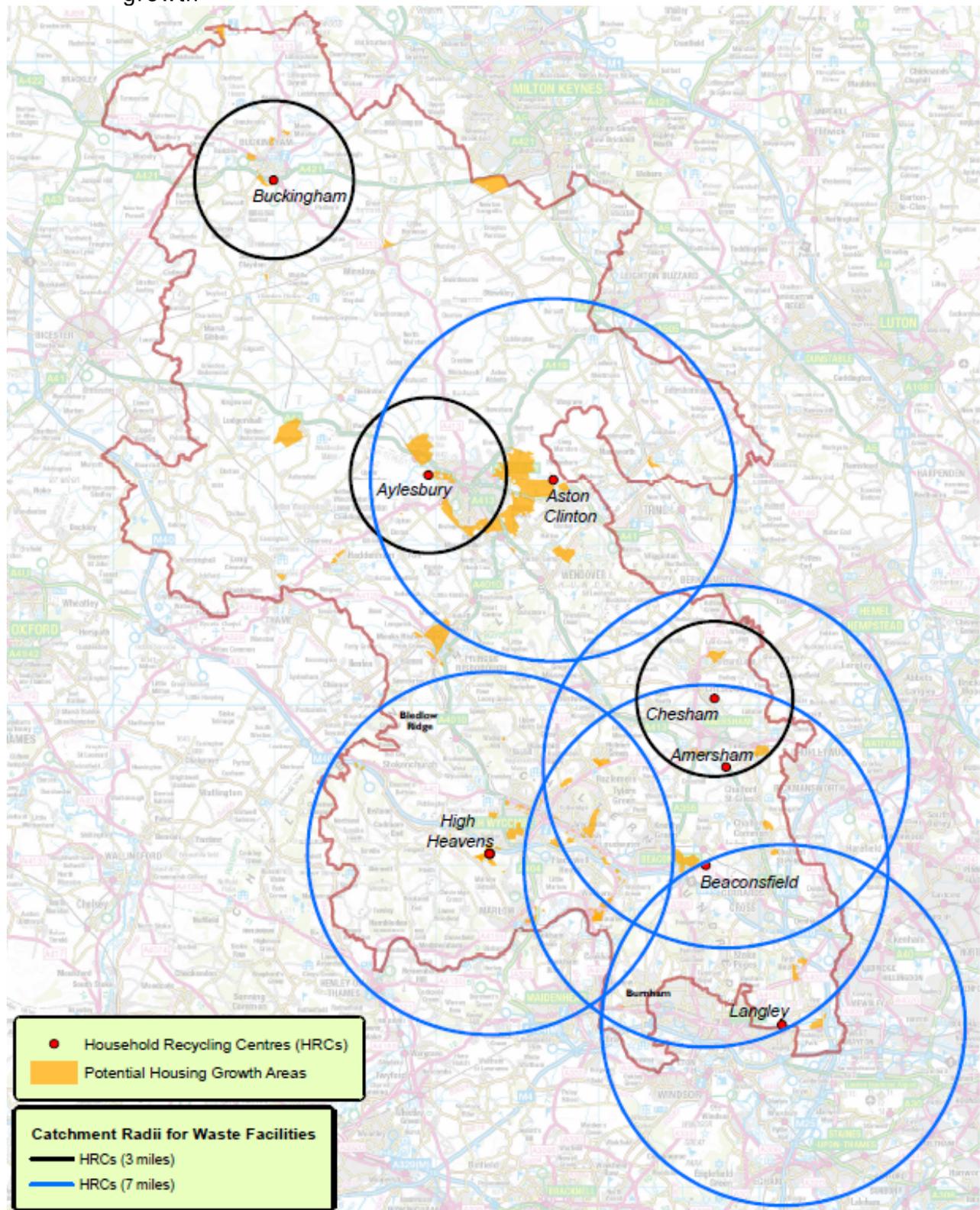
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Table 2 Locations of 9 HRC sites within Buckinghamshire

The geographical location of each HRC is show in Figure 2 below which also indicates areas of proposed housing growth and an indication of the catchment area that each HRC serves. This is spit into urban (3 mile catchment) and rural site (7 mile catchment sites).

Figure 2 An 8 site HRC network distribution model and potential future household growth



Catchment radii range is based on Waste & Resources Action Programme (WRAP) HRWC guidance [2016]

Enforcement

- 5.1 BCC HRC staff will make a decision as to whether charges should be applied or access should be refused. If the decision is that a charge should be levied, which the resident refuses to pay or the individual is not entitled to dispose of waste at the HRC, the individual must leave the site with the waste.
- 5.2 Residents can appeal an HRC staff's decision to apply charges for the disposal of Non-Household Waste or Trade Waste by writing to: Buckinghamshire County Council, Waste Management Services, County Hall, Aylesbury, HP21 1AU or email waste_strategy@buckscc.gov.uk
- 5.3 Any breach of this policy by users of BCC's HRCs will be reported to Buckinghamshire County Council, Waste Management Services, which may lead to investigation and prosecution should an offence have been committed.
- 5.4 Automatic Number Plate Recognition (ANPR) systems are installed at BCC's HRCs for the purpose of the prevention and detection of crime and information from these may be used to aid enforcement investigations. CCTV and webcams are also installed for safety, security and site monitoring.
- 5.5 Depositing waste outside of designated drop-off or disposal points / containers at any HRC may constitute an offence of fly-tipping and will be investigated by Buckinghamshire County Council, Waste Management Services for prosecution. Further details on fly-tipping can be found on the BCC website³.

Declaration

- 6.1 HRCs will continue to operate a system whereby they may ask any user to complete a Declaration Form. By completing the form the user confirms that the waste is from their own home and not related to a trade or business activity.
- 6.2 The information recorded on the Declaration Forms will be passed to the Council's Waste Management Services to review and investigate any suspected misuse and further action may be undertaken.

Records and Data Protection Act

- 7 The Council collects personal data as part of its e-permit scheme and through the operation of ANPRs systems at HRCs. The Council will use this information to review site usage and ensure compliance with this policy. Details may also be shared with the Environment Agency and other law enforcement agencies for the purpose of carrying out a statutory function or prevention or detection of crime.

³ <http://www.buckscc.gov.uk/fly-tipping>

Compliments and Complaints

- 8.1 BCC and our partners continue to aspire to keeping Buckinghamshire thriving and attractive; hence we are always seeking new ways of improving customer experience through customer compliments, comments or complaints.
- 8.2 We will investigate complaints and acknowledge compliments and comments.
- 8.3 Contact details are provided on information boards at each HRC site and details of the formal complaints process is published on the BCC website⁴.

⁴ <http://www.buckscc.gov.uk/about-your-council/contact-us/feedback-and-complaints/>

Appendix 1 – Details of HRCs operations

1. HRC Opening Hours and Days

- 1.1 Buckinghamshire HRCs are open 7 days a week, except Christmas Day, Boxing Day and New Year's Day, with the exception of the Rabans Lane (Aylesbury), Burnham⁵ and Chesham HRCs, which are closed on Wednesday and Thursday each week.
- 1.2 Access to HRCs for all users and visitors is only permitted during opening days and hours.
- 1.3 Site opening hours in the summer (1st April - 30th September) are between 9:00am and 6:00pm and in the winter (1st October - 31st March) are between 9:00am and 4:00pm, with the exception of the Rabans Lane (Aylesbury), Burnham² and Chesham HRCs, which are closed on Wednesday and Thursday each week.
- 1.4 Site opening days and times are published on the BCC website⁶, site notices, site boards and contained in on-site literature.
- 1.5 BCC's HRCs have webcams installed at all sites, this allows customers to plan their visit to our sites using real-time information and see how busy the sites are⁶.
- 1.6 Users will be asked to leave the site by closing time and will be advised 10 minutes before closing as they enter the site.
- 1.7 HRCs may close in exceptional circumstances, such as severe weather, essential maintenance and unplanned / emergency events.

2. Buckinghamshire HRC Users

- 2.1 HRCs within Buckinghamshire are primarily provided for BCC residents to dispose of household waste. BCC will permit disposal of prescribed other types of waste, subject to payment of a charge. Details of the charges levied are set out below.
- 2.2 Landlords should note that waste produced from properties that are rented out and disposed of, by or on behalf of the landlord, is classed as commercial waste and, as such, must be disposed of through a legitimate commercial waste collection/disposal provider and charges are applicable.

3. District, Town and Parish Councils

- 3.1 District Councils work in partnership with the County Council and share local responsibilities with the County Council. As such, District Councils will have access to designated HRCs to deposit specific waste types. These arrangements will be agreed in advance with the Council. All other site access and material restrictions will apply.

⁵ Burnham HRC to close permanently on an indicative date of 31st August 2019 following a financial appraisal on the other savings implemented from 1st April 2019.

⁶ <https://www.buckscc.gov.uk/services/waste-and-recycling/household-recycling-centres/>

- 3.2 Town and Parish Councils will have access to designated HRCs to deposit specific waste types. These arrangements will be agreed in advance with BCC. All other site access and material restrictions will apply.

4. Charity and other voluntary / non-registered organisations

- 4.1 All charities wishing to use BCC's HRCs for the first time must be registered as licensed waste carriers prior to accessing any BCC HRC. Registration requirements can be viewed online⁷ or by calling the Environment Agency (England) helpline on 03708 506506.
- 4.2 Charities must show their waste carriers licence or exemption (as applicable) when disposing of waste at BCC's HRCs.
- 4.3 Charities will be required to apply for a permit via the BCC web portal.
- 4.4 Charities will have to enter into an agreement with BCC prior to using the HRCs. In order to use the HRC, the charity must be located in Buckinghamshire, use will be limited to household waste items and charges will be applied for construction and demolition and other waste types. See table 3.

5. Non-Buckinghamshire household

- 5.1 It is recognised that in most cases residents will use HRCs that are closer to their household; hence there will be some cross-border use of HRCs.
- 5.2 BCC may set up Service Level Agreements with neighbouring authorities for cross-border access to ensure the costs of provision of the HRC is shared fairly. Whether there is an agreement or not, Non-BCC residents will be subject to the same restrictions and charges as BCC residents.
- 5.3 Where a Service Level Agreement does not exist with neighbouring authorities, those out-of-county householders maybe refused access and charges may be levied.

6. Traders / Commercial users

- 6.1 BCC does not have a duty to accept waste from commercial sources and/ or traders, hence all waste deposits from trade activities will be chargeable. A pricing schedule for specific trade waste streams is set out in Appendix 3 (Table 2).
- 6.2 Traders, for the purpose of this policy, are people or organisations who engage in any kind of commercial business.

⁷ <https://www.gov.uk/waste-carrier-or-broker-registration>

- 6.3 All traders must be registered as licensed waste carriers prior to accessing BCC HRCs. Registration requirements can be viewed online⁸ or by calling 03708 506 506. Details of charges can be found on the BCC website⁹.
- 6.4 For the purpose of Section 34 of EPA 1990 Duty of Care; traders are required to fully describe and accurately declare the nature of all waste being deposited, and show their waste carriers licence at the HRCs prior to accessing BCC HRCs.
- 6.5 Traders are required to comply with their own Duty of Care and pay for all waste deposited according to the published charging scheme. Traders must self-separate and deposit waste into the relevant containers for re-use, recycling, treatment or disposal. BCC HRCs reserve the right to refuse entry and/or recover additional costs should this duty not be fulfilled.
- 6.6 Traders are only permitted access to use the chargeable Trade Waste Service which is provided at the following HRCs: Aston Clinton; Rabans Lane (Aylesbury); Beaconsfield; High Wycombe; and Amersham. Only these sites have the necessary legal compliances in place. Vehicle size limit is up to 7.5 tonne due to site capacity considerations. HRC staff complete and provide Duty of Care documents to traders using the chargeable Trade Waste Service.
- 6.7 In order to manage traffic at our HRCs traders will normally be permitted to visit HRCs Monday to Friday only. This will be subject to regular review and change as required. The Council reserves the right to refuse entry to traders at peak times and other instances in the interest of householders.
- 6.8 Certain wastes are not accepted from traders and these include air conditioning units, lead acid (vehicle) batteries, chemicals, commercial fridges/freezers, commercial fridge-freezers, computer monitors, fluorescent tube lights, gas bottles, oil, TVs and tyres.
- 6.9 Cash and cheque payments are not accepted at any of BCC's HRCs. Charges are reviewed annually or as needed including in line with legislation. Trade Waste Service charges are available on Trade Waste Service sites and published on BCC's website: <https://www.buckscc.gov.uk/services/waste-and-recycling/commercial-waste/trade-waste-charges/>

7. Vehicular Access Criteria

- 7.1 BCC requires residents to obtain an e-permit (which is free of charge) in advance when certain vehicles are to be used to dispose of waste. This ensures that BCC can monitor the amount of household waste deposited by residents and identify any potential abuse by individuals who are running commercial businesses. All HRCs are fitted with Automatic Number Plate Recognition (ANPR) devices which will be used to monitor vehicle movements to help assess whether there is any exploitation and unusual frequency of visits by the same vehicle to the HRC network.

⁸ <https://www.gov.uk/waste-carrier-or-broker-registration>

⁹ <http://www.buckscc.gov.uk/environment/waste,-recycling-and-treatment/household-waste-and-recycling-centres/commercial-waste/>

- 7.2 Access to HRCs is limited to cars, small trailers and vans. Due to site capacity, vehicles with trailers larger than 1.2m x 1.8m may only visit the following HRCs: Rabans Lane (Aylesbury); Amersham; Aston Clinton; and High Wycombe.
- 7.3 Any householder may deposit their own household waste at a HRC in a car, including 4x4s, SUV and MPVs with or without a single axle trailer (maximum trailer size 1.2m long x 0.9m wide, up to 60cm high with a cover and excluding tow bar). No e-permit is required.
- 7.4 Any householder may bring their own household waste to a HRC in a commercial vehicle, provided the vehicle has no more than four wheels. An e-permit is required when a householder uses a commercial vehicle to deposit household waste.
- 7.4.1 A commercial vehicle is defined as a van, pick up, minibus (with 8-11 seats), flat back or similar, which have no more than 4 wheels.
- 7.5 Any householder may bring their own household waste to a HRC using a vehicle detailed in a commercial vehicle as defined above WITH a single or twin axle trailer (maximum trailer size 1.8m long x 1.2m wide, up to 60cm high with a cover and excluding tow bar). An e-permit is required.
- 7.5.1 Any householder may bring their own household waste to the Rabans Lane (Aylesbury), Beaconsfield and High Wycombe HRCs ONLY when using a commercial vehicle as defined above WITH single or twin axle trailer (trailer size between 1.2 - 2.4m long x 1.2 – 1.8m wide, up to 60cm high with a cover and excluding tow bar). An e-permit will be required.
- 7.6 Any other type of vehicle not covered above will not be permitted access into HRCs.
- 7.7 Any householder can only enter sites to deposit waste on foot if they have a valid e-Permit. Householders may not park outside sites and walk in.
- 7.8 All children under the age of 12 and pets must remain in the vehicle when visiting a HRC. Children under the age of 17 should be accompanied by a responsible adult, who should supervise them at all times.

8. Banned Vehicles

- 8.1 For commercial waste, safety, site size and capacity reasons some vehicles are not allowed into any BCC HRCs. The following vehicles will not be permitted access to any BCC HRCs:
- Any vehicle carrying trade waste, unless paying to use a BCC Trade waste HRC
 - Any vehicle with more than 4 wheels unless at a BCC Trade waste HRC
 - Any vehicle weighing more than 7.5 tonnes
 - Any trailer larger than 2.4m long x 1.8m wide
 - Any vehicle with a tipper or tipping tail lift mechanism
 - Horseboxes
 - Tractors

9. Chargeable construction and demolition waste and other non-household waste

- 9.1 Chargeable construction and demolition wastes includes asbestos, plasterboard, ceramic tiles, soil and hardcore and wood waste derived from construction and demolition activities, including but not limited to, internal and external doors, kitchen units and worktops, windows, laminate flooring and floorboards, door frames, garden sheds, fence panels and posts, outbuildings and any construction wood waste. Charges also apply to disposal of tyres.
- 9.2 No cash payments will only be accepted, only debit/credit card or pre-payment cards (for example <https://www.payzone.co.uk/consumers/>).
- 9.3 Appendix 3 details the pricing schedule for construction and demolition waste and sets out the charges for the construction and demolition type waste and non-household waste – charges to be reviewed as a minimum annually or due to changes in legislation. Due care and consideration has been undertaken and acting in good faith.

10. Waste Electronic-Permits (e-permits)

- 10.1 The permit scheme was introduced as the Council recognises that some householders may wish to use commercial type vehicles to bring in household waste.
- 10.2 The scheme does monitor commercial vehicles onsite and excessive waste quantities being delivered.
- 10.3 'E-permit' means an electronic permit, which must be obtained from the Council before visiting an HRC.
- 10.4 E-permits will be provided at no cost.
- 10.5 When requesting an e-permit, users must state the types and quantities of waste they will bring to an HRC.
- 10.6 E-permits will be sent electronically to the user in the form of an email containing a QR code. This QR code must be presented to HRC site staff (either in electronic or paper format) for validation.
- 10.7 For validation purposes users are required to show their e-permit to site staff on entry to HRCs.
- 10.8 Without a valid e-permit users will be refused entry to site.
- 10.9 Should users who have already been refused entry continue to attempt to enter the site to deposit their waste, site staff will record and pass their details to the BCC Enforcement team for investigation.

- 10.10 To ensure traffic flow at HRCs is as quick as possible, e-permit applications must be completed online¹⁰ prior to attending the site.
- 10.11 E-permit applications can be made at any time of the day.
- 10.12 Householders who do not have internet access can apply for an e-permit using the internet facilities available at their local library or by phoning the BCC contact centre on 01296 395000.
- 10.13 The contact centre is open Monday-Thursday 9:00am-5:30pm and Friday 9:00am-5:00pm, excluding Bank Holidays.
- 10.14 Households wishing to apply for an e-permit will need to create an account using their personal information. Once an account has been created, householders will be able to apply for subsequent e-permits by logging into their waste permit account and requesting the relevant e-permit.
- 10.15 The e-permit service is not available to traders (see point 6 for details of the BCC chargeable Trade Waste Service).

11. Types of e-permit

- 11.1 There are four types of e-permit which users (excluding traders) may apply for:
- General Household waste e-permit
 - Non-Household waste e-permit
 - Recycling waste e-permit
 - Asbestos waste e-permit

¹⁰ <http://www.buckscc.gov.uk/environment/waste,-recycling-and-treatment/household-waste-and-recycling-centres/waste-permit-scheme/>

E-permit type	Waste types (including, but not limited to)	When required	E-permit validity
General Household	Non-recyclable waste such as black sacks (containing small amounts of excess household waste), carpets, mattresses, beds and sofas.	Households and Charities: when using any vehicle detailed in vehicular access section above.	Valid for 31 days (1 st application), then 90 days (subsequent applications).
Non-Household Waste	Non- Household waste including waste generated from construction and demolition works, such as hard-core, rubble, soil, sand, fitted wooden furniture (i.e. doors, kitchen and bathrooms), radiators. See sub-policy 9 for more details.	Households: when using any vehicle detailed in vehicular access section above. Charges will apply for certain wastes that fall into this category Not available for Charities.	Valid for 31 days from date of issue.
Recycling	Green waste, wood, paper, cardboard, fridges, freezers, TVs and computer monitors. See Sub-Policy 4 for more details. NOTE: Limit of 2 items per year for fridges, freezers, TVs and computer monitors.	Households: when using any vehicle detailed in vehicular access section above. Not available for Charities.	Valid for 31 days (1 st application), then 90 days (subsequent applications).
Asbestos	Asbestos in connection with construction and demolition works. See Appendix 2 for more details.	Households: whenever asbestos is presented. Not available for Charities. Charges will apply for this type of waste.	Valid for 12 months, with maximum of 3 visits. Only available at Amersham, Aston Clinton, Rabans Lane (Aylesbury), Beaconsfield, High Wycombe and Langley HRCs.

Table 4 e-permit summary

Appendix 2 – Waste exemptions and restrictions

1. Waste Acceptance Criteria

1.1. Buckinghamshire HRCs accepts a wide variety of waste categories. This appendix details categories of waste not accepted at HRCs:

- Clinical and offensive waste. Please see the alternative list (below).
- Carcasses (including domestic pets) and faeces. However quantities of animal bedding equivalent to 1-2 bags per week are permitted from small domestic pets where this is double bagged.
- Hazardous waste – see Hazardous Waste list (below).
- Un-sectioned trees that cannot be easily lifted by customers or site staff.
- Flammable liquids and explosives (e.g. petrol/fireworks/ammunition).
- Commercial vehicle tyres.
- Other waste that poses a risk to health or property – staff at the HRC have a right to refuse any waste that falls into this category
- Trade waste, except brought by a licensed waste carrier. Residents have a legal duty of care to ensure that anyone who collected waste from their property is legally authorised to take, transport and dispose of it safely.

2. Alternative disposal arrangements of waste not accepted or for which a charge is levied

2.1 Residents are encouraged to explore alternative arrangements for disposal of excess waste arising from undertaking refurbishments within their home, such as:

- Reuse items where possible, for example freecycle, eBay, Shpock, Gumtree, etc.
- Hiring a skip
- Using a 'waste bag' service available at DIY stores
- Using a private waste or recycling facility
- Employing a waste contractor
- Using a BCC Trade Waste Service facility

3. Hazardous Waste:

3.1 There are some types of waste which could put human health or the environment at risk because of their chemical or biological nature.

3.2 BCC accepts this waste so long as it is in accordance with normal household use. For this reason, the amount of waste deposited may be monitored.

3.3 For the purpose of this policy, hazardous waste includes, but is not limited to: chemicals (e.g. garden chemicals and oil based paints), bonded asbestos, fluorescent tubes, ovens, hobs and LPG cylinders.

3.4 The following annual limitations apply to hazardous waste to keep it in line with normal household use: 4 fluorescent tubes, 2 car batteries, 10 litres engine oil, 5 litres chemicals and 2 LPG cylinders.

4. Asbestos:

4.1 HRCs will accept household items which contain asbestos, subject to the amount of items coming within normal household use. A permit is required, which is free of charge.

4.2 Charges will be applied for the disposal of construction and demolition associated asbestos waste.

4.3 Householders must make alternative arrangements to dispose of quantities in excess of the limits.

4.4 Asbestos must be removed by specialist asbestos removal and disposal contractors. These can be found in the local telephone directory, online or by contacting members of the Asbestos Removal Contractors Association.

4.5 Only certain HRC sites are licensed to accept asbestos waste. These are Amersham, Aston Clinton, Rabans Lane (Aylesbury), Beaconsfield, High Wycombe and Langley.

4.6 Charities and Traders wishing to dispose of asbestos can make use of the chargeable disposal arrangements as listed in specific HRCs as set out in point "4.5" above.

Appendix 3 – Pricing schedule for construction and demolition waste and for trade waste

Item	Price
Hardcore & Soil per bag*	
Concrete, bricks, rubble, stones & any other building materials	£2.50
Soil	£2.50
Ceramic tiles	£2.50
Bathroom Suites	
Bath	£5.00
Toilet pan or cistern	£10.00
Wash basin or kitchen sink	£2.50
Shower door or shower tray	£10.00
Kitchens	
Kitchen work top	£7.50/m
Kitchen unit (with door) (wall or floor)	£5.00
Door or window (including panes of glass)	£10.00
Wood	
Wood from construction/demolition - 2m x 1m	£10.00
External door	£10.00
Internal door	£2.50
Fence/shed panel	£2.50
Roofing Materials	
3m length of guttering or drain pipe	£2.50
Roof felt tiles or sections of roof felt – smaller than 1.5m x1.5m	£2.50
Roll of roof felt up to 3mx5m	£2.50
Other	
Asbestos	
Asbestos sheet per 1m x 1m	£3.50m ²
Plaster/plasterboard per bag	£6.00
Plasterboard sheet up to 2m x 1m	£7
Car or motorcycle tyre	£4

Table 1 Construction and demolition waste

*A bag is 25 litres with a weight of 10kg or equivalent volume of loose material. Part bags will be charged as per whole. Other construction & demolition items may be liable to be charged at a similar rate as stated in the table, in line with current legislation. Prices will form part of implementation proposals and officer delegations. Prices will also be reviewed annually and in line with legislation changes. The prices will be published on BCC website and available across the HRC sites.

Please note that this is not an exhaustive list.

Waste	Weight	ex VAT	in VAT (20%)
Trade Waste - General waste	up to 250k	£47.96	£57.55
	251k to 600k	£86.58	£103.90
	over 600k (per tonne)	£144.30	£173.16
Trade Waste - Clean mixed recyclables	up to 250k	£36.05	£43.26
	251k to 750k	£65.92	£79.10
	over 750k (per tonne)	£88.58	£106.30
Trade Waste - Clean Green Waste	up to 250k	£30.59	£36.71
	251k to 750k	£57.17	£68.60
	over 750k (per tonne)	£76.22	£91.46
Accept Non- commercial fridge freezers	per item	£25.75	£30.90

Table 2 Pricing table for other trade waste streams

Table 2 prices will also be reviewed annually and in line with legislation changes. The prices will be published on BCC website and available across the HRC sites.