

Supplementary Planning Guidance
Waste Collection and Storage Facilities
September 2016

**WASTE COLLECTION AND STORAGE FACILITIES SUPPLEMENTARY
PLANNING GUIDANCE SEPTEMBER 2016**

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1 Introduction

- 1.1 This Supplementary Planning Guidance Note (SPG) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to the provision of waste management facilities in new development.
- 1.2 Welsh Government support the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications. Policies in the LDP to which this SPG relates are identified in Chapter 2
- 1.3 This guide acts as a practical guide of **minimum** standards for planners, architects, developers and property managers, to assist in planning and designing storage and collection of refuse and recycling facilities in domestic and commercial developments. This will ensure they accord with the Council's waste management strategies and collection arrangements.
- 1.4 Throughout this guide, **development** includes any new or altered building, any redevelopment and any change of use or conversion of existing buildings which requires planning permission.
- 1.5 The Council will work in partnership with developers to implement guidance on waste collection and storage facilities. However, where refuse storage accommodation is not provided in accordance with this guide, or with any agreed alternative arrangements, the council has a variety of powers either to secure compliance or to decline to accept adoption or waste collection proposals from developers.
- 1.6 The Council's waste and recycling service is reviewed on a regular basis and applicants/agents are advised to contact us to ascertain that the details outlined within this document are still applicable at the time.
- 1.7 Where a specific issue is not covered, or clarification is required, enquiries can be made to:

*Waste Strategy
City Operations
Lamby Way Depot,
Rumney
CARDIFF
CF3 2HP*

*Telephone: 029 20717 500
Fax: 029 2036 3420*

Email: WasteManagementPlanning@cardiff.gov.uk

2. Planning and Waste Policy

- 2.1 The European Union's *Directive on Waste* has set many targets for waste and recycling for the member states, which are designed to allow greater sustainability of waste management. These targets include recycling 65% of municipal waste by 2030.
- 2.2 In response to the European Union's Directive on Waste, the Welsh Government has developed further recycling targets in the *Towards Zero Waste (2010)* policy document. These targets are an obligation for every local authority in Wales with the long term goal to be a zero waste nation by 2050.
- 2.3 In light of these targets, further policy documents have been created to support the aim of sustainable waste management.

Planning Policy Wales (PPW)

- 2.4 The PPW document sets out the land use policies of the Welsh Government. Included are references for the consideration of waste provisions. Paragraph 12.7.3 states:

"Adequate facilities and space for the collection, composting and recycling of waste materials should be incorporated into the design of any development and waste prevention efforts at the design, construction and demolition stage should be made by developers⁹. All opportunities should be explored to incorporate re-used or recyclable materials or products into a new building or structure."

Technical Advice Note 21: Waste (TAN 21)

- 2.5 In support of the PPW, TAN 21 further implements the sustainable approach to waste management. Paragraph 2.1 states:

"When considering development proposals for all types of waste management facilities, planning authorities should take into account their potential contribution to the objectives, principles and strategic waste assessments set out in Towards Zero Waste and the relevant waste sector plans and the relevant development plan for the area."

Local Development Plan 2006-2026 (LDP)

- 2.6 This SPG has been produced in line with the most recent LDP which was adopted in 2016.
- 2.7 The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026).
- 2.8 Key Policy 12 (KP12) in the LDP outlines the waste management requirements for all new developments. See **Appendix 1** for further details.
- 2.9 This document also supports Policy W2 from the LDP which outlines the requirement for appropriate waste provisions in all new developments. For further details see **Appendix 1**.

3 Submitting Planning Applications

- 3.1 Details of the location, volume, management and collection arrangements for waste and recycling **must** be submitted as part of the following planning applications:
- All full or reserved matters applications
 - Proposals of additional dwellings (including flat conversions)
 - Proposals of houses of multiple occupation (HMO)
 - Proposals of additional commercial floor space
 - Change of use applications
- 3.2 Relocated storage areas should be highlighted on site plans so that it can be confirmed that they comply with current Waste Management requirements.
- 3.3 Applications should clearly identify;
- An **adequate footprint** for the **internal and external** storage of all waste and recycling
 - The **proposed location** for the storage of food waste, recycling and residual waste (plus garden waste where required)
 - The type and design of the **proposed food, recycling, garden and waste facilities**
 - The **kerbside presentation point** (or other agreed) location for collection
 - **Access routes** for collection vehicles (including manoeuvres and vehicle tracking), operatives, residents and staff
- 3.4 If the construction of a dedicated bin store is proposed, further details of this construction should also be provided. See Chapter 5 for further guidance.

Building regulations

- 3.5 Domestic and commercial building works involving new build developments, extensions and alterations to existing buildings are subject to the Building Regulations 2010 (as amended). Regulation H6 and the supporting Approved Document to Part H make requirements for the provision of facilities for the storage of solid waste and removal of solid waste, the regulations also refer to BS 5906:1980 Storage and on-site treatment of solid waste from buildings.
- 3.6 Chapter 6 provides information in respect to the design and specification for waste enclosures.
- 3.7 Designers and developers should give due consideration to the requirements as outlined; further information can also be obtained from Building Control Services at Cardiff County Council (www.Cardiff.gov.uk/buildingcontrol.htm; and e-mail: buildingcontrol@cardiff.gov.uk;) or from Local Authority Building Control (LABC) www.labc.co.uk;

Planning Conditions

- 3.8 Development Control will consult and take into account the views of Waste Management on all types of commercial and residential developments. Planning Conditions will be imposed to ensure that satisfactory waste storage and collection details have been received and agreed before development commences. The beneficial use of a

development will not normally be granted until the agreed waste management facilities and arrangements are put in place. See Appendix 2 for examples of waste Planning Conditions.

- 3.9 Applicants should seek to discharge waste Planning Conditions at the earliest opportunity. Where problems arise, Waste Management will be pro-active in perusing the discharge of the condition.
- 3.10 Where specific conditions of planning permission are breached or where development is not carried out in accordance with the approved proposals, a referral to Planning Enforcement will be made.

Site Waste Management Plans

- 3.11 In 2013, the Welsh Government held a consultation on Site Waste Management Plans (SWMP's). They concluded the SWMPs for Construction and Demolition (C&D) projects in Wales will be voluntary. Although SWMP's remains voluntary SWMP's are considered best practise in the C&D industry and are supported by The City of Cardiff Council.

Waste Strategy and Management Plans

- 3.12 Large mixed use, commercial and retail proposals (of 50 or more dwellings or any commercial development which includes public access) should include an operational **Waste Strategy and Management Plan** as part of the planning permission application. This should include:
- Estimated volumes and types of waste produced by the development
 - The size and location of waste and recycling stores, and how the waste will be delivered to these facilities.
 - The size and quantity of containers for waste
 - Any proposed separate collection point, and the method for transferring waste to this location

Planning Obligations

- 3.13 For details of the waste Section 106 Obligations for new developments, refer to the Planning Obligations Supplementary Planning Guidance (2016).

4. Residential developments

- 4.1 All residential developments are entitled to domestic waste collections provided by the Council, providing they meet minimum requirements.
- 4.2 The following information gives a guide as to the predicted volume of waste for residential developments. Some developments may vary from these predicted volumes and applicants are advised to contact the Council for more specific advice.
- 4.3 **All** residential developments are required to provide adequate storage for 4 dedicated waste streams; recycling, garden, food and residual waste. Provision must be made for the total volume of all waste streams produced over a 14 day period. **This storage must be separate from the dwelling it serves.** It is not acceptable for waste to be stored for a long period of time within the dwelling.
- 4.4 To enable and encourage occupants of new residential units to recycle their waste, developers should provide adequate **internal storage**, usually within the kitchen, for the segregation of recyclable materials from other waste. All dwellings should have four internal storage containers, each with a **minimum capacity of 60 Litres** for dry recyclables, compostable waste and general waste, and a **7 Litre storage capacity** for food waste.
- 4.5 If residential developments are located on new access roads, these must be designed to allow safe use by waste collection vehicles. Refer to Chapter 6 to ensure adequate access.
- 4.6 There are currently two methods for storing and presenting domestic waste for collection:
- Bags* – All waste is to be stored in bespoke bags (supplied by the Council) for collection (with the exception of the food caddy); no bins will be provided for the storage of general or garden waste.
 - Bins – The development will be allocated a bin for general waste. Recycling bags will still be used.
- * Only suitable for re-developments, where limited storage space prevents bins from being accommodated.
- 4.7 The method for storing waste is dependent on location. The Council retains the right to determine the method of waste collection for any residential development.
- 4.8 Developments which utilise the bag collection method **MUST** provide a waste storage facility for the safe storage of waste bags between collections. It must be capable of storing the maximum number of bags required for the development.
- 4.9 For details on collection frequency, please go to the Council's website: www.cardiff.gov.uk
- 4.10 For full details of the bin specification for domestic properties refer to Appendix 3.

Houses

- 4.11 The bin provision for houses will be:

- 140L black wheeled bin **or** bags (equivalent to 140L) for residual waste
- 240L green wheeled bin **or** re-usable sacks for garden waste
- 25L kerbside brown caddy for food waste
- 7L kitchen brown caddy for food waste
- Green bags for recyclable waste (equivalent to 140L)

4.12 Additional provision should be made for houses with 6+ residents. Houses which use the bin collection method, will be allocated larger or additional bins. Houses which use bags will be allocated more bags.

Number of Residents	Recycling	General	Garden	Food
1-5	Bags (140L)	1 x 140L	240L	1 x 25L
6-8	Bags (240L)	1 x 240L	240L	2 x 25L
9-10	Bags (380L)	1 x 240L and 1 x 140L	240L	3 x 25L
11+	Bags (480L)	2 x 240L	240L	3 x 25L

Table 1: Waste storage capacities in houses of multiple occupation (HMO)

4.13 Where possible, a bin store should be constructed to store the bin provision for houses. See Chapter 5 for further guidance.

Houses of Multiple Occupation (HMO)

4.14 Additional consideration should be made for those properties being converted into HMOs. Bin provisions will be based on how many residents are in each unit (see Table 1).



4.15 Developers of high density, multiple occupancy dwellings or five or more flats must provide a dedicated refuse store or screened storage area for bins/bags. The bin store must be capable of housing the maximum number of containers required, based on an assessment of projected arising's.

Houses converted to flats

4.16 For houses being converted into flats, the preferred option is individual bin allocation. Each flat would be allocated:

- 140L wheeled bin **or** bags (equivalent to 140L) for general waste
- 25L kerbside caddy for food waste
- Green bags for recycling

4.17 There is also the option for communal bins which can be comprised of large 660L or 1100L bulk bins or smaller 240L wheeled bins. Table 2 shows the bin provision of smaller wheeled bins for converted flats, and Table 3 shows the potential provision for larger bulk bins.

Number of flats	Recycling	General	Garden	Food
3	n/a	1 x 240L and 1 x 140L	240L	1 x 25L
4	n/a	2 x 240L	240L	2 x 25L
5	n/a	3 x 240L	240L	2 x 25L
6	n/a	3 x 240L and 1 x 140L	240L	240L
7	n/a	4 x 240L	240L	240L
8	n/a	4 x 240L and 1 x 140L	240L	240L
9	n/a	5 x 240L	240L	240L

Table 2: Bin provision for houses converted to flats

Purpose built flats

4.18 Developers should allow a degree of flexibility with the storage of waste, particularly for purpose built flats, to accommodate possible future changes to the Council's waste collection method.

4.19 For large developments of purpose built flats and apartments, refer to the waste storage requirements shown in Table 3. The calculations for recycling and general are based on an allocation of 140L per each flat, with the minimum number of bins.

Number of Flats (up to 3 Bedrooms)	Recycling (L)	General (L)	Garden* (L)	Food** (L)	Reuse/Bulky Storage
5	660	660	-	240	-
10	1100	1100	-	240	5m ²
15	2200	2200	-	240	5m ²
20	2200	2200	-	240	5m ²
25	3300	3300	-	480	5m ²
30	4400	4400	-	480	5m ²
35	4400	4400	-	480	5m ²
40	5500	5500	-	480	5m ²
45	6600	6600	-	720	10m ²
50	6600	6600	-	720	10m ²

Table 3: Waste and recycling storage capacities for larger developments

*Garden waste is not supplied under the assumption that the flats do not have individual gardens/amenity areas. If the proposed development has individual gardens, waste bins can be provided in 240L containers on request.

**Receptacles for food waste must be no larger than 240L wheeled containers, due to the weight and the resulting health and safety implications for collection operatives.

4.20 In the instance where the proposed flats are "cluster flats" (multiple bedrooms with multiple occupancy, and a shared kitchen) the storage requirements are based on the

number of bedrooms. See Table 4. These calculations were based the following expected waste volumes per week per bedroom:

- 60 litres of general waste
- 60 litres of recycled waste
- 7 litres of food waste

Number of Bedrooms	Recycling (L)	General (L)	Garden* (L)	Food** (L)	Reuse/Bulky Storage
10	1100	1100	-	240	5m ²
20	2200	2200	-	240	5m ²
30	2200	2200	-	240	5m ²
40	3300	3300	-	480	5m ²
50	3300	3300	-	480	5m ²
60	4400	4400	-	480	10m ²
70	4400	4400	-	480	10m ²
80	5500	5500	-	720	10m ²
90	5500	5500	-	720	10m ²
100	6600	6600	-	720	10m ²

Table 4: Waste and recycling storage capacities for large developments of studio or cluster flats

*Garden waste is not supplied under the assumption that the flats do not have individual gardens/amenity areas. If the proposed development has individual gardens, waste bins can be provided in 240L containers on request.

**Receptacles for food waste must be no larger than 240L wheeled containers, due to the weight and the resulting health and safety implications for collection operatives.

4.21 The City of Cardiff Council currently operates a chargeable collection for large, bulky items from domestic properties. Due to statutory targets, under cover storage for the reuse/recycling of **bulky waste items is now a compulsory element** for purpose built flats. The proposed storage area should be a dedicated area, so that bulky items awaiting collection do not interfere with the collection of other bins.



High Rise

4.22 In high rise developments where it is not always convenient for residents to take waste to a single storage area, or a large enough waste storage area cannot be found, alternative arrangements need to be considered. The developer should contact Waste Management at the earliest opportunity before confirming alternative arrangements.

4.23 High rise buildings present a number of challenges for the designer in respect of waste management strategies and in this respect we recommend that the designer / developer

takes the opportunity to discuss the proposals at an early stage with the Waste Management Team, Development Control and Building Control.

Communal Storage

- 4.24 Options for communal storage areas include small storage areas on each floor (which can be collected by building maintenance staff), or a large communal storage in a ground floor/basement location that requires residents to take waste/recyclables to the ground floor/basement level. If containers are to be moved by a lift, the lift must be large enough to safely accommodate a container and a member of staff.
- 4.25 Where waste containers are to be taken to a collection point (other than the kerbside) by residents or staff, a method statement must be provided. The statement must describe the proposed method of transporting containers to the dedicated collection point, and the access and turning space for refuse collection vehicles.
- 4.26 If the full bin provision is unable to be accommodated in a communal bin store it is possible to pay for additional collections using a commercial waste contract. This will allow the development to have a smaller volume of storage, as the frequency of collection is increased. For more advice please contact Waste Management.

(Note: the free domestic collection service offered by the Council may not be compatible with other commercial waste contractors. The Council's commercial waste service is compatible and can therefore be used in conjunction with the domestic service.)

Composting

- 4.27 Consideration should be given to the provision of composting facilities in developments with gardens. Home composting should take place in all new dwellings where space is not restricted. Home composting bins can be purchased from The City of Cardiff Council by calling Connect to Cardiff on **029 20872087**.

Equality considerations

- 4.28 Equality of residents should be considered when designing waste storage and collection facilities on new residential developments. This is especially important in affordable housing, where houses should be designed to be able to function as "life-long homes".
- 4.29 Residents who are elderly or disabled, and are therefore unable to move waste from a bin store to the collection point (i.e. kerbside), are entitled to the Council's Assisted Lift service. This is an arrangement for the collection crews to collect waste from a more suitable area. In order to facilitate this service, developments should be designed with suitable space to store waste which is within 25m of the collection point and 10m of the dwelling.
- 4.30 For developments which feature a communal bin store with doors should make special considerations for residents with limited dexterity or strength. Thought should be given to suitable door handles and door weight.

5. Commercial developments

- 5.1 By law all industrial and commercial premises have a duty of care to ensure their waste is managed and disposed of correctly.
- 5.2 Owners or developers of industrial and commercial developments/properties who require The City of Cardiff Council to collect and dispose of their waste and recycling can contact the commercial services department on **02920 717501**.
- 5.3 Table 5 shows approximate total waste storage capacities for a range of commercial developments. The actual capacity required will vary according to the exact nature of the commercial activities and the frequency of collections. At least two day's additional contingency waste storage should be provided for, over and above the regular volumes stored prior to collection.

Type of Premises	Storage Capacity
Offices	2500L per 1000m ² gross floor space
Retail	5000L per 1000m ² gross floor space
Premises Serving Food	*500L per 20 Dining Spaces or 600L per 100 meals served
Hotels and Accommodation	35L per room / day or **1500L per 20 dining spaces

Table 5: Waste Storage Capacities in Commercial Premises

** certain food outlets such as fast food restaurants and takeaways will produce substantially more waste*

*** the volume of waste depends to a large extent on the type of hotel and facilities offered*

- 5.4 Commercial contracts will offer a range of collection frequencies with varying waste storage receptacles. Please contact the preferred commercial contractor to discuss potential arrangements before submitting planning applications. See Appendix 4 for details of receptacles provided by the Council's commercial waste collection service.
- 5.5 The provision of a compactor or baler should be considered. Compacting waste before collection can significantly reduce the storage space required and the frequency of collections. Compaction also offers a secure containment of waste. However, it should be noted that The City of Cardiff Council does not collect compacted waste for operational purposes, and alternative collection arrangements will need to be made.
- 5.6 Providing space for recyclable material not only encourages recycling, but can reduce collection costs for commercial tenants.
- 5.7 Please see Chapters 6 and 7 to ensure storage facilities are suitable before submitting applications.
- 5.8 Class A3 units will be required to supply litter bins, in order to prevent littering which could occur as a direct result of the development. These litter bins must be owned and maintained by the management.

Hazardous Waste

- 5.9 All hazardous wastes should be correctly identified, segregated and stored separately in accordance with guidance from the Environment Agency and specialist hazardous waste contactors.
- 5.10 Hazardous waste must not be mixed with general waste, composting or recycling.

Mixed Use Developments

- 5.11 In a mixed development, a strict separation of waste is required to ensure that commercial waste does not enter the domestic waste stream. Two refuse storage areas must be identified on site plans detailing this separation.

6. Waste enclosure design and specification

- 6.1 The requirements for waste storage are set out in the *Building Regulations 2010* (Section H6).
- 6.2 Storage of waste on the public highway or footway is **not permitted**.

Location of External Bin Storage Areas

External bin storage areas should:	
<i>Be within 25m of collection point and 30m from the dwelling</i>	<i>Be away from windows or ventilation and preferably under cover or shade.</i>
<i>Be accessible (See Chapter 7)</i>	<i>Not be situated as to interfere with pedestrian or vehicular access to a building.</i>
<i>Be at the side or rear of the property. As a last resort it should be placed on the front.</i>	<i>Where possible, screened from external view using planting, fencing, walls and other appropriate structures.</i>
<i>Be located so that any potential nuisance from the spillage, odour, noise and visual impact is prevented.</i>	<i>Be sensitively integrated within their surroundings and reflect the building design, materials and architecture.</i>
<i>Have access paths with a suitable width of 1.2m for the use of residents in wheelchairs.</i>	

- 6.3 All developments must provide a dedicated storage area for waste and recycling containers, which must be shown on submitted site plans. All enclosures and storage areas should be located within the property boundary and be visible and easily accessible to users/residents to encourage use.
- 6.4 All waste and recycling must only be contained in either bins/bags as specified by The City of Cardiff Council, and stored in a purpose built refuse store or in a bulk containerised system held within the boundary of the site.
- 6.5 Bin storage and enclosure design should take into account ease of user access the collection of containers and any maintenance requirements. All storage chambers/housings should be constructed to *BS 5906 (1980)* and conform to *Building Regulations 2010*, Part H6.

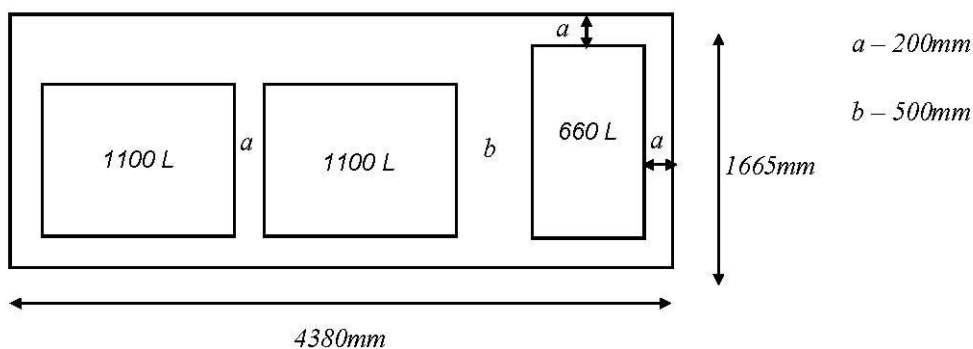
Bulk bin enclosure requirements:	
<i>Any double doors should open outwards, with a clear opening of at least 1.5m and a facility to hold doors during collection.</i>	<i>Allow the container to be withdrawn horizontally, without removing another container</i>
<i>Allow the lid of the bin to be fully opened</i>	<i>Be screened to a height of 1.8m if a roof is not required</i>
<i>Allow a headroom of 2m for pedestrians</i>	<i>Any roller doors must have a clearance of 2.4m.</i>
<i>Must not obstruct sight lines for pedestrians, drivers or cyclists</i>	<i>No access doors should open onto/over public highway</i>
<i>Surfaces should be smooth and impervious to permit cleaning and drainage.</i>	<i>Artificial lights are required to allow safe handling of bins.</i>

- 6.6 The storage area must be maintained to an acceptable standard. Failure to do so could result in non-collection.

Size of Enclosures

- 6.7 The size of the enclosure will depend on the anticipated waste quantity from the site, the size of containers chosen and the collection frequency.
- 6.8 The footprint requirement for each residence or premises, should allow adequate space around each bin (ideally 200mm between and around each container or 500mm if residents are required to lift the lid of a container). This is applicable only to the 660L or 1100L bins.

Below is an example footprint.



- 6.9 There should be a minimum clearance of 500 mm width through any doorway over and above the bin size.

Communal refuse storage examples:



Individual refuse storage examples:



CORRECT: bins concealed in keeping with the design of the buildings.



INCORRECT: terraced townhouses with no frontage leading to bins being stored on the pavement.

Signage and Labelling

DIM EITEMAU SWMPUS
Ni chaiff biniau sydd wedi'u llenwi â gwastraff swmpus eu gwagio

NO BULKY WASTE
Bins blocked by bulky waste cannot be emptied

Ar gyfer unrhyw ymholiadau sy'n ymwneud â Rheoli Gwastraff, cysylltwch â C2C ar **029 2087 2088**
For any queries regarding Waste Management contact **C2C** on **029 2087 2087**

recycle for Cardiff
aigylchu dros Gaerdydd
www.wasteawarenesswales.org.uk

CARDIFF
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- 6.10 Storage areas for waste and recycling must be clearly designated for this use only and be clearly labelled, on walls, doors and floors as appropriate and also on the relevant container itself. If a shared facility, signage should also indicate which properties are entitled to use the facility.
- 6.11 If bins and containers are to be collected by the Council, they must be individually identified with bar codes and other appropriate labels where specified by the Council.



Wash Down Provisions

- 6.12 Where wet waste is generated (including food), the waste enclosure should have either a concrete or paved floor graded to a silt trap, with the trap connected to the sewer. A cold-water tap should be provided either in or adjacent to the enclosure, so the waste container can be cleaned.

7. Collection access

Access for Collection Vehicles

- 7.1 The construction of all access roads for refuse collection vehicles should be in accordance with the Department of Transport's *Design Bulletin 32: Residential Roads and Footpaths and Places, Streets and Movement: A Companion Guide to Design Bulletin 32*, supplemented by the council's *County Highway Design Standards for Residential Developments*.
- 7.2 Roads and parking areas should be laid out to ensure reasonable convenience for the collection vehicles.

Access requirements for collection vehicles:	
Vertical clearance of 4.5m	<i>Must not need to reverse into or from highway for collection</i>
Minimum working area of 3.5m; 4m where emptying containers is to take place	<i>Ideally the vehicle should pull into a dedicated off road bay, without the necessity of reversing into or out of the bay.</i>
The emptying location the vehicle operates from should be relatively level and flat for the entire length of vehicle and container. Any slopes or gradients (other than those necessary for surface water drainage) should be avoided.	<i>Suitable foundations and surfaces which can withstand the maximum payload of the vehicle (30 tonnes). Also includes gully gratings, manholes etc.</i>
Sufficient turning circles or hammerheads on site if manoeuvring on site is required (requires vehicle tracking on site plans)	<i>If inaccessible by vehicle, alternative presentation points can be arranged with Waste Management</i>
See Appendix 5 for the dimensions of collection vehicles.	

Access requirements for collection crews:	
Access paths for transferring refuse should be relatively level. Incline should be no greater than 1:12.	<i>Where communal bins are used, for health and safety reasons, dropped kerbs must be in place and resulting gradients should be minimal.</i>
Refuse is not collected from private drives.	<i>Access paths need to have a smooth, non-slip surface</i>
All refuse must be presented at kerbside (unless discussed with Waste Management).	<i>Collection operatives must not be required to move a bulk container (660L or 1100L) more than 25m.</i>
Access paths must at least 1.5m wide and free from kerbs and steps	<i>Any paths should be free from obstructions</i>
In some cases, illumination of access path may be required	

- 7.3 Any gradients that pose manual handling issues will require the use of a tow truck to move bins. The City of Cardiff Council does not supply bins that are suitable for towing. An alternative collection contractor will need to be arranged in this instance.
- 7.4 **Note** - Where foundations have eroded and trip hazards have formed, the landowner will be responsible for any and all appropriate repairs. Failure to maintain foundations and surfaces to a satisfactory standard may result in collections being halted for health and safety reasons.

8. After Planning Approval

- 8.1 Since 27th July 2015, the developers of all new residential units are required to purchase the bin provision required for each unit. The bins have to meet the Council's specifications (shown in Appendix 3) and can be purchased directly by contacting the Waste Management's Commercial Team on **02920 717500**. See Table 6 for prices. Please note these prices are for domestic developments only. For commercial developments please contact the Commercial Team.

Bin type	Price
140 litre wheeled bin	£25 (+ VAT)
240 litre wheeled bin	£25 (+ VAT)
7 litre food caddy	£0
25 litre food caddy	£0
660 litre bulk bin	£300 (+ VAT)
1100 litre bulk bin	£390 (+ VAT)

Table 6: Prices of domestic bins, as of 27th July 2015.

Note – 140 litre and 240 litre wheeled bins **must** be purchased from The City of Cardiff Council, whereas, the 660 and 1100 litre bulk bins can be purchased elsewhere.

- 8.2 For any other potential payments required via Section 106 agreements are detailed in the Planning Obligations SPG.
- 8.3 If the waste receptacles are to be purchased from an organisation other than the Council, details will need to be submitted to Waste Management after planning approval. Details of the bin dimensions, material, colour and supplier will be required. The bin specifications will have to match those shown in Appendix 3, in order to ensure bins are compatible with collection vehicles and health and safety standards are met. If details are not provided and as a result the waste receptacles are not safe to collect, the Council reserves the right to refuse collection until suitable bin specifications are met. Please forward this information on using the contact details shown on page 3.
- 8.4 If the use of 1100L or 660L bins has been approved on a residential development, a risk assessment will need to be completed by Waste Management before bin delivery or waste collections can commence. If this applies to your development, please contact Waste Management once construction has been completed.
- 8.5 If written communication material is used to educate new occupants of the development on the waste strategy and collection method, efforts should be made to offer bi-lingual material; in Welsh and English.
- 8.6 It is the landlord/landowners responsibility to ensure the occupants are provided with the full bin provision for new developments.

Appendices

Appendix 1: Key Policy 2 (KP2) and Waste Policy 2 (W2) from the Local Development Plan (2016)

KP12: WASTE

Waste arisings from Cardiff will be managed by:

- i. Promoting and supporting additional sustainable waste management facilities, measures and strategies in accordance with the Collections, Infrastructure and Markets Sector Plan (2012) and TAN 21 (2014) in a manner that follows the waste hierarchy and the principles of an integrated and adequate network of waste installations; nearest appropriate installation; self-sufficiency and protection of human health and the environment;
- ii. Encouraging the provision of in-building treatment facilities on existing and allocated areas of general industry;
- iii. Supporting the provision and maintenance of sustainable waste management storage and collection arrangements in all appropriate new developments; and
- iv. Supporting waste prevention and reuse and the provision of facilities that use recycled or composted products.

W2: PROVISION FOR WASTE MANAGEMENT FACILITIES IN DEVELOPMENT

Where appropriate, provision will be sought in all new development for facilities for the storage, recycling and other management of waste.

Appendix 2: Planning Condition Examples

PLANNING CONDITION	Description
STANDARD	No development shall take place until details of facilities for the storage of refuse containers have been submitted and approved in writing by the Local Planning Authority. The facilities approved shall be provided before the development is brought into beneficial use and thereafter retained
APPROVED PLANS (ref: 09/00817/C)	The refuse storage facilities shown on the approved plans shall be provided prior to the beneficial occupation of the development and shall thereafter be retained and maintained unless otherwise agreed in writing by the Local Planning Authority. Reason: To ensure an orderly form of development
SPECIFIC TO FLATS	<p>Details of refuse storage facilities for the x flats shall be provided within 1 month of the date of this consent and the approved details shall be implemented prior to occupation. The approved scheme shall consist of:</p> <p>QTY x 1100/660 Recycling bins QTY x 1100/660 Residual waste bins QTY x 240 Food waste bins QTY x 240 Garden Waste Bins</p> <p>The approved scheme shall thereafter be retained and maintained unless otherwise agreed in writing by the Local Planning Authority. Reason: To ensure an orderly form of development and to protect the amenities of the area.</p>
INTERNAL STORAGE (ref:09/00658/W)	Internal refuse storage facilities shall be provided within 3 months of the date of this permission in accordance with the floor plan/site layout dated xxxxx and thereafter maintained. Reason: To secure an orderly form of development and to protect the amenities of the area.
MORE INFO (ref:09/00307/W)	Prior to any of the flats hereby permitted being brought into beneficial use, details of collection arrangements (to include a location plan showing both the presentation point for collection and a method statement of who is to be responsible for presenting the bins kerbside) shall be submitted to and approved in writing by the Local Planning Authority. Those arrangements shall be implemented as approved on first occupation of any of any of the flats hereby permitted and shall be maintained thereafter. Reason: To secure an orderly form of development, and in the interests of highway safety and public amenity.
COMMERCIAL (ref:09/00751/W)	Prior to the beneficial occupation of the development, a scheme for the storage of commercial waste shall be submitted to and approved in writing by the Local Planning Authority, and the approved scheme shall be implemented prior to the first use of the XXX, and thereafter retained
SMOKING LITTER (ref:08/02288/C)	Prior to the development hereby permitted being brought into beneficial use provision shall be made, and thereafter maintained, for the disposal of smoking related litter. Reason: In the interests of amenity.
LITTER BINS (ref:07/03021/C)	No development shall take place until details of facilities for the storage of refuse containers, to include a Double Derby litter/recycling bin (reference number BX45 2552-240 DD) have

	been submitted to and approved in writing by the Local Planning Authority. The facilities approved shall be provided before the development is brought into beneficial use. Reason: To secure an orderly form of development and to protect the amenities of the area
WASTE STRATEGY FOR MAJOR COMMERCIAL DEVELOPMENTS (ref: 09/02175/C)	Details of a comprehensive waste strategy, which includes facilities for the storage of refuse containers shall be submitted to and approved in writing by the local planning authority. The approved strategy shall be implemented before the development is brought into beneficial use and be thereafter retained and maintained at all times. Reason: To secure an orderly form of development and to protect the amenities of the area.
CONSTRUCTION LITTER (ref:08/01621/C)	Immediately following demolition of the building, the site shall be cleared of debris; thereafter the site shall be kept from litter and other refuse pending its development. Reason: To protect the visual amenities of the surrounding area.

Appendix 3: Bin Specification

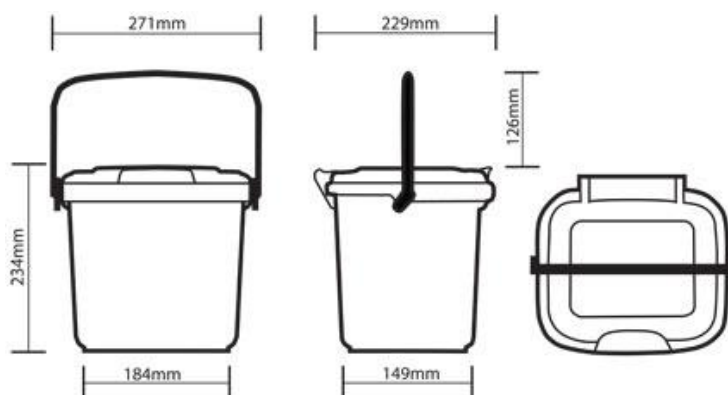
The following information describes the dimensions of the various waste containers and wheeled bins specified by The City of Cardiff Council for domestic properties.

Bin Type	Size (mm)			Wheels	Material	Waste Stream Colours			
	Height	Width	Depth			General	Recycling	Compost	Food
140 Litres	950	500	555	2	Plastic	Black	n/a	Green	n/a
240 Litres	1100	580	740	2	Plastic	Black	n/a	Green	Brown
660 Litre Bulk Bin	1330	1250	720	4	Steel	Silver	Bright Green	n/a	n/a
940 Litre Chamberlain	1410	940	1010	4	Steel	Silver	n/a	n/a	n/a
1100 Litre Bulk Bin	1250	1250	980	4	Steel	Silver	Bright Green	n/a	n/a

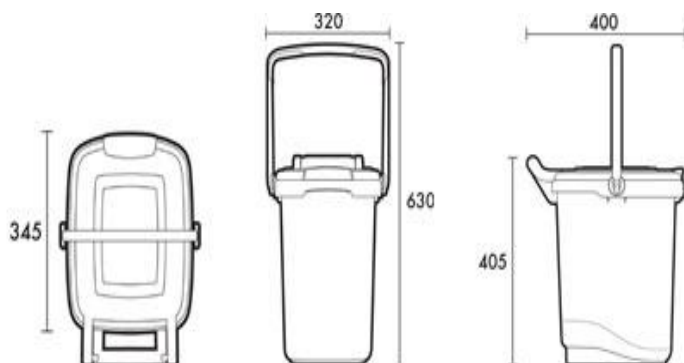
Bulk bins must meet the British Standard as follows:

- Handles – BS EN 840
- Comb lifting bar – BS EN 840-2

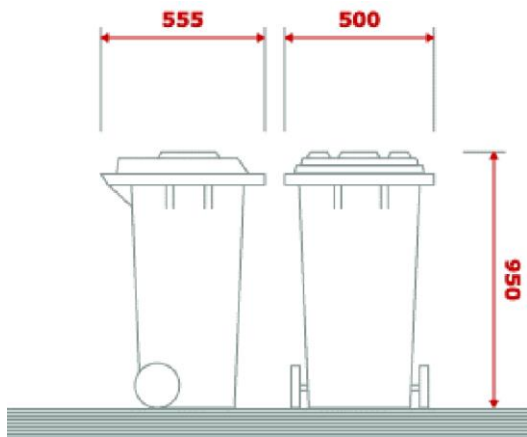
7 litre Kitchen Caddy (internal storage): Food waste: brown



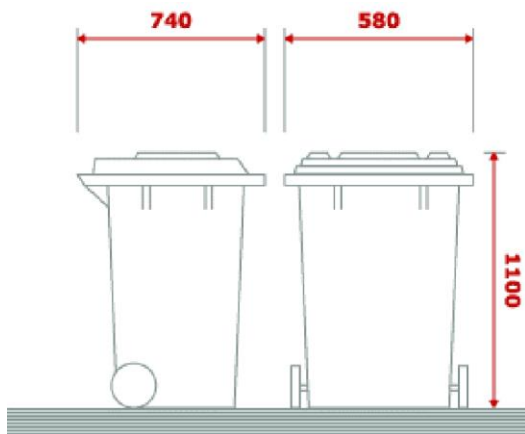
25 litre Kerbside Caddy (external storage): Food waste: brown



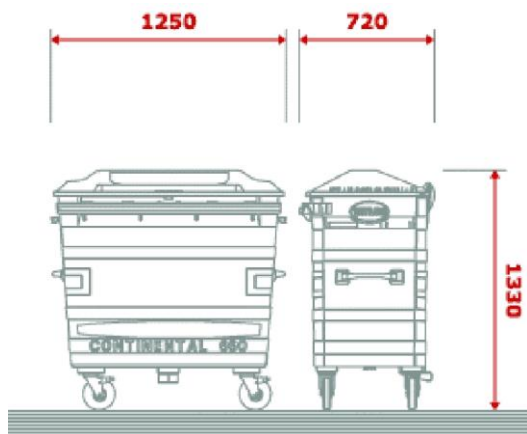
140 litre Wheeled Bin: Residual Waste: black, Green Waste: green



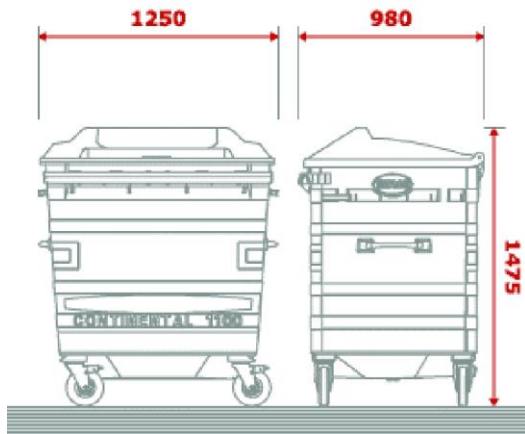
240 litre Wheeled Bin: Residual Waste: black, Green Waste: green



660 litre Wheeled Bin (steel): Residual Waste (silver body, black lid), Recycling (green body, green lid)



1100 litre Wheeled Bin (steel): Residual Waste (silver body, black lid), Recycling (green body, green lid)



Appendix 4: Commercial Storage

			Recommended segregation of waste						
	Development Type	Recommended capacity requirements	Recycling	Compost	Food	Cardboard	Glass	Residual	Litter bins
COMMERCIAL	Office	2500 litres per 1000m ²	X		X			X	
	Retail & Mixed Use	5000 litres per 1000m ²	X		X			X	
	Food & Drink	500 litres per 20 dining spaces	X		X	X	X	X	X
	Hotels & Accommodation	1500 litres per 20 dining spaces	X	X	X	X	X	X	X
	Other Commercial	Further details required	X		X	X	X	X	X

Bin Specification:

As in Appendix 3 for 240, 660 and 1100 litre bins, but also includes the following:

35 litre Caddy for Food Waste: green, plastic

Width: 390mm

Depth: 317mm

Height: 500mm

Height with vertical handle: 740mm

Appendix 5: Refuse Collection Vehicle Dimensions



Olympus 6x2RS Narrow, Smooth Body RCV (19N)

Drawing Reference	Vehicle Part	Dimensions in mm
V1	Overall wheelbase	5250
V2	Overall length	9190
V2	Overall length with tailgate raised	10270
V3	Front axle to front of compaction body	650
V4	Front overhang	1665
V4	Front overhang with cab tilted	3465
V5	Rear overhang	2285
V5	Rear overhang with tailgate raised	3145
V6	Overall height	3450
V6	Overall height with tailgate raised	5100
V7	Height at exhaust tip - nominal	3500
V8	Cab roof height	3130
V8	Cab roof height with cab tilted	3690
V9	Cab floor height	885
V10	First cab step height from ground	495
V11	Rave rail height	1050
V12	Ground clearance at lowest part of vehicle	250
V13	Ground clearance with tailgate	410

Appendix 6: Consultation Representations and Responses

Public consultation was undertaken between 9th May and the 20th June 2016. A press notice was placed in a local newspaper on Monday 9th May 2016. Copies of the draft guidance were placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors***, the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance:

2Let2 Cardiff Letting Agents	Belvoir Estate Agents
4LET	Bentleys Student Lettings Agency
A Space in the City	Biffa
A1 Property Lettings	Black Environment Network
A2Z Property Lettings	Blake Morgan LLP
Abraham Estates	Blue Bay Estate Agents
Absolute Lettings and Sales	BNP Paribas Real Estate
Accommodation For Students	Boulton & Griffiths - Professionals Relocating Limited
ACJ Properties	Bovis Homes
Acorn Estates	Boyer Planning
Adam Waddington	Brilliant Student Services
AJM Property Management	Bristol City Council
Albany Properties	Bryant Homes (South West)
Alder King	BT Group plc
Alternatives for Transport	Burnett Davies
AMEC Environment & Infrastructure UK Limited	Business in the Community Wales
Apple Estates Cardiff	BusyMost Ltd Cardiff
Arts Council of Wales	bValued
Arup	C2J
Asbri Planning Ltd	Cadwyn Housing Association
Ashi Properties	Caerphilly County Borough Council
Aspire Residential	CAIS
Associated British Ports	Campaign for the Protection of Rural Wales
Association of Inland Navigation Authorities	Capital Properties Cardiff
Astra Properties	Cardiff & District Allotments Association
Atkins	Cardiff & Vale Parents Federation
Atlantic Properties	Cardiff & Vale University Health Board Cardiff
Austin-Smith: Lord	Cardiff Access Group
Baker Associates	Cardiff Against the Incinerator
Bannits Lettings	Cardiff and Vale University Local Health Board
Barbara Cunningham	Cardiff Bus
Barbara Rees Estate Agents	Cardiff Bus Users
Barton Willmore (Cardiff)	Cardiff Civic Society
Barton Willmore Planning Partnership	Cardiff Community Housing Association
Barton Wilmore (Cardiff)	Cardiff Cycling Campaign
Bay City Living	Cardiff Ethnic Minority Elders
Bellway Homes (Wales Division) Ltd	

Cardiff Greenpeace
 Cardiff Heliport
 Cardiff Homes
 Cardiff International Airport Ltd.
 Cardiff Lettings
 Cardiff Local Access Forum
 Cardiff Metropolitan University
 Cardiff Naturalists
 Cardiff Pedestrian Liberation
 Cardiff Student Lets
 Cardiff Student Letting
 Cardiff Transition
 Cardiff University
 Carolyn Jones Planning Services
 CDN Planning
 Cedar Properties
 Celsa Manufacturing (UK) LTD
 Celtic Properties
 Cemex Uk Operations Ltd
 CFW Architects
 CGMS Consulting
 Chambers Estate Agents
 Chartered Institute of Housing in Wales
 Cherry Bird Estate Agents
 Chichester Nunns Partnership
 Chris Davies Estate Agents
 Chris Johns
 Chris Morgan
 Chris Watkins
 Chwarae Teg
 Civil Aviation Authority
 CK- Residential Lettings
 Coach House Lettings
 Coal Authority
 Coleg Glan Hafren
 Community Land Advisory Service Cymru
 Confederation of British Industry
 Confederation of Passenger Transport
 Connections Design
 Country Land and Business Association
 CPS Homes
 CPS Properties-Cardiff
 Crofts Davies & Co Estate Agents
 Cymdeithas yr Iaith Gymraeg
 Danescourt Community Association
 Darlows
 David Lock Associates
 David Ricketts Estate Agents
 Davies Sutton Architects
 DavisMeade Agricultural
 Derek Prosser Associates
 Design Circle RSAW South
 Design Commission for Wales
 Development Planning Partnership
 Development, Land & Planning Consultants Ltd
 Disability Arts Cymru
 Disability Wales
 DJ Skinner Property Services
 DLP Consultants
 DPP Cardiff
 Drivers Jonas
 DTB Design
 DTZ Consulting
 Dwr Cymru Welsh Water
 Easy Rent
 Edenstone Homes
 Edmond Estate Agents
 Edwards & Co Property
 Elite Property Estate Agents
 Equality and Human Rights Commission
 Ethnic Business Support Project
 Ezee Let
 Federation of Small Businesses
 First City Limited
 First4 Rentals
 FirstGroup plc
 Firstplan
 Flat Homes
 Forestry Commission Wales
 Fortis Properties
 Freight Transport Association
 Friends of Nantfawr Community Woodland
 Friends of the Earth (Cymru)
 Fulfords Land & Planning
 G Powys Jones
 Garden History Society
 Geraint John Planning Ltd
 GL Hearn Ltd
 GL Hearn Planning
 Glamorgan - Gwent Archaeological Trust Ltd
 Glamorgan Gwent Housing Association
 Globe Property Services
 GMA Planning
 Graham Griffiths Estate Agents
 Graig Community Council
 Graig Protection Society
 Great Western Trains Company Limited
 Gregory Grey Associates

Grosvenor Waterside	Kingstons Letting Agents Cardiff
Guardian Property Management	Knight Estate Agents
GVA	Knight Frank
GVA Grimley	La Maison Properties
H and M Property Services	Landlord Direct
H O W Commercial Planning Advisors	Landscape Institute Wales
Haford Housing Association Limited/ Hafod Carbet -Save Association Limited	Let Wise
Halcrow	Letz Move
Harmers	Levvel Ltd
Harry Harper	Lewis Property Maintenance
Health & Safety Executive	Linc-Cymru
Heath Residents Association	Lisvane Community Council
Heledd Williams	Llandaff Conservation Group
Hentons	Llandaff Society
Herbert R Thomas LLP	Lovell Partnership
Hern-Crabtree	Loyn & Co Architects
HJF & Co Property	Lts Property
Home Builders Federation	LucKey Lettings
Home Finder Pro	Lyn Powell
Homeline Cardiff	M & D Properties
Horizon Properties	MAC Homes Cardiff
Hoskins Johnson	Madley Construction
Hutchinson 3G UK	Maison Letting Agents
Hyland Edgar Driver	Mango Planning and Development Limited
Igbal Homes	Mansells Estate Agents
Imperial Services	Marshfield Community Council
Institute of Civil Engineering	Martel Property Services Ltd
Inter Let Properties	Martin & Co Cardiff Estate Agents
Interfaith Wales	Martin Robeson Planning Practice
Jacobs Babtie	MC Letting Software
James Douglas Sales and Lettings	McCarthy & Stone (plc)
Jeffrey Ross	Mead Property
Jeremy Peter Associates	Meadgate Homes Ltd
Jet Developments	Michael Graham Young
John Lewis Partnership	Michael Jones & Co
John Robinson Planning & Design	Mineral Products Association
John Williams Rental	Moginie James
John Wotton Architects	Mohammed Shahid Munir Property
Jones Lang LaSalle	Morgan Cole
JP Morgan Asset Management	Morgans Residential
JPE Executive Lettings	Mott MacDonald
Jupiter Property Services	Mr Homes
Just Property Wales	Nathaniel Lichfield & Partners
Keep Wales Tidy	National Youth Arts
Kelly Taylor & Associates	Natural Resources Wales
Kelvin Francis	Neame Sutton
KeyLet	Network Rail
Kingsmeade Assets Limited	Network Rail Infrastructure Ltd

Newport City Council
 NFU Cymru
 Nina Estate Agents
 North West Cardiff Group
 Northover & Williamson Sales and Letting Agents
 Northwood Letting & Estate Agents
 Norton Estate Agents
 Nova Properties
 Novell Tullet
 O2 UK
 Oakgrove Nurseries
 Old St Mellons Community Council
 Orange
 Pantmawr Residents Association
 PDM Properties
 Peace Mala
 Peacock & Smith
 Pentyrch Community Council
 Persimmon Homes
 Persimmon Homes East Wales
 Peter Wood Residential
 Peter Alan
 Peter Davies
 Peter Mulcahy
 Peterson Williams
 Peterstone Community Council
 Philippa Cole
 Pinnacle Group
 Planning Aid Wales
 Planning Inspectorate
 Planning Officers Society Wales
 Plaza Property Management Services
 PM Premier
 Police & Crime Commissioner
 Powergen
 Prestige Sales & Lettings
 Profile Wide Estates
 Property Direct Agents
 Quarry Products Association
 Quin & CO
 Quin & Co Ltd
 R H Seel
 Race Equality First
 Radyr & Morganstown Association
 Radyr and Morganstown Community Council
 Radyr and Morganstown Partnership and Community Trust (PACT)
 Radyr Golf Club
 Redrow Homes (South Wales) Ltd
 Reservoir Action Group (RAG)
 Residential Landlords Association
 Rhiwbina Civic Society
 Rhondda Cynon Taf County Borough Council
 RICS Wales
 Rio Architects
 Robert Turely Associates
 Robertson Francis Partnership
 Rochefort Shugar Property Management
 Roger North Long Surveyors
 Royal Commission on the Ancient & Historical Monuments of Wales
 Royal National Institute for the Blind
 RPS Group Plc
 RSPB Cymru
 Save Creigiau Action Group
 Savills
 Scope Cymru
 Sequence Homes
 Seraph Estates
 Shawn Cullen
 Simpson Estates
 SK Designs
 SLR Consulting
 South Wales Chamber of Commerce Cardiff
 South Wales Estates
 South Wales Lettings
 South Wales Mgi Ltd
 South Wales Police
 South Wales Police Crime Prevention Design Adviser
 South Wales WIN
 Sower Estate Agents
 Square Foot Estate Agents
 SSE Energy Supply Ltd
 St Fagans Community Council
 Stedman Architectural
 Stewart Ross Associates
 Stonewall Cymru
 Stride Treglown Town Planning
 Stuart Coventry Scott Wilson
 Student Houses Cardiff
 Sullivan Land & Planning
 SuperLet Cardiff
 Sustrans Cymru
 SWALEC
 Taff Housing Association
 Tanner & Tilley
 Taylor Estate Agents

Temp2Perm Housing
Terry Nunns Architects
The 20th Century Society
The Boarding Centre Ltd
The Design Group 3
The Georgian Group
The Institute of Cemetery and Crematorium Management
The Planning Bureau
The Royal Town Planning Institute
The Umbrella Homes
The Victorian Society
The Wildlife Trust of South & West Wales
Theatres Trust
Thomas & Rose Agents
Thomas George Estate Agents
Thomas H Wood Letting & Estate Agents
Thomas Joseph Lettings Management & Maintenance
T-Mobile (UK) Ltd
Tongwynlais Community Council
Torfaen County Borough Council
Town Planning & Development
Turley Associates
Ty Seren Lettings
United Welsh Housing Association
Urban City Ltd
Urdd Youth Group
Vale of Glamorgan Council
Velindre NHS Trust Corporate Headquarters
Veolia
View Property Wales
Virgin Media
Vivaz Homes Ltd
Vodafone
Wales & West Housing Association
Wales Council for Voluntary Action
Wales Women's Aid
Watts Morgan
Welsh Ambulance Services NHS Trust
- South East Region
Welsh Federation of Housing Association
Welsh Government
Welsh Language Commissioner
Welsh Tenants Federation Ltd
Wenlock Lettings
Wentloog Community Council
Wentworth Properties
Western Permanent Property Management Cardiff

White Young Green Planning
Wigley Fox Partnership
Williams Rentals
Willmott Dixon
Wimpey Homes
X Factor Properties
Zenith Design Solutions

Comments specifically or generally relevant to the draft guidance were received from the above consultees indicated ***

Name	Comment	Response/Action
Cllr E Clark	Section 4.16 needs to make the expectation to provide covered containers at the rear of properties for bag waste clearer. I suggest the wording is amended to "Developers of high density, multiple occupancy dwellings or five or more flats must provide covered containers for waste bags or screened storage for bins. The covered containers must be capable of housing the maximum number of bags required, based on an assessment of projected waste. Where houses have no frontages these need to be provided to the rear of the property.	The SPG is not able to stipulate that storage containers must be provided in rear areas of the property, as this is private land and it does not impact on waste collections. A comment on the need to require storage containers for bag collections is already included in paragraph 4.8.
	Page 18: I don't agree with the encouragement of bins being stored to the front of properties with no frontage. The individual refuse storage example pictures and references should be deleted.	No action. All new developments should be using the bin collection method, so for terraced properties it is necessary for bins to be stored at the front. The pictures in question show bins being suitably contained within a frontage.
	I agree that waste storage requirements within flats should be generous and the waste storage requirements for the numbers living at a property specified.	No action
	Landlords should be required to ensure that brown food caddies and sufficient other waste receptacles are provided for new tenants	This comment will be included in Section 8 of the SPG.
	The enforcement process and penalties for not following the waste SPG need to be clear	This comment does not have a place in this SPG. This document is for developers/architects who are not required to understand the enforcement process.
	The SPG should deter large commercial waste containers from being stored on the street when not presented for waste collection.	The SPG already specifies that waste storage needs to be provided (see paragraph 6.4)

Cllr Merry, Cllr Weaver, Cllr Knight	We strongly support the proposal that developments should not be allowed with internal storage for waste: if followed by residents it is unhygienic and almost inevitably leads to waste being put out as bags are full as understandably residents do not want to store waste inside.	No action
	We also believe that waste storage should be concealed from view and not simply stacked up in front gardens, that it should be adequate for the number of tenants and preferable secure to prevent spillage and pests.	No action