

Buckinghamshire County Council

Household Recycling Centres

Waste Access and Acceptance Policy (WAAP)

(post Cabinet decision updated and finalised – March 2019)

Effective from: 1st April 2019



1. Introduction

- 1.1 The purpose of this document is to set out Buckinghamshire County Council's (the Council) approach to the disposal of waste at its Household Recycling Centres (HRCs). This 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 appendixes include further details relating to categories of waste, exemptions, restrictions and charging scheme.
- 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 the re-use and recycling of waste;
 - Provide sustainable waste management solutions in a cost effective manner for BCC tax payers.
- 1.4 This policy applies to waste disposal activities within the administrative boundary of Buckinghamshire County Council (which 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 this 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)
 - Our Waste, Our Resources: A Strategy for England: Department for Environment Food & Rural Affairs (DEFRA, 2018)
- 1.7 Finally this policy sits alongside other Buckinghamshire policies relating to waste, as follows:
- Joint Waste Strategy for Buckinghamshire 2014-2020².

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

² <https://www.recycleforbuckinghamshire.co.uk/media/1691/joint-waste-strategy-2014-20.pdf>

- The Buckinghamshire Minerals and Waste Core Strategy Development Plan 2012 (new plan is out for consultation and due to be adopted in late 2019)³.
- Buckinghamshire Waste Partnership's Enforcement Policy in respect of Fly-tipping and ancillary offences⁴.

2. Context

2.1 As part of its overarching Waste Strategy and its principle of helping to protect the environment by prevention and minimisation of waste, the Council seeks to prevent and reduce waste in accordance with the following waste hierarchy. The Council 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, it sits within the wider circular economy approach to managing resources 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 footprint 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, charity 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 of the Council's HRCs. HRC staff will make decisions on whether items are re-useable or

³ <https://www.buckscc.gov.uk/services/environment/planning/minerals-and-waste-local-plan/new-local-plan-proposed-modifications/>

⁴ <https://www.buckscc.gov.uk/media/4512383/flytipping-enforcement-policy-revision-jan-2016.pdf>

not. Site staff and visitors are not authorised to sell or barter. 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 website⁵ and digital 'Waste Wizard' tool⁶ 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 at Greatmoor. The facility thermally treats up to 300,000 tonnes of residual waste per annum generating electricity transferred 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, the Council has taken in to account 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 waste 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 (WDA) 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 In the long term it is recognised there is planned to be considerable 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.

⁵ <https://www.buckscc.gov.uk/services/waste-and-recycling/>

⁶ <http://www.recycleforbucks.uk/recycle-in-your-area/>

3. 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 Buckinghamshire tax payers, the Council has reviewed the number of HRCs that are necessary to ensure they are cost effective and at a place that is reasonably accessible. In determining the number and location of sites, the Council 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 decisions taken.

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 the Council will accept free of charge at HRCs, and those for which charges can be levied.

Materials which are 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, 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>Other:</p> <ul style="list-style-type: none"> • Tyres

Table 1 – Categories of waste which will/will not be accepted free of charge

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

4. Access to THE COUNCIL's HRCs

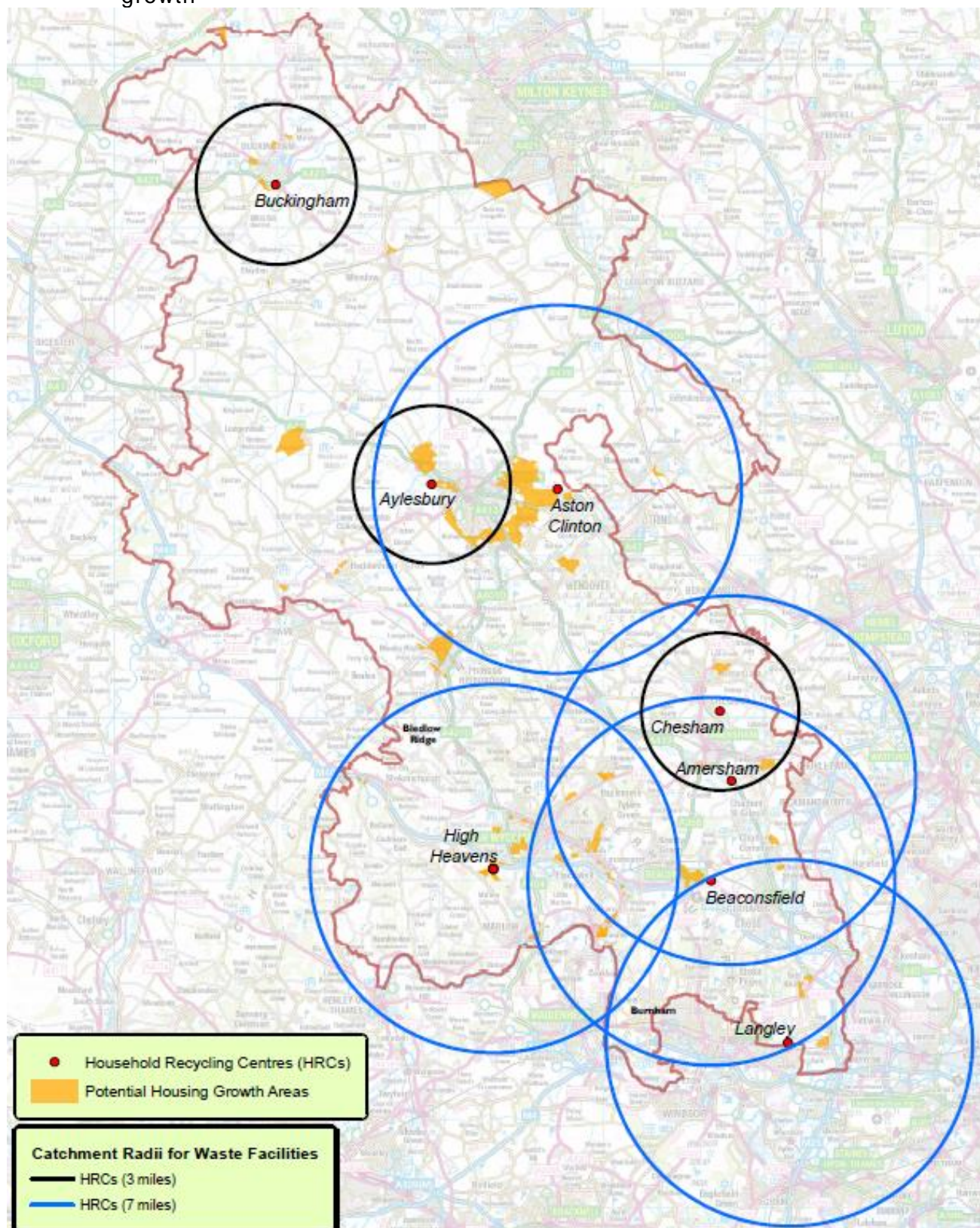
- 4.1 This section details the location of the Council's HRCs and some of the user groups who may use the sites. It also describes the restrictions controlling access that apply to HRC sites. Further detail is provided in Appendix A.
- 4.2 HRC site locations – there are nine HRCs located across Buckinghamshire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

Table 2 Locations of 9 HRC sites within Buckinghamshire

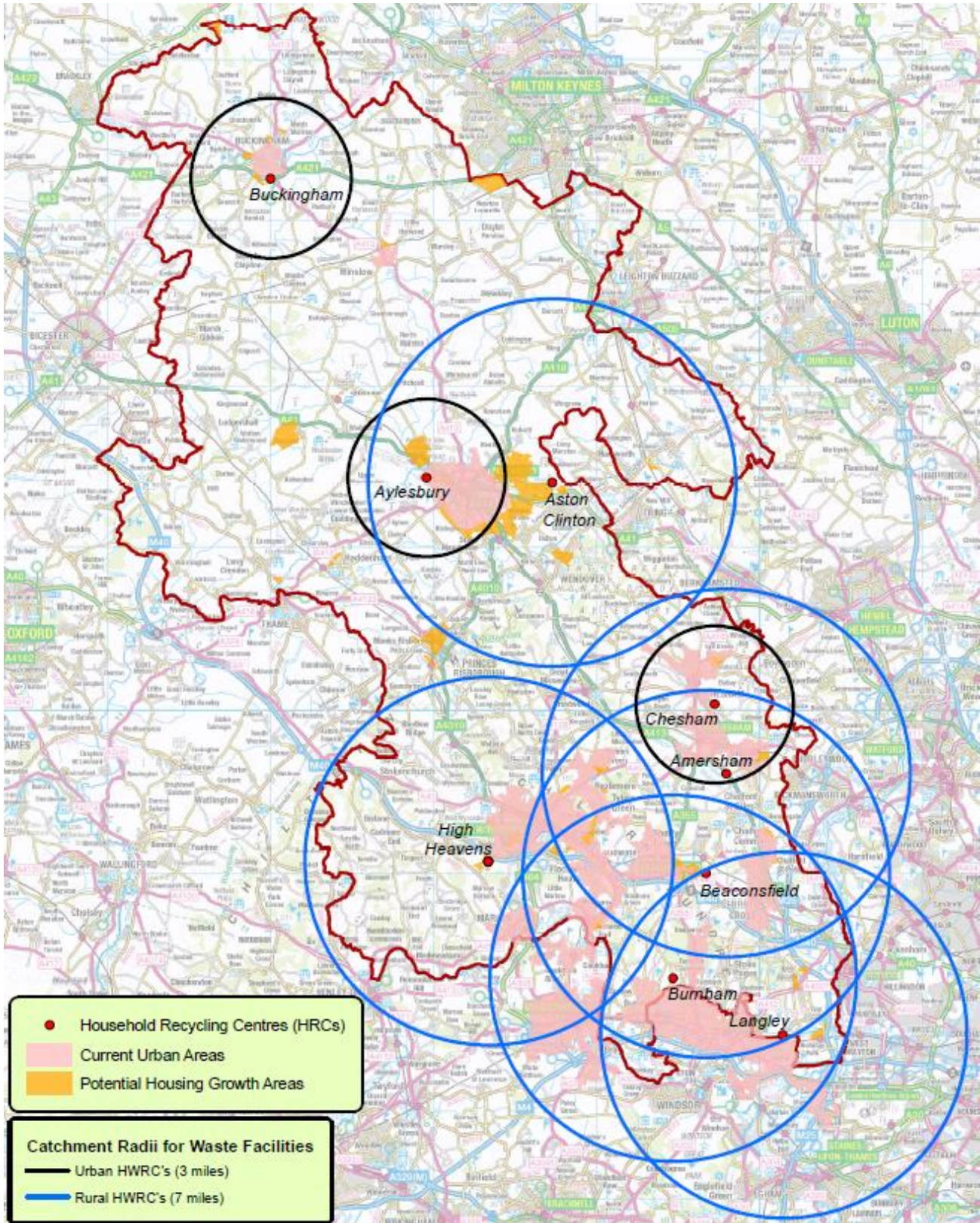
The geographical location of each HRC is shown in Figure 2 and 3 below which also indicates areas of proposed housing growth and an indication of the catchment area that each HRC serves. This is split into urban (3 mile catchment) and rural (7 mile catchment) sites.

Figure 2 A eight site HRC network distribution model and potential future household growth



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

Figure 3 A nine site HRC network distribution model and potential future household growth



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

5. Enforcement

- 5.1 The HRC staff will make a decision as to whether charges⁷ 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 All HRC staff will receive bespoke training relating to this policy, with a particular focus on the areas around charging for non-household waste. This will support a consistent application of working practices across all the HRC sites. Training of staff will be refreshed and updated at regular intervals as appropriate.
- 5.3 Residents can appeal a 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 emailing *waste_strategy@buckscc.gov.uk*
- 5.4 Any breach of this policy by users of the Council's HRCs will be reported to Buckinghamshire County Council, Waste Management Services, which may lead to investigation and prosecution should an offence deem to have been committed.
- 5.5 Automatic Number Plate Recognition (ANPR) systems are installed at the Council's HRCs for the purpose of the prevention and detection of crime. Information obtained from these may be used to aid enforcement agencies in their investigations. CCTV and webcams are also installed for safety, security and site monitoring.
- 5.6 The Council **will not** refund non-household waste charges if it believes that the charges have been correctly applied by HRC staff.
- 5.7 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 possible prosecution. The approach to enforcing fly-tipping or related offences will follow that as set out in the Buckinghamshire Waste Partnership's Enforcement Policy in respect of Fly tipping and ancillary offences. Further details on fly-tipping can be found on the Council website⁸.

6. 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. Charges for disposal of non-household waste will still apply.

⁷ <https://www.buckscc.gov.uk/services/waste-and-recycling/>

⁸ <http://www.buckscc.gov.uk/fly-tipping>

6.2 The information recorded on the Declaration Forms will be recorded by the Council's Waste Management Services to review and investigate any suspected misuse and further action may be undertaken.

7. Records and Data Protection Act

- 7.1 The Council collects personal data as part of its e-permit scheme and declaration process, 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.

8. Compliments and Complaints

- 8.1 The Council and our partners continue to aspire to keep 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 Council website⁹.

⁹ <http://www.buckscc.gov.uk/about-your-council/contact-us/feedback-and-complaints/>

Appendix A – Details of HRCs operations

A1. HRC Opening Hours and Days

- A1.1 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), Burnham¹⁰ and Chesham HRCs, which are closed on Wednesday and Thursday each week.
- A1.2 Access to HRCs for all users and visitors is only permitted during opening days and hours.
- A1.3 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), Burnham⁵ and Chesham HRCs, which are closed on Wednesday and Thursday each week.
- A1.4 Site opening days and times are published on the Council's website¹¹, site notices, site boards and contained in on-site literature.
- A1.5 The Council'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 are¹².
- A1.6 Users will be asked to leave the site by closing time and will be advised 10 minutes before closing as they enter the site.
- A1.7 HRCs may close in exceptional circumstances, such as severe weather, essential maintenance and unplanned / emergency events.

A2. Buckinghamshire HRC Users

- A2.1 HRCs within Buckinghamshire are primarily provided for Buckinghamshire residents to dispose of household waste. The Council will permit disposal of prescribed other types of waste, subject to payment of a charge. Details of the charges levied are set out later in this policy.
- A2.2 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.

¹⁰ Burnham HRC is due to close permanently on an indicative date of 30th September 2019 following a financial appraisal on the other savings implemented from 1st April 2019.

¹¹ <https://www.buckscc.gov.uk/services/waste-and-recycling/household-recycling-centres/>

¹² <https://www.buckscc.gov.uk/services/waste-and-recycling/household-recycling-centres/household-recycling-centres-opening-hours-and-locations/>

A3. District, Town and Parish Councils

- A3.1 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.
- A3.2 Town and Parish 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.

A4. Charity and other voluntary / non-registered organisations

- A4.1 All charities wishing to use the Council's HRCs for the first time must be registered as licensed waste carriers prior to accessing any HRC. Registration requirements can be viewed online¹³ or by calling the Environment Agency (England) helpline on 03708 506506.
- A4.2 Charities must show their waste carriers licence or exemption (as applicable) when disposing of waste at a Council HRC.
- A4.3 Charities will be required to apply for an e-permit via the Council web portal¹⁴.
- A4.4 Charities will have to enter into an agreement with the Council prior to using the HRCs. In order to use the HRC, the charity must be located in Buckinghamshire, use will be limited to non-hazardous household waste items and charges will be applied for construction and demolition and other waste types such as tyres. Charities cannot dispose of hazardous waste such as electrical items, oils, chemicals or asbestos. See Table 3.

A5. Non-Buckinghamshire household

- A5.1 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.
- A5.2 The Council may set up Service Level Agreements with neighbouring authorities for cross-border access to ensure the costs of provision of the HRC are shared fairly. Whether there is an agreement or not, non-BCC residents will be subject to the same restrictions and charges as BCC residents.
- A5.3 Where a Service Level Agreement does not exist with neighbouring authorities, those out-of-county householders maybe refused access or further charges may be levied in the future.

¹³ <https://www.gov.uk/waste-carrier-or-broker-registration>

¹⁴ <https://www.buckscc.gov.uk/services/waste-and-recycling/waste-permit-scheme/charity-and-not-for-profit-organisations/>

A6. Traders / Commercial users

- A6.1 The Council 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 C (Table C4).
- A6.2 Traders, for the purpose of this policy, are people or organisations who engage in any kind of commercial business.
- A6.3 All traders must be registered as licensed waste carriers prior to accessing the Council HRCs. Registration requirements can be viewed online¹⁵ or by calling 03708 506 506. Details of charges can be found on the Council website¹⁶.
- A6.4 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 the Council HRCs.
- A6.5 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. The Council HRCs reserve the right to refuse entry and/or recover additional costs should this duty not be fulfilled.
- A6.6 Traders are only permitted access to use the chargeable Trade Waste Service which is provided at the following HRCs: Aston Clinton; Rabans Lane (Aylesbury)¹⁷; 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.
- A6.7 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.
- A6.8 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.
- A6.9 Cash and cheque payments are not accepted at any HRC. 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 the Council website¹⁸.

¹⁵ <https://www.gov.uk/waste-carrier-or-broker-registration>

¹⁶ <http://www.buckscc.gov.uk/environment/waste,-recycling-and-treatment/household-waste-and-recycling-centres/commercial-waste/>

¹⁷ Rabans Lane (Aylesbury) is closed Wednesday and Thursday from 1st April 2019.

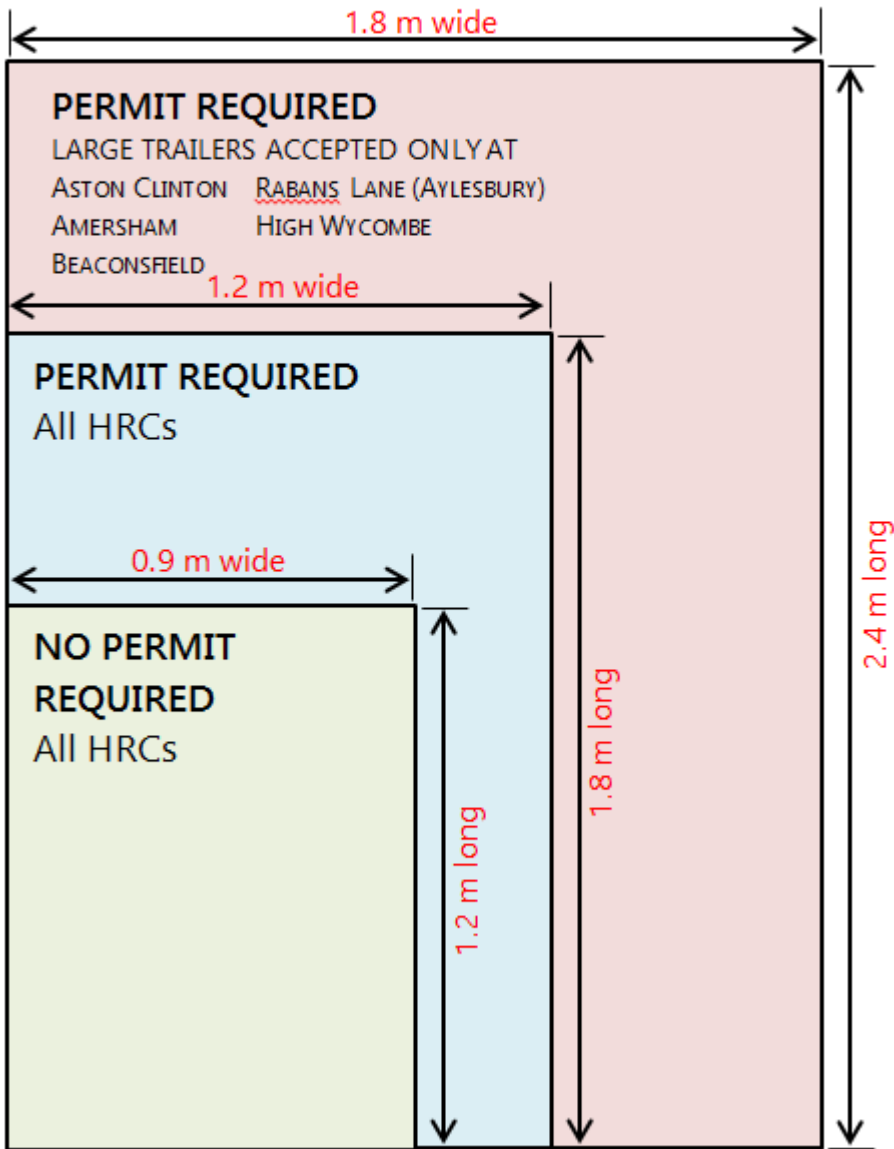
¹⁸ <https://www.buckscc.gov.uk/services/waste-and-recycling/commercial-waste/trade-waste-charges/>

A7. Vehicular Access Criteria

- A7.1 The Council 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 the Council 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.
- A7.2 Access to HRCs is limited to cars, small trailers (see Figure 4 and 5) and vans.
- A7.3 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.
- A7.4 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.
- A7.4.1 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.
- A7.5 Any householder may bring their own household waste to a HRC using any vehicle WITH a single or twin axle trailer that is bigger than 1.2m long x 0.9m wide (maximum trailer size 2.4m long x 1.2m wide, up to 60cm high with a cover and excluding tow bar). An e-permit is required.
- A7.6 Due to site capacity, vehicles with trailers larger than 1.8m long x 1.2m wide may only visit the following HRCs: Rabans Lane (Aylesbury) ; Amersham; Aston Clinton; Beaconsfield; and High Wycombe (maximum trailer size 2.4m long x 1.2m wide, up to 60cm high with a cover and excluding tow bar). An e-permit will be required.
- A7.7 Where a householder has hired a commercial vehicle they must bring their hire documents when visiting a HRC site.
- A7.8 Any other type of vehicle not covered above will not be permitted access into HRCs.
- A7.9 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.
- A7.10 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.

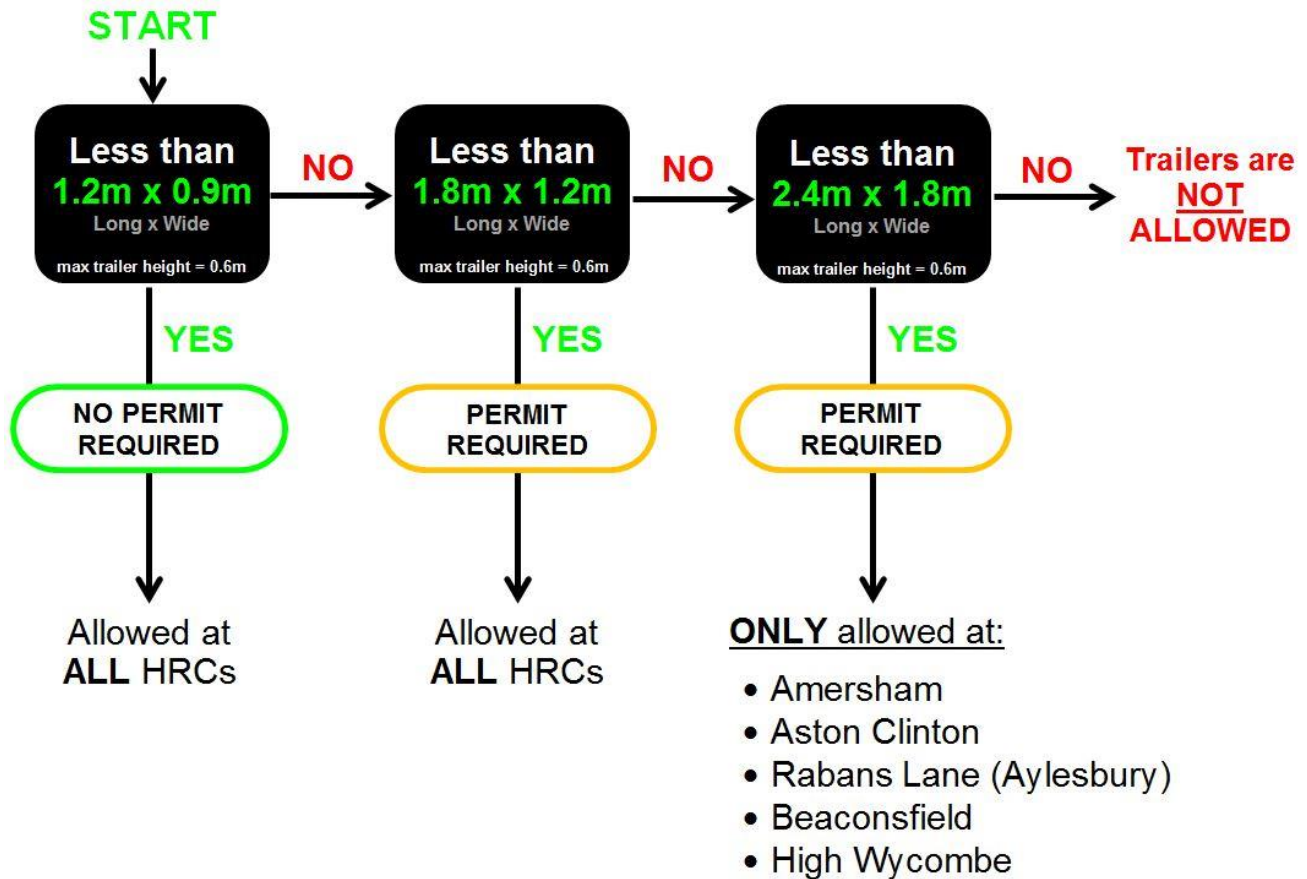
Figure 4 Trailer sizes accepted at HRCs due to site capacity

Trailers are **NOT** PERMITTED if over 2.4m long x 1.8m wide



NOTE: Maximum height of trailer = 0.6m

Figure 5 Trailer sizes accepted at HRCs due to site capacity



A8. Banned Vehicles

A8.1 For commercial waste, safety, site size and capacity reasons some vehicles are not allowed into any Council HRC. The following vehicles will not be permitted access to any HRC:

- Any vehicle carrying trade waste, unless paying to use any Council Trade waste HRC
- Any vehicle with more than 4 wheels unless at a Council 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

A9. Chargeable construction and demolition waste and other non-household waste

- A9.1 Chargeable construction and demolition waste 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.
- A9.2 No cash payments will only be accepted, only debit/credit card or pre-payment cards.
- A9.3 Appendix C (Table C1, C2 and C3) 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.

A10. Waste Electronic-Permits (e-permits)

- A10.1 The permit scheme was introduced as the Council recognises that some householders may wish to use commercial type vehicles to bring in household waste.
- A10.2 The scheme does monitor commercial vehicles onsite and excessive waste quantities being delivered.
- A10.3 'e-permit' means an electronic permit, which must be obtained from the Council before visiting an HRC¹⁹.
- A10.4 e-permits will be provided at no cost.
- A10.5 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.
- A10.6 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.
- A10.7 For validation purposes users are required to show their e-permit to site staff on entry to HRCs.
- A10.8 Without a valid e-permit users will be refused entry to site.

¹⁹ <https://www.bucksc.gov.uk/services/waste-and-recycling/waste-permit-scheme/apply-for-a-waste-permit/>

A10.9 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 Council for enforcement investigation.

A10.10 To ensure traffic flow at HRCs is as quick as possible, e-permit applications must be completed online²⁰ prior to attending the site.

A10.11 E-permit applications can be made at any time of the day.

A10.12 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 Council contact centre on 01296 395000.

A10.13 The Council contact centre is open Monday-Thursday 9:00am-5:30pm and Friday 9:00am-5:00pm, excluding Bank Holidays.

A10.14 The e-permit service is not available to traders (see Appendix A6 for details of the Council chargeable Trade Waste Service).

A11. Types of e-permit

A11.1 There are four types of e-permit which users (excluding traders) may apply for:

- Asbestos waste e-permit
- Commercial vehicles and trailers e-permit
- Access on foot e-permit

Table 3 e-permit summary

E-permit type	Justification criteria	E-permit validity	Restrictions
Commercial vehicles and trailers	<p>A commercial vehicle is defined as a van, pick up, minibus (with 8-11 seats), flat back or similar.</p> <p>Any trailer larger than 1.2m long x 0.9m wide.</p> <p>Permitted to bring all household waste types including general waste, recyclables, electrical items (note limit of 2 items per year for fridges, freezers, TVs and computer monitors) and non-household waste in any volume.</p> <p>Note that charging for</p>	Valid for 31 days (1 st application), then 90 days (subsequent applications).	<p>Banned vehicle list</p> <ul style="list-style-type: none"> • a vehicle with more than 4 wheels unless at a Council Trade waste HRC • a vehicle weighing more than 7.5 tonnes • a trailer larger than 1.8m long x 1.2m wide, up to 60cm high with a cover and excluding tow bar • a vehicle with any mechanical lifting device fitted • horseboxes • tractors <p>Charging for non-household waste applies, see Appendix A9 for</p>

²⁰ <http://www.buckscc.gov.uk/environment/waste,-recycling-and-treatment/household-waste-and-recycling-centres/waste-permit-scheme/>

	<p>non-household waste applies, see Appendix A9 for more details.</p> <p>Charities must register for this type of permit regardless of type of vehicle.</p>		<p>more details.</p> <p>Charities can only bring non-hazardous household waste (see Appendix A9 above) and charges applies for non-household waste.</p>
Access on foot	Using the HRC on foot, without a vehicle	Valid for 31 days (1 st application), then 90 days (subsequent applications).	Charging for non-household waste applies (see Appendix A9 for more details).
Asbestos	Disposal of asbestos in connection with construction and demolition works. See Appendix B for more details.	Valid for 12 months, with maximum of 3 visits. Only available at Amersham, Aston Clinton, Rabans Lane (Aylesbury) ²¹ , Beaconsfield, High Wycombe and Langley HRCs.	<p>Not available for Charities or Traders.</p> <p>Charging for non-household waste applies (see Appendix A9 for more details).</p>

²¹ Rabans Lane (Aylesbury) is closed Wednesday and Thursday from 1st April 2019.

Appendix B – Waste exemptions and restrictions

B1. Waste Acceptance Criteria

B1.1. Buckinghamshire HRCs accept a wide variety of waste categories. This appendix details the 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 and only at designated sites²². 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.

B2. Alternative disposal arrangements of waste not accepted or for which a charge is levied

B2.1 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 via online sites like EBay, Facebook Marketplace or Freecycle where the items can be posted for free
- Hiring a skip
- Using a 'waste bag' service, for example those available at DIY stores
- Using a private waste or recycling facility
- Employing a waste contractor

B2.2 Residents should always follow the S.C.R.A.P. code if you are having household waste removed:

- S** - Suspect all waste carriers; do not let them take your waste until they have proven themselves to be legitimate. A professional waste carrier should happily answer reasonable questions.
- C** - Check that a waste carrier is registered on the Environment Agency's website²³.
- R** - Refuse any unexpected offers to have your rubbish taken away. If you suspect that someone who you have spoken to will be disposing of waste illegally, report them to the Environment Agency.
- A** - Ask what will happen to your rubbish and seek evidence that it is going to be disposed of appropriately.

²² <https://www.buckscc.gov.uk/services/waste-and-recycling/commercial-waste/centres-for-commercial-waste/>

²³ <https://environment.data.gov.uk/public-register/view/index>

P - Paperwork must be obtained: a proper invoice, waste transfer note or receipt, including a description of the waste being removed and the waste carrier's contact details.

B3. Hazardous Waste:

B3.1 There are some types of waste which could put human health or the environment at risk because of their chemical or biological nature.

B3.2 The Council 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.

B3.3 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.

B3.4 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.

B4. Asbestos:

B4.1 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 charge²⁴.

B4.2 Charges will be applied for the disposal of asbestos associated with non-household construction and demolition waste.

B4.3 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.

B4.4 Only certain HRC sites are licensed to accept asbestos waste. These are Amersham, Aston Clinton, Rabans Lane (Aylesbury)²⁵, Beaconsfield, High Wycombe and Langley.

B4.5 Charities and Traders wishing to dispose of asbestos can make use of the chargeable disposal arrangements as listed at specific HRCs as set out in point B4.4 above.

²⁴ <https://www.buckscc.gov.uk/services/waste-and-recycling/waste-permit-scheme/apply-for-a-waste-permit/>

²⁵ Rabans Lane (Aylesbury) is closed Wednesday and Thursday from 1st April 2019.

Appendix C – Pricing schedules for disposal of construction and demolition waste and for Trade waste

The prices contained within this Appendix will be reviewed annually and in line with legislation changes. The prices will be published on the Council website and available across the HRC sites. Part bags will be charged as per whole bag.

Please note that trade waste rates are only applicable to trade users of the sites and **not** residents.

Traders bringing in construction waste they will be charged the rates contained in Table C1 and will **not** be charged at the general waste price for wood and rubble.

Pricing schedules for disposal of construction and demolition waste

Table C1. Full price list

Hardcore & rubble	each
Bags of cement (<i>per 25 litre bag</i>)	£2.50
Bricks & rubble (<i>per 25 litre bag</i>)	£2.50
Concrete bricks (<i>per 25 litre bag</i>)	£2.50
Roof tiles / slates (<i>per 25 litre bag</i>)	£2.50
Stones / gravel / sand (<i>per 25 litre bag</i>)	£2.50
Soil (<i>per 25 litre bag</i>)	£2.50
Paving slab (<i>1m x 1m</i>)	£2.50
Turf (<i>per roll or per 25 litre bag</i>)	£2.50

Bathrooms items	each
Bath panel	£2.50
Bathroom pedestal	£2.50
Bathroom sink	£2.50
Bathroom taps	£2.50
Bathroom tiles (<i>per 25 litre bag</i>)	£2.50
Bathroom towel rail	£2.50
Toilet seat	£2.50
Bath & panel	£5.00
Bathroom cabinets - fitted	£5.00
Bathroom sink & pedestal	£5.00
Bidet	£5.00
Toilet cistern	£5.00
Toilet pan	£5.00
Shower screen / door	£10.00
Shower tray	£10.00
Toilet pan, cistern and seat	£10.00

Plasterboard (at specific sites only) ²⁶	each
Plaster or gypsum (<i>per 25 litre bag</i>)	£6.00
Plasterboard sheet (<i>2m x 1m</i>)	£6.00

Tyres	each
Car or motorcycle tyre	£4.00

Kitchen items	each
Kitchen sink and taps	£2.50
Kitchen taps	£2.50
Kitchen tiles (<i>per 25 litre bag</i>)	£2.50
Kitchen unit	£5.00
Kitchen worktops	£7.50

Timber	each
Floorboards (<i>equivalent size of a door</i>)	£2.50
Fence panel	£2.50
Fence post	£2.50
Laminate flooring (<i>equivalent size of a door</i>)	£2.50
Shed (<i>per panel</i>)	£2.50
Timber offcuts (<i>per 25 litre bag</i>)	£2.50
Wood chipping (<i>per 25 litre bag</i>)	£2.50
Wooden decking (<i>equivalent size of a door</i>)	£2.50
Wooden pallets	£2.50
Wooden trellis	£2.50

Windows & Doors	each
Door (external)	£10.00
Door (internal)	£2.50
Greenhouse panel (<i>whole side</i>)	£10.00
Window	£10.00

Roofing materials	each
Loft insulation (<i>per roll</i>)	£2.50
Roofing felt (<i>per roll</i>)	£2.50
Guttering / pipes	£2.50
Roofing felt tiles (<i>per 25 litre bag</i>)	£2.50

Asbestos (at specific site only, e-permit required)	each
Asbestos 1m x 1m	£3.50

²⁶ Only Amersham, Aston Clinton, Rabans Lane (Aylesbury), Beaconsfield, High Wycombe and Langley HRC sites are licensed to accept asbestos waste.

Other	each
Artificial grass (per roll)	£2.50
Boiler	£20.00
Chimney pot	£2.50
Fireplace	£10.00
Lime mortar	£2.50
Loft door / hatch	£2.50
Oil tanks (empty)	£5.00
Pond liners	£2.50

Other cont.	each
Radiator	£2.50
Sheet glass	£2.50
Shelf brackets	£2.50
Storage Heater	£10.00
Wood burner / stove	£10.00
Shed - whole	£17.50
Water tanks - (empty)	£10.00

N.B. The charges for any non-household waste items not specifically listed will be decided by staff on site, based on the current price list and the decision of site staff is final.

Table C2. Site signage version

Item	Price (each)
Hardcore & rubble (per 25 litre bag) Bricks, cement, rubble, concrete slab, tiles, sand, soil, turf etc.	£2.50
Bathroom items Sink, pedestal, bath panel, towel rail, toilet seat, taps & pipework etc. Bath & panel, cabinets, sink & pedestal, toilet pan, cistern etc. Shower tray, shower screen door or cubicle, toilet pan & cistern etc.	£2.50 £5.00 £10.00
Kitchen items Sink, taps etc. Whole cabinets including door etc. Worktop etc.	£2.50 £5.00 £7.50
Wood items Fence panel, internal door, pallet, floorboards, laminate flooring, decking etc.	£2.50
Window and doors Internal door etc. External door, window etc.	£2.50 £10.00
Roofing Materials Roofing felt, pipes and guttering, loft insulation etc.	£2.50
Other	
Asbestos* sheet per 1m x 1m	£3.50
Plaster or gypsum** per 25 litre bag	£6.00
Plasterboard** sheet up to 2m x 1m	£7.00
Car or motorcycle tyre	£4.00
A full list is also available at www.buckscc.gov.uk/waste and on all site noticeboards	

*Asbestos is only accepted at specific sites and requires a permit

**Plaster and plasterboard are only accepted at specific sites

N.B The charges for any non-household waste items not specifically listed will be decided by staff on site, based on the current price list and the decision of site staff is final.

Table C3. General communications version

Item	Price (each)
Hardcore & Soil (per 25 litre bag) e.g. rubble, concrete	£2.50
Bathroom items e.g. bath, sink	£2.50 - £10.00
Kitchen items e.g. worktop, cupboards	£2.50 - £7.50
Wood items e.g. floorboards, fence panel	£2.50
Windows & doors	£2.50 - £10.00
Roofing Materials e.g. Roof felt, drain pipe	£2.50
Other	
Asbestos sheet per 1m x 1m	£3.50
Plaster and plasterboard	£6.00 - £7.00
Car or motorcycle tyre	£4.00
A full list is also available at www.bucksc.gov.uk/waste and on all site noticeboards	

N.B. The charges for any non-household waste items not specifically listed will be decided by staff on site, based on the current price list and the decision of site staff is final.

Table C4. Pricing schedule Trade waste (trade waste is charged by weight)**Cost for general waste**

Weight	Exc VAT	Inc VAT
up to 250 Kilos	£47.96	£57.55
251 to 600 Kilos	£86.58	£103.90
over 600 Kilos	£144.30 per tonne	£173.16 per tonne

Cost for clean mixed recyclables

Weight	Exc VAT	Inc VAT
up to 250 Kilos	£36.05	£43.26
251 to 750 Kilos	£65.92	£79.10
over 750 Kilos	£88.58 per tonne	£106.30 per tonne

Cost for clean green waste

Weight	Exc VAT	Inc VAT
up to 250 Kilos	£30.59	£36.71
251 to 750 Kilos	£57.17	£68.60
over 750 Kilos	£76.22 per tonne	£91.46 per tonne

Cost for non-household waste

Weight	Exc VAT	Inc VAT
up to 250 Kilos	£64.50	£77.40
251 to 600 Kilos	£154.80	£185.76
over 600 Kilos	£258.00 per tonne	£309.60 per tonne

N.B. We accept non-commercial fridge/freezers for £25 excluding VAT each (£30 including VAT).