



Buckinghamshire Council Household Recycling Centres

Waste Access and Acceptance Policy (WAAP)



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Table of Contents

1. Introduction	3
2. Context.....	4
3. Statutory Requirements	6
4. Access to the Council's HRCs.....	10
5. Enforcement.....	12
6. Declaration.....	13
7. Records and Data Protection Act	13
8. Equalities Act 2010	13
9. Compliments and Complaints	13
Appendix A – Details of HRCs operations.....	15
A1. HRC Opening Hours and Days	15
A2. Buckinghamshire HRC Users	15
A3. Town and Parish Councils	16
A4. Charity and other voluntary / non-registered organisations.....	16
A5. Non-Buckinghamshire households.....	16
A6. Traders / Commercial users	19
A7. Vehicular Access Criteria.....	20
A8. Banned Vehicles	23
A9. Chargeable construction and demolition waste, other non-household waste and non-Buckinghamshire residents	23
A10. Waste Electronic-Permits (e-permits) for Buckinghamshire and Slough residents	24
A11. Types of e-permit	25
Appendix B – Waste exemptions and restrictions.....	27
B1. Waste Acceptance Criteria.....	27
B2. Alternative disposal arrangements for waste not accepted or for which a charge is levied	27
B3. Hazardous Waste.....	28
B4. Asbestos.....	28
Appendix C – Pricing schedules for non-Buckinghamshire resident users, disposal of construction and demolition waste and for Trade waste	30

1. Introduction

- 1.1 The purpose of this document is to set out Buckinghamshire Council's (the Council) approach to the disposal of waste at its Household Recycling Centres (HRCs). This policy¹ details 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, exemptions, and restrictions and charging schemes.
- 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 Buckinghamshire Council taxpayers.
- 1.4 This policy applies to waste disposal activities within the administrative boundary of Buckinghamshire Council (which excludes Milton Keynes).
- 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:
- Energy from Waste: A guide to the debate: 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 The WAAP was introduced in October 2006 and has been regularly reviewed and updated accordingly.

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

- Joint Waste Strategy for Buckinghamshire 2014-2020².
- The Buckinghamshire Minerals and Waste Local Plan 2016-2036 (adopted July 2019)³.
- Buckinghamshire Council Fly-tipping Enforcement Policy⁴

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 Buckinghamshire Council's Waste Management 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 <https://www.recycleforbuckinghamshire.co.uk/media/1691/joint-waste-strategy-2014-20.pdf>

³ <https://www.buckinghamshire.gov.uk/planning-and-building-control/planning-policy/minerals-and-waste/>

⁴ <https://www.buckinghamshire.gov.uk/waste-and-recycling/waste-policy-documents/fly-tipping-enforcement-policy/>

- 2.3 Re-use - We can re-use many items ourselves; alternatively, there are numerous re-use opportunities that exist in Buckinghamshire. 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 not. Site staff, users 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 Council provides collection services for recycling materials from 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 350,000 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 1,565km². The total population of Buckinghamshire is 547,060 (2020). The population is projected⁷ to increase by 19,300 (3.5%) from 2020 to 2030. This figure could be higher if new dwellings continue to be built in the administrative area. There is, on average, 350 residents for every km² in Buckinghamshire.
- 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.

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

⁶ <https://www.recycleforbuckinghamshire.co.uk/waste-wizard/>

⁷ Data sourced from the Office of National Statistics

2.9 The Council is required to produce development plans which set out planning policies for the local area. These plans also allocate areas for future development and identify areas that should be protected from development.

The development plans usually include:

- Local plans
- Mineral and waste plans⁸
- Neighbourhood plans⁹

The plans provide allocations and supporting policies to develop future HRCs closely aligned to future growth areas.

2.10 In the long term it is recognised there is planned to be considerable future growth within the administrative area. This matter will be considered by the Council in order to plan for HRC site betterment for the medium to long term.

3. Statutory Requirements

3.1 The Council's HRC service is provided under the EPA 1990, section 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

⁸ [Buckinghamshire Minerals and Waste Local Plan \(buckinghamshire.gov.uk.s3.amazonaws.com\)](https://www.buckinghamshire.gov.uk/s3.amazonaws.com)

⁹ [Neighbourhood plans | Buckinghamshire Council](#)

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 taxpayers, the Council 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 (CWR) 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 an 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;
- The non-residents user charging regime flows from an interpretation of The Local Authorities (Prohibition of Charging Residents to Deposit Household Waste) Order 2015, which prohibits a charge being levied to Buckinghamshire residents within the administrative area. Non-Buckinghamshire resident users can be charged. This charge is for non-resident users entering and exiting the HRCs. For further details please refer to paragraph A5.3.
- 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 CWR 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 in Table 1 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.

Table 1 – Categories of waste which will/will not be accepted free of charge to Buckinghamshire residents within the administrative area to the HRCs

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 to the HRCs, 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 or demolition works; • Soil from construction works, including landscaping activities; • Any other building materials; <p>Other:</p> <ul style="list-style-type: none"> • Tyres

3.7 Clinical waste – as an alternative to disposal at an HRC, the Council collects clinical waste free of charge from domestic premises, for further details please see the 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 an HRC, for further details please see the 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 There are ten HRCs located across Buckinghamshire as shown in Table 2.

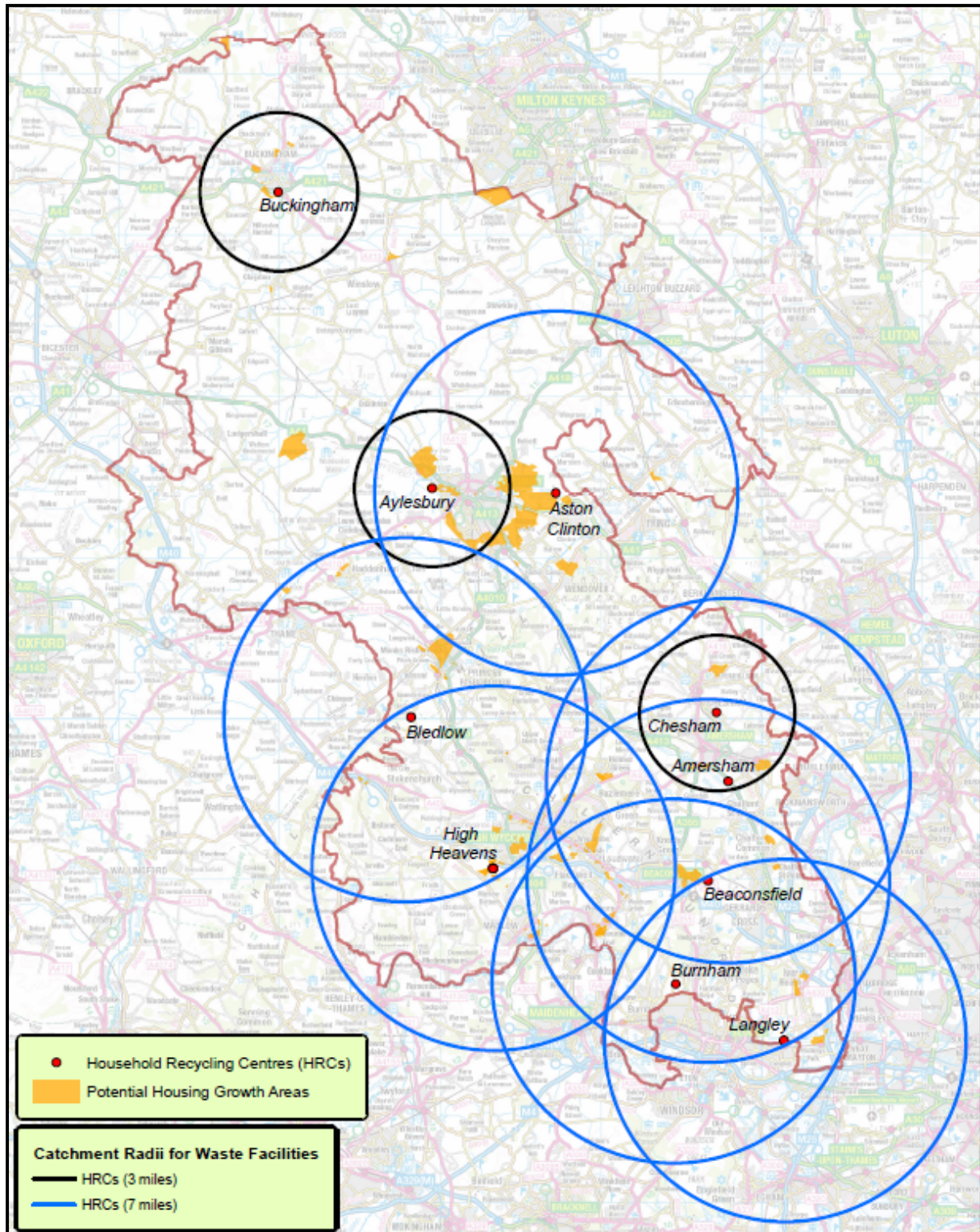
Table 2- Locations of 10 HRC sites within Buckinghamshire

Buckinghamshire Council HRC Sites
Amersham HRC , London Road East, HP7 9DT
Aston Clinton HRC , College Road North, HP22 5EZ
Aylesbury (Rabans Lane) HRC , Rabans Close, Rabans Lane, HP19 8RS
Beaconsfield HRC , A40 London Road, Lower Pyebushes, HP9 2XB
Bledlow Ridge HRC , Wigans Lane, Bledlow Ridge, High Wycombe, HP14 4BH
Buckingham HRC , Yonder Slade, Buckingham Industrial Park, MK18 1RZ
Burnham HRC , Crowpiece Lane, SL2 3TG
Chesham HRC , Latimer Road, HP5 1TL
High Wycombe HRC , High Heavens, Clay Lane, Booker, SL7 3DJ
Langley HRC , Langley Park Road, SL3 6DD

The geographical location of each HRC is shown 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 split into urban (3-mile catchment) and rural (7-mile catchment) sites.

Figure 2 – The current HRC network distribution model and potential future household growth - 10 HRCs

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



5. Enforcement

- 5.1 The HRC staff will make a decision as to whether charges¹⁰ 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 receives bespoke training relating to this policy, with a particular focus on the areas around charging for non-household waste. This supports 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 Buckinghamshire 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 Council, Strategic Waste Management and Enforcement, Walton Street Offices, Aylesbury, HP21 1AU or emailing waste_strategy@buckinghamshire.gov.uk
- 5.4 Any breach of this policy by users of the Council's HRCs will be reported to Buckinghamshire Council Strategic Waste Management and Enforcement, 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. For the purpose of safety, security and investigations site staff may wear body cameras whilst engaging with residents, traders, and other site users.
- 5.6 The Council **will not** refund non-household waste charges and non-Buckinghamshire resident 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 Council Strategic Waste Management and Enforcement for possible prosecution. The approach to enforcing fly-tipping or related offences will follow that as set out in the Buckinghamshire Council Fly-tipping Enforcement

¹⁰ <https://www.buckinghamshire.gov.uk/waste-and-recycling/>

Policy¹¹ in respect of fly-tipping and ancillary offences. Further details on fly-tipping can be found on the Council website¹².

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 home and not related to a trade or business activity. Charges for disposal of non-household waste and non-Buckinghamshire users will still apply.

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 customer surveys, operation of CCTV, body cameras and 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. A detailed Data Privacy Impact Assessment has been undertaken and is available.

8. Equalities Act 2010

8.1 The Equalities Act 2010 aims to prevent disability discrimination and provide protection for disabled people under the law. It also says that people must not be discriminated against or harassed because they are mistakenly perceived to be disabled. This includes legal rights for disabled people accessing goods, services, and facilities. A detailed Equality Impact Assessment has been undertaken and is available.

9. Compliments and Complaints

9.1 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.

9.2 We will investigate complaints and acknowledge compliments and comments.

¹¹ <https://www.buckinghamshire.gov.uk/waste-and-recycling/waste-policy-documents/fly-tipping-enforcement-policy/>

¹² <https://www.buckinghamshire.gov.uk/waste-and-recycling/>

9.3 Contact details are provided on information boards at each HRC site and details of the formal complaints process is published on the Council website¹³.

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¹³<https://www.buckinghamshire.gov.uk/your-council/contact-us/>

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. Aylesbury (Rabans Lane), Bledlow, Burnham and Chesham HRCs offer a 5-day service and 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. (Aylesbury) Rabans Lane, Bledlow, Burnham and Chesham HRCs offer a 5-day service and are closed on Wednesday and Thursday each week.
- A1.4 Site opening days and times are published on the Council's website¹⁴, site notices, and site boards and available through the 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 are¹⁵.
- 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.

¹⁴ <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/>

¹⁵ <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/>

A3. Town and Parish Councils

A3.1 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 online¹⁶ 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 portal¹⁷.

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.

A5. Non-Buckinghamshire households

A5.1 It is recognised that in most cases residents will use HRCs that are closest 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-Buckinghamshire Council area residents will be subject to the same restrictions and charges as Buckinghamshire Council area residents.

A5.3 Where a Service Level Agreement does not exist with neighbouring authorities, those out-of-county (non-Buckinghamshire users) may be refused access or further charges will be levied at any point in time. See Table 3 for further details.

¹⁶ <https://www.gov.uk/register-renew-waste-carrier-broker-dealer-england>

¹⁷ <https://www.buckinghamshire.gov.uk/waste-and-recycling/business-and-charity-waste/>

A5.4 Oxfordshire residents can use Bledlow HRC if required, for an access and acceptance charge. Oxfordshire residents will be unable to use any other Buckinghamshire HRCs and will be refused access. Charges for Oxfordshire resident to use Bledlow HRC can be found in Table C4.

A5.5 A concession for Oxfordshire residents who require a larger vehicle to accommodate their disability has been considered in relation to section 29(2) of the Equality Act which prohibits discrimination in relation to the provision of services.

How will the concession work?

The user would apply for a digital form (details are yet to be confirmed), in advance of their visit. The user will be asked for proof of the need for a larger vehicle. Council officers will approve the concession and issue the digital authorisation to the user before they visit the site.

The user should present the digital authorisation to site staff upon request. The user will be charged based on the approximate volume of waste instead of vehicle size. This would be an estimate by site staff, site staff decision will be final.

Examples of concessions:

1. A user has a large vehicle to accommodate their wheelchair, they only need to dispose of 5 black bags which only quarter fill the large car.

This user is likely to receive a concession and charged the site visit access and acceptance rate of a small car.

2. A user has a small van to accommodate their disability, the van is full of garden waste. No space is taken up with equipment to help accommodate their disability.

This user is unlikely to receive a concession and charged the site visit access and acceptance rate of a small van.

A5.6 Prior to the Bledlow HRC site opening, this policy will be updated, and details set out on the process for applying for the concession.

Table 3 – Materials for which charges can be levied to non-Buckinghamshire residents

Materials for which charges can be levied to non-Buckinghamshire residents

All waste delivered by non-Buckinghamshire residents including but not limited to:

- 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;
- 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 or demolition works;
- Soil from construction works, including landscaping activities;
- Any other building materials;

Other:

- Tyres

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 C3).
- 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 online¹⁸ or by calling the Environment Agency (England) helpline on 03708 506506. Details of charges can be found on the Council website¹⁹.
- 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; Aylesbury (Rabans Lane)²⁰; 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.

¹⁸ [Register or renew as a waste carrier, broker or dealer - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

¹⁹ <https://www.buckinghamshire.gov.uk/waste-and-recycling/business-and-charity-waste/>

²⁰ Rabans Lane (Aylesbury) is closed on Wednesday and Thursday

- 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 website²¹.

A7. Vehicular Access Criteria

- A7.1 The Council requires Buckinghamshire and Slough 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 Figures 3 and 4) 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.
- A7.5 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.
- A7.6 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.

²¹ <https://www.buckinghamshire.gov.uk/waste-and-recycling/business-and-charity-waste/#dispose-of-your-own-business-waste>

- A7.7 Due to site capacity, vehicles with trailers larger than 1.8m long x 1.2m wide may only visit the following HRCs: Aylesbury (Rabans Lane); 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.
- A7.8 Where a householder has hired a commercial vehicle, they must bring their hire documents when visiting a HRC site.
- A7.9 Any other type of vehicle not covered above will not be permitted access into HRCs.
- A7.10 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.
- A7.11 All children under the age of 12 and pets must remain in the vehicle when visiting an HRC. Children under the age of 17 should be accompanied by a responsible adult, who should supervise them at all times.

Figure 3 - Trailer sizes accepted at HRCs due to site capacity

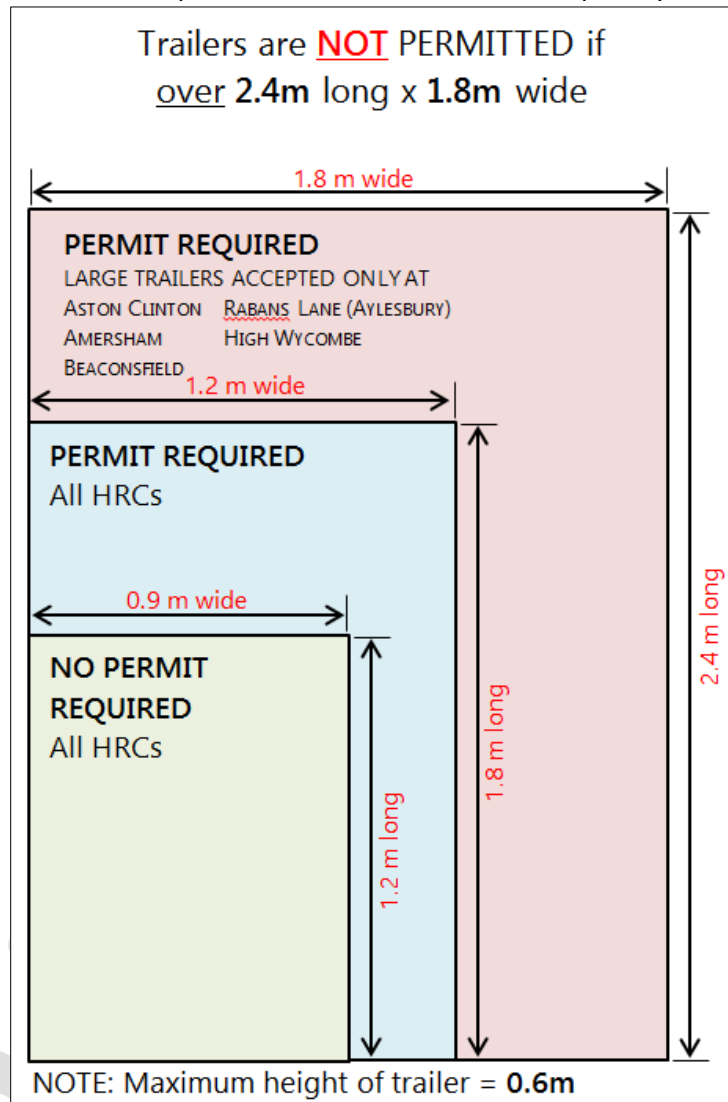
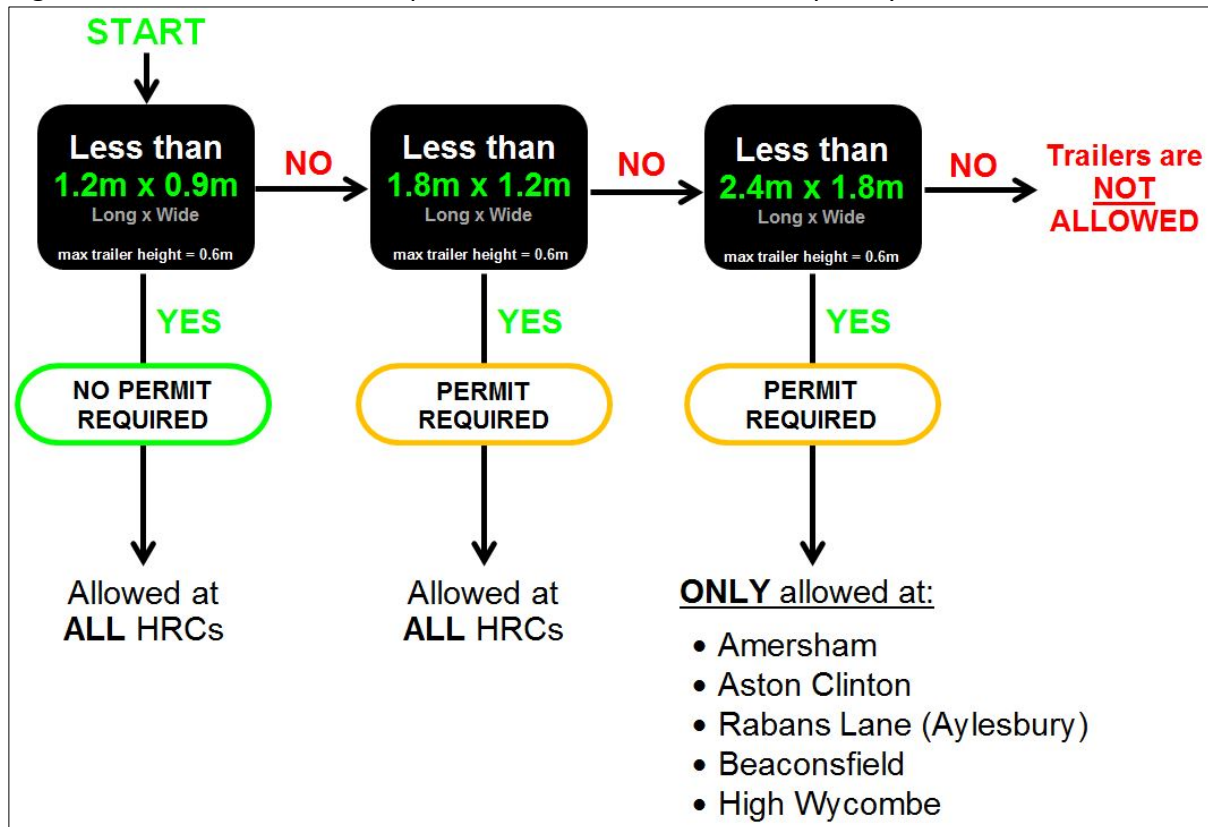


Figure 4 - Trailer sizes accepted at HRCs due to site capacity



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, other non-household waste and non-Buckinghamshire residents

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 Charging non-Buckinghamshire users for waste acceptance and access for all waste types for all HRCs.
- A9.3 No cash payments will only be accepted, only debit/credit card or pre-payment cards.
- A9.4 Appendix C (Tables C1, C2, C3 and C4) details the pricing schedule for non-Buckinghamshire users, 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) for Buckinghamshire and Slough residents

- 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 HRC²².
- 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 on entry to HRC (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.

²² <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/when-you-need-a-waste-permit/>

- A10.7 Without a valid e-permit, users will be refused entry to site.
- A10.8 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.
- A10.9 To ensure traffic flow at HRCs is as quick as possible, e-permit applications must be completed online²³ prior to attending the site.
- A10.10 E-permit applications can be made at any time of the day.
- A10.11 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 0300 131 6000.
- A10.12 The Council contact centre is open Monday-Thursday 9:00am-5:30pm and Friday 9:00am-5:00pm, excluding Bank Holidays.
- A10.13 The e-permit service is not available to traders (see Appendix A6 for details of the Council chargeable Trade Waste Service).
- A10.14 The e-permit service is not available to Oxfordshire residents (see Appendix A5 for details of the Council's charges applicable for non-Buckinghamshire users).

A11. Types of e-permit

- A11.1 There are three types of e-permit which users (excluding traders) may apply for:
- Commercial vehicles and trailers e-permit
 - Access on foot e-permit
 - Asbestos waste e-permit

Table 4 - e-permit summary

E-permit type	Justification criteria	E-permit validity	Restrictions
Commercial vehicles and trailers	A commercial vehicle is defined as a van, pick up, minibus (with 8-11 seats), flat back or similar. Any trailer larger than 1.2m long x 0.9m wide.	Valid for 31 days (1 st application), then 90 days (subsequent applications).	Banned vehicle list • a vehicle with more than 4 wheels unless at a Council Trade waste HRC

²³ <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/when-you-need-a-waste-permit/>

	<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 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>		<ul style="list-style-type: none"> • 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 more details.</p> <p>Charities can only bring non-hazardous household waste (see Appendix A4 above) and charges apply 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, Aylesbury (Rabans Lane) ²⁴ , Beaconsfield, High Wycombe, and Langley HRCs.	Not available for Charities or Traders. Charging for non-household waste applies (see Appendix A9 for more details).

²⁴ Aylesbury (Rabans Lane) is closed on Wednesday and Thursday

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 (section 3.7)
- 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 (section B3).
- 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 sites²⁵. 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 (see section B2.2 below).

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

B1.1 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

B1.2 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 website²⁶.

²⁵ <https://www.buckinghamshire.gov.uk/waste-and-recycling/business-and-charity-waste/>

²⁶ <https://environment.data.gov.uk/public-register/view/index>

R - Refuse any unexpected offers to have your rubbish taken away. If you suspect that someone 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.

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

B1.3 There are some types of waste which could put human health or the environment at risk because of their chemical or biological nature.

B1.4 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.

B1.5 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.

B1.6 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

B1.7 Only certain HRC sites are licensed to accept asbestos waste. These are Amersham, Aston Clinton, Aylesbury (Rabans Lane)²⁷, Beaconsfield, High Wycombe, and Langley.

B1.8 These 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 charge²⁸.

B1.9 Charges will be applied for the disposal of asbestos associated with non-household construction and demolition waste.

B1.10 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 B4.1 above.

²⁷ Aylesbury (Rabans Lane) is closed on Wednesday and Thursday.

²⁸ <https://www.buckinghamshire.gov.uk/waste-and-recycling/household-recycling-centres/when-you-need-a-waste-permit/>

B1.11 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.

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Appendix C – Pricing schedules for non-Buckinghamshire resident users, disposal of construction and demolition waste and for Trade waste

- C1 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.
- C2 Please note that trade waste rates (Table C3) are only applicable to trade users of the sites and **not** residents.
- C3 Traders bringing in construction waste will be charged the rates contained in Table C1 and will **not** be charged at the general waste price for wood and rubble.
- C4 Applicable charges for non-Buckinghamshire users for waste acceptance and access for all waste types for all HRCs

Table C1 - Full price list for Buckinghamshire and non-Buckinghamshire resident users

Non-household waste price list

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. These prices include VAT and are correct as of 1st Apr 2022.

Hardcore & rubble	each	Kitchen items	each
Bags of cement (<i>per 25 litre bag</i>)	£3.20	Kitchen sink and taps	£3.20
Bricks & rubble (<i>per 25 litre bag</i>)	£3.20	Kitchen tiles (<i>per 25 litre bag</i>)	£3.20
Concrete bricks (<i>per 25 litre bag</i>)	£3.20		
Roof tiles / slates (<i>per 25 litre bag</i>)	£3.20	Kitchen unit	£6.40
Stones / gravel / sand (<i>per 25 litre bag</i>)	£3.20		
Soil (<i>per 25 litre bag</i>)	£3.20	Kitchen worktops (<i>up to 2m x 1m</i>)	£9.60
Paving slab (<i>1m x 1m</i>)	£3.20		
Turf (<i>per roll or per 25 litre bag</i>)	£3.20	Timber	each
Bathrooms items	each	Floorboards / laminate (<i>up to 2m x 1m</i>)	£3.20
Bath panel	£3.20	Fence panel	£3.20
Bathroom pedestal	£3.20	Fence post	£3.20
Bathroom sink	£3.20	Skirting board / door frames (<i>up to 2 x 1m</i>)	£3.20
Bathroom tiles (<i>per 25 litre bag</i>)	£3.20	Shed (<i>per panel</i>)	£3.20
Bathroom towel rail	£3.20	Timber offcuts (<i>per 25 litre bag</i>)	£3.20
		Wood chipping (<i>per 25 litre bag</i>)	£3.20
Bath (inc. panel)	£6.40	Wooden decking (<i>up to 2m x 1m</i>)	£3.20
Bathroom cabinets - fitted	£6.40	Wooden pallets	£3.20
Bathroom sink & pedestal	£6.40	Wooden trellis	£3.20
Bidet	£6.40	Windows & Doors	each
Toilet cistern	£6.40	Door (<i>internal</i>)	£3.20
Toilet pan	£6.40		
		Door (<i>external</i>)	£12.80
Shower screen / door	£12.80	Greenhouse panel (<i>whole side</i>)	£12.80
Shower tray	£12.80	Window	£12.80
Toilet pan, cistern and seat	£12.80	Roofing materials	each
Plasterboard (at specific sites only)	each	Loft insulation (<i>per roll or 2m x 1m sheet</i>)	£3.20
Plaster or gypsum (<i>per 25 litre bag</i>)	£7.60	Roofing felt (<i>per roll or 2m x 1m</i>)	£3.20
Plasterboard sheet (<i>up to 2m x 1m</i>)	£9.00	Guttering / pipes (<i>up to 10m</i>)	£3.20
Tyres	each	Asbestos (at specific site only, e-permit required)	each
Car or motorcycle tyre	£5.00	Asbestos 1m x 1m	£4.40
Other	each	Other cont.	each
Artificial grass (<i>per roll</i>)	£3.20	Oil Tank (Empty)	£6.40
Pond liners (<i>3m x 3m</i>)	£3.20	Fireplace	£12.80
Chimney pot	£3.20	Storage Heater	£12.80
Sheet glass (<i>per 25 litre bag of 1m x 1m</i>)	£3.20	Wood burner / stove	£12.80
Lime mortar	£3.20	Water tanks (<i>empty</i>)	£12.80
Loft door / hatch	£3.20	Shed - whole (<i>up to 2m x 2m</i>)	£22.40
Radiator	£3.20	Boiler	£25.60



Table C2 - Site signage version

Non-household waste price list

Item	Price <small>inc VAT</small>
Hardcore & rubble <i>(per 25 litre bag)</i>	
Bricks, cement, rubble, concrete slab, tiles, sand, soil, turf etc.	£3.20
Bathroom items	
Sink, pedestal, bath panel, towel rail, & pipework etc.	£3.20
Bath & panel, cabinets, sink & pedestal, toilet pan etc.	£6.40
Shower tray, shower screen door, toilet pan & cistern etc.	£12.80
Kitchen items	
Sink, taps etc.	£3.20
Whole cabinets including door etc.	£6.40
Worktop etc. (equivalent to 2m x 1m)	£9.60
Wood items <i>(per item or equivalent to 2m x 1m)</i>	
Fence panel, pallet, floorboards, laminate flooring, decking etc.	£3.20
Window and doors	
Internal door etc.	£3.20
External door, window etc.	£12.80
Roofing Materials	
Roofing felt, pipes and guttering, loft insulation etc.	£3.20
Other	
Asbestos sheet per 1m x 1m (selected sites only)	£4.40
Plaster or gypsum per 25 litre bag (selected sites only)	£7.60
Plasterboard sheet up to 2m x 1m (selected sites only)	£9.00
Car or motorcycle tyre	£5.00

A full list is available on the site noticeboards and at buckinghamshire.gov.uk

All prices are per item and include VAT. Charges for non-household waste items not detailed in the full list will be decided by staff on site, based on current prices. Site staffs decision is final.



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 - Pricing schedule Trade waste (trade waste is charged by weight)

Commercial Waste Price list

A valid Waste Carriers Licence/Exemption Certificate must be provided for each visit and a Waste Transfer note completed. If you are carrying waste and not registered with the Environment Agency, you may be prosecuted and fined.

We only accept debit card, credit cards or business cheques. No cash is handled on this site.

General Waste - Includes non-recyclable waste such as furniture, toys, mattresses, sofas and black bagged non-recyclable waste			
	Cost	VAT	Cost inc. VAT
Up to 250kg	£50.92	£10.18	£61.10
251kg to 600kg	£91.83	£18.37	£110.20
601kg +	£153.17 per tonne	£30.63 per tonne	£183.80 per tonne

Green Waste - Includes compostable garden waste such as grass cuttings, prunings, small branches and fallen leaves			
	Cost	VAT	Cost inc. VAT
Up to 250kg	£32.42	£6.48	£38.90
251kg to 600kg	£60.67	£12.13	£72.80
601kg +	£80.83 per tonne	£16.17 per tonne	£97.00 per tonne

Recycling – materials that can be recycled such as plastic bottles, paper, cardboard and metals			
	Cost	VAT	Cost inc. VAT
Up to 250kg	£38.25	£7.65	£45.90
251kg to 600kg	£69.92	£13.98	£83.90
601kg +	£94.00 per tonne	£18.80 per tonne	£112.80 per tonne

Demolition and construction – any materials that are included in the non-household waste disposal charges, such as, rubble, soil, bathroom sanitary ware, fence panels & timber			
	Cost	VAT	Cost inc. VAT
Up to 250kg	£68.42	£13.68	£82.10
251kg to 600kg	£162.17	£32.83	£197.00
601kg +	£273.75 per tonne	£54.75 per tonne	£328.50 per tonne



Table C4 - Pricing Schedule for non-Buckinghamshire users should be read in conjunction with paragraph A8. These charges will be levied unless a service level agreement is in place with a neighbouring authority.

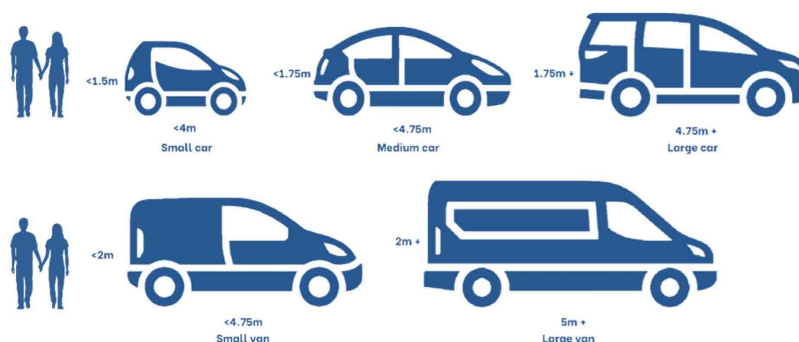
Charges for users from outside of Buckinghamshire

The prices below only apply to those users from outside Buckinghamshire and who do not pay Council Tax to Buckinghamshire or Slough Borough Council. These prices include VAT and are correct as of 1st Apr 2022.

Vehicle type	Estimated Capacity (l)	Per visit cost		
		Garden waste	Recyclable waste	General waste
Small car e.g. Vauxhall Corsa, Ford Fiesta, Audi A1	Up to 400	£22.34	£25.95	£28.92
Medium car e.g. Kia Sportage, Ford Kuga, Nissan Qashqai	401-700	£50.96	£58.73	£77.13
Large car e.g. Skoda Octavia, Range Rover, Citroen Bellingo	701-1000	£97.00	£112.80	£183.80
Small van e.g. VW Caddy, Vauxhall combo	701-1000			
Large van e.g. Ford Transit, Mercedes Sprinter	More than 1000	£145.49	£169.20	£367.60

Vehicle types

The sizes of each vehicle type are given below and will be used by staff if there is disagreement on the type of vehicle. All charges are based on a the maximum a vehicle can carry, part loads are charged as full. Mixed loads, e.g. garden waste mixed with recycling, will be charged at the General Waste prices.



Note

- 1,000 litres is equivalent to c.1 tonne. The vehicle capacity assumes the maximum a vehicle could carry with all seats down, boot size and/or trailers. The charges are also comparative to Table C3 (Trade waste pricing schedule) to minimise traders using the sites illegally.
- For the avoidance of doubt, any site user bringing in mixed loads (e.g. green, general waste and mixed recycling) will be charged the general waste per visit rate. Any construction and demolition waste, please refer to table C1.
- A concession for Oxfordshire residents, who require a larger vehicle to accommodate their disability, is in place. Please refer to Section A5 of the Policy for more information and how to apply.