

North Hertfordshire District Council

## Waste Collection, Trade Waste & Street Cleansing Policies

North Hertfordshire District Council follows the principles of the waste hierarchy and therefore these policies should be viewed within this context to ensure we promote and encourage the most favoured waste management options. The preferred actions are to firstly reduce waste where it is produced, after this to promote reuse and refurbishment, next we encourage high quality recycling and compost and finally to enable disposal of waste to landfill.

The policy wording has been written to enable the service across the two authorities to operate in as consistent a manner as possible. However due to some differences in service provision, some policies have had to be detailed to the specific area, albeit with a common overarching statement where possible. This document details NHDC policies only.

### POLICY DESCRIPTION

#### Domestic Waste Collection Service Policies

- 1a. Standard service for individual houses North Herts
2. Variations from the standard service
3. Multi-occupancy properties (flats blocks etc.)
  - 3a North Herts
4. Mixed Domestic / Commercial properties (Mixed hereditament properties)
5. Number of sacks provided
  - 5a North Herts
6. Extra waste capacity
7. Items prohibited from domestic wheeled bins / sacks
8. Excess waste/ side waste
  - 8a North Herts
9. Bin lids
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### **Draft Trade Waste Collection Service Policies**

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## DOMESTIC WASTE COLLECTION SERVICE POLICIES

### Policy 1 - Standard service for individual houses North Herts

The standard service is a kerbside fortnightly collection of residual domestic waste. Mixed dry recycling and paper will be collected fortnightly on the alternate week, in separate containers. Food waste is collected separately, weekly. Each property on the standard service will receive only one bin of each type.

Residents also have the option of paying for a fortnightly collection of garden waste. This collection will occur during the same week as the recycling is collected. Each household can pay for a maximum of three brown bins for garden waste, the second and third bins may be charged at up to double the cost of the initial one.

The bins provided are as follows:

Container	Material	Frequency
180L purple bin	Residual waste (waste which cannot be recycled)	Fortnightly
240L grey bin	Mixed dry recycling*	Fortnightly
55 L blue box	Paper*	Fortnightly
23L green/brown TBC external caddy	Food waste *	Weekly
240L brown bin (chargeable opt in service)	Garden waste*	Fortnightly
Residents use own carrier bag and place it at side of grey bin	Household batteries	Fortnightly
Residents use own carrier bag and place it at side of grey bin	Textiles	Fortnightly

\*As defined by our current acceptance criteria stated on our website

The correct bin must be used for the different types of waste. Exemptions to the standard service may be made subject to certain criteria (see [Policy 2](#)). Where a property is provided with the standard service, only waste presented in containers provided by the Council will be collected with the exceptions under [Policy 8](#) and batteries and textiles.

### Policy 2 – Variations from the standard service

To qualify for an exemption from the standard service you must meet one or more of the following criteria:

1. There is no reasonable rear or side access to the property and the useable off street frontage is too small to accommodate the bins (see [Policy 5](#))
2. The property is accessed via steep inclines or steps, so making it impractical to use wheeled bins (see [Policy 5](#))
3. The property is a flat (see [Policy 3](#))
4. The household is a House in Multiple Occupation or has a large number of residents eg. Student house. (see [Policy 6](#))

5. All residents of the household are disabled or elderly and cannot manoeuvre wheeled bins. (see [Policy 15](#))
6. The household produces clinical waste (see [Policy 26](#))
7. The household produces large quantities of non-infectious healthcare related waste, e.g. nappies or incontinence pads (see [Policy 6 and 26](#))
8. Any other exceptional circumstance as agreed by the council

### Policy 3 - Multi-occupancy properties (flat blocks etc.)

Properties such as flats or accommodation blocks will normally be collected using communal wheeled bins wherever possible. The number of bins provided will depend on the size and number of properties.

Where bins cannot be provided, for example flats above shops, sacks for residual waste will be provided for use and boxes will be provided for dry recycling. Residents will be provided with the quantities of sacks as detailed in [Policy 5](#).

Bins will be collected from the bin storage or other area as agreed by the Council and returned to the collection location.

The frequency of collection from multi-occupancy properties will be as stated below, unless the design of the property means this is not practicable.

Only waste which is presented in the correct containers with the correct items in will be collected. For multi-occupancy properties, where the bin is found to contain incorrect items, it will be rejected and not emptied.

It will be the responsibility of the residents / managing agents to arrange for the incorrect materials to be removed before the bin will be emptied on the next scheduled collection day. The Council may offer to empty the bins at its discretion alongside the scheduled residual waste collection. Repeated incidents may result in charging for the emptying of bins or removal of services. Only items detailed as acceptable items on our website will be collected

No loose rubbish or sacks around the bins will be collected nor any other items; and it will be the responsibility of the residents / managing agents to remove or clear any such items.

Where access to a bin is blocked with loose rubbish / sacks it will not be emptied until this has been removed. The bin will then be collected on the next scheduled collection day.

NHDC collects residual waste, dry mixed recycling, and paper fortnightly and food waste weekly. The following provision is a minimum guide for flats in the NHDC area but it should be noted that the most up to date information will be hosted on our website:-

Container	Material	Collection frequency
Green wheeled bin	Dry mixed recycling*	Fortnightly
Blue wheeled bin	Paper*	Fortnightly
Brown wheeled bin	Food waste*	Weekly
Black/Grey wheeled bin	Residual waste i.e. rubbish that can't be recycled)	Fortnightly

\*As defined by our current acceptance criteria as stated on our website

There will be certain circumstances where recycling cannot be provided due to space constraints or persistent contamination. Only bins containing correct materials will be collected.

#### **Policy 4 – Mixed Domestic / Commercial Properties (Mixed hereditament properties)**

Mixed hereditament properties are generally business properties with living accommodation attached e.g. a flat above a shop. Such properties will be provided with the standard service ([Policy 1](#)) unless an exemption/variation applies. The bins provided must not be used to dispose of business waste.

#### **Policy 5 - Number of sacks provided**

If the property meets either Criteria 1 or 2 from [Policy 2](#) the property will be provided with sacks for the collection of residual waste and a box for the collection of mixed dry recycling and a box for the collection of paper.

In the NHDC area, sacks are delivered annually. Sacks are collected fortnightly and a maximum of 4 sacks will be collected unless an exemption within [Policy 6](#) applies.

#### **Policy 6 – Extra waste capacity**

All households will be provided with bins in accordance with the standard service. Residents can apply for additional capacity for residual waste under the following circumstances.

1. There are six or more permanent residents in the household, and there is excessive residual domestic waste that cannot be recycled.
2. There are two or more children in nappies under the age of 36 months
3. A household where a large quantity of non-infectious healthcare (hygiene) waste is being produced

All households that request additional capacity will need to meet the set criteria. If the application is under Criterion 1 above, a waste audit may then be carried out to determine whether additional capacity is required. This is to ensure that households are recycling all that they can.

Capacity requirements are reviewed periodically and additional bins are provided on a conditional basis. Households will revert back to the standard service when the criteria no longer apply.

If a household is placing out a significant amount of extra recycling each collection, they may be considered for a larger recycling bin.

#### **Policy 7 - Items prohibited from domestic wheeled bins / sacks**

The following items are prohibited from all bins, this list is not exhaustive:-

- Any hazardous waste
- Any clinical waste

- Paint/ Pesticides or chemicals
- DIY waste
- Plasterboard
- Electrical and electronic equipment
- Commercial waste
- Large or bulky waste which does not normally fit into a bin.(see [Policy 27](#))
- Hot ashes
- Car parts
- Rubble / soil
- Corrosive materials and liquids
- Oil
- Fluorescent tubes / low energy light bulbs

Prohibited items within Individual bins are listed on our website

### **Policy 8 – Excess waste / Side waste**

Excess residual waste placed beside or piled on top of the residual domestic wheeled bin will not be taken. Where possible excess waste will be placed inside the bin after it has been emptied, a sticker informing the resident will also be left. Persistent excess residual waste may result in an officer visit to advise on management of waste. Excess waste can be taken to the nearest Household Waste Recycling Centre alternatively the resident can pay for a bulky waste collection see [Policy 27](#).

Where bins have been forcibly compacted or frozen and the contents is stuck in the bin residents are required to loosen the contents. The bin will then be collected on the next scheduled collection day.

Additional dry recycling materials for the grey bin will be collected as long as these are contained in a paper bag, cardboard box or reusable plastic box. Non recyclable containers will be left after collection. Excess recyclable material will not be collected if presented in a black or other type of plastic sack.

Excess paper can be placed next to the box in a paper bag or reusable plastic box. Non recyclable containers will be left after collection

Excess waste will not be collected with brown bins with the exception of real Christmas trees, which should be left next to the brown bin in January only. This is for residents who have signed up to the chargeable garden waste service only.

### **Policy 9 – Bin Lids**

Wheeled bins will only be collected if the bin lid is closed. This is due to Health and Safety considerations and to limit the potential for waste to fall or blow out of the bin. See [Policy 8](#) for the management of additional waste.

### **Policy 10 - Rejected / contaminated wheeled bins, boxes and sacks for standard house service**

Where wheeled bins are found to be contaminated, residents will be notified by means of a sticker or hanger placed on the relevant bin requiring them to remove the incorrect material and dispose of it in a responsible manner. Boxes and sacks will have a sticker placed on them if possible. In addition a letter will be sent to the household, highlighting which materials can be recycled. Once the incorrect material

has been removed from the bin or sack they will be collected on the next scheduled collection date for that material. We will not return to empty the bin, box or collect the sack before the next scheduled collection date.

### **Policy 11 - Collection day & time**

The bins/sacks/boxes must be available at the collection point by 7.00am on the day of collection for all residents.

### **Policy 12 - Collection point for wheeled bins / sacks**

The waste should be presented at the edge of the property, where the property meets the public highway. If properties are located down a private driveway/road then the bins must be presented where the private access road / driveway meets the public highway.

In a small number of cases e.g. farms, due to the access or location of a property it may not be possible for residents to place bins near the public highway for collection. Each case will be looked at on an individual basis to agree a suitable collection point as close as possible to the vehicle access point.

Where the collection vehicle has to travel over a private / road drive we will not be liable for any damage due to wear and tear to the road surface from normal collection operations as the roadway is unlikely to have been built to highway standards.

### **Policy 13 - Return of bins**

Bins will be returned to the collection point where possible or another safe place within a reasonable distance to the property and should be removed by the householder as soon as reasonably practicable after the collection has been made. Bins should not be left obstructing driveways or the public footpath.

Where a bin store has been provided the bins will be returned to the bin store.

### **Policy 14 - Missed collections**

We will only return for a reported missed collection in the following circumstances

- The bin, box or sack was placed out before 7.00am
- The correct collection point was used,
- A rejected sticker / hanger has not been put on the bin and/or it has not been reported as contaminated by collection crew,
- A crew report has not been received regarding the bin e.g. heavy, excessive waste
- In the case of assisted collections (see [Policy 15](#)) there was access to get the bin e.g. gate unlocked

A missed collection must be reported within 2 working days of your normal scheduled day of collection. Any missed collections reported after this time will not be collected until the next scheduled collection day unless there are exceptional circumstances. Vehicle CCTV and in –cab crew reports will be used to determine whether a return will be made.

Collections which are not made due to the fault of the resident will only be returned to at the discretion of the contractor and/or Council management team in exceptional circumstances.

### **Policy 15 - Assisted collections**

Assisted collections are available to anyone with a mobility problem where no-one in the household is able to take the bins to the normal collection point (see [Policy 12](#)). The collection team will collect the waste or recycling from its normal storage point, empty the container and return it back to the householder's storage point.

The bins/boxes/sacks must be easily accessible for the crews, and collection vehicle. Gates must be left unlocked where necessary and the crew should be easily able to manoeuvre the bins from the property. Please ensure there are no overhanging branches or shrubs as we may be collecting in the dark. Wherever possible the bins should be stored at the front of the property to enable easy collection and collection should avoid steps and gravel drives.

Where a property on an assisted collection is located a long way from the public highway on a private driveway / road the vehicle may need to access the property where it is not suitable for our crews to walk to collect the waste. In these circumstances we will not be responsible for damage cause to road surfaces through normal collection operations.

Checks may be carried out by the Council from time to time on resident's suitability for the collection and evidence requested from the householder. Any change in circumstance must be notified to the council as soon as possible.

### **Policy 16 – Frozen waste bins**

During winter months organic waste can become frozen in the bin. If the waste does not empty when lifted by the vehicle mechanism the bin will be left with the contents still in it. A sticker or hanger will be left to indicate the reason for non-collection. The resident should ensure that the waste is loosened within the bin when presenting it for collection on their next scheduled collection day. We will not return to empty frozen bins before the next scheduled collection except in exceptional circumstances.

### **Policy 17 - Overweight wheeled bins and sacks**

Where a crew member cannot safely manoeuvre and position a wheeled bin onto the vehicle, or where the vehicle cannot lift the bin due to its weight, then it will be left unemptied and reported by the collection crew. By law all the vehicle bin lifts have a safe working weight limit which crews cannot override. Bins containing the correct items (see [website](#) and [Policy 7](#)) will rarely be over weight.

Sacks should be liftable with one hand. When collecting sacks the employee will assess the weight of the bag. If this is too heavy to carry safely to the vehicle, the bag is likely to split or if the employee cannot safely lift it into the vehicle it will not be collected.

Where any bin or sack is found to be too heavy the householder will be required to remove sufficient material from the bin/sack and dispose of it in a responsible manner. Once sufficient weight has been removed, the bin or sack should be presented on the next scheduled collection date. We will not return to empty the bin or collect the sack before the next scheduled collection date.

### **Policy 18 - Ownership of wheeled bins / sacks**

All wheeled bins and sacks provided remain the property of the Council and should be left at the property when moving out.

For households with a larger bin (see [Policy 6](#)) for residual domestic waste it is necessary to notify the waste department at the Council when the property is vacated.

Wheeled bins and sacks provided must only be used for the collection of waste and recycling.

The householder is responsible for keeping the bins / sacks safe whilst they are on their property and to protect them from misuse. The Council will not clean or wash bins.

### **Policy 19 - Stickers on wheeled bins**

Only stickers provided by the Council will be allowed on bins, or stickers which residents use to identify their bin e.g. house number. No other advertising / promotional stickers will be put on the bins without the permission of the Council.

### **Policy 20 - Provision of new/replacement wheeled bins**

Bins will not usually be put on our delivery schedule until the property is occupied and registered with Council Tax.

At a property where the previous occupier has not left the bins, the Council must be contacted to arrange delivery of a set of bins.

### **Policy 21 – Lost and stolen wheeled bins**

If you suspect your bin has been lost please check the surrounding area before requesting a new bin. You must contact us to request a replacement bin. Waste not contained within the specified receptacles will not be collected.

### **Policy 22 - Damaged wheeled bins**

If the bin has been damaged or 'eaten' by the collection vehicle the collection crew will report it on their in-cab reporting system and a new bin will automatically be delivered, and a notification will be left. Other damage should be reported to the Council who will repair or replace it as necessary. A replacement may be a refurbished bin.

### **Policy 23 - Sharing wheeled bins**

If residents request to do so, then they may share bins with their neighbour if both are in agreement. One resident must claim overall responsibility for the bin as a bin can only be allocated to one address; this is usually the property where the bins are stored. It is the responsibility of the householder if a bin is contaminated, misused or needs replacing.

### **Policy 24 - Severe weather**

During severe weather we will

- Continue to undertake the regular scheduled collection of waste wherever it is deemed safe to do so. The decision on whether it is safe for a refuse collection vehicle to access a specific location/street has to be determined locally by the driver of that vehicle. Among key factors that apply are: road conditions, weather conditions, access past parked cars, risks to the safety of public and the crew.

- We will try to return and collect missed bins as soon as possible after the scheduled collection date. If this is not possible due to continuing bad weather conditions we may make alternative arrangements.
- If disruption occurs we will update the Council's website with the information on what is happening and may decide to prioritise which services are caught up.
- Social media site will be updated and automated phone messages may be used.

### **Policy 25 - Access Issues**

If access to a road is blocked by parked cars or road works collections will be attempted on two consecutive days following the scheduled day of collection.

Parked cars blocking access will have a letter, card or sticker attached to the windscreen.

Where access has, on a number of occasions, been attempted to collect waste but vehicles were unable to do so for reasons such as parked cars. We may notify the Police. Collections will resume on the next scheduled day.

If we are notified of road works in advance alternative arrangements may be arranged and communicated to residents.

### **Policy 26 – Healthcare and clinical waste**

#### **Offensive / hygiene waste**

The Council does not offer a separate collection for low grade non-clinical healthcare (offensive / hygiene) such as waste incontinence pads, nappies, feminine hygiene products etc, from a person with a non-infectious condition. This waste should ideally be double wrapped and placed in the non-recyclable (residual) wheeled bin. Where a large quantity is being produced then the household may be eligible for a larger purple wheeled bin under [Policy 6](#).

#### **Clinical waste - Infectious or hazardous waste including Sharps**

Sharps such as needles must never be placed in wheeled bins or sacks but disposed of in special sharps boxes and can be returned to the doctors surgery/ hospital or residents can request to have a sharps collection. Clinical waste collections of sharps are made in yellow sharps boxes on a call and collect basis.

Clinical waste collections in most cases are considered temporary and are periodically reviewed.

Patients producing infectious or hazardous waste must have a referral form from their healthcare provider, in EHDC health care provider details should be provided.

Which of the services above are provided will be based on the information provided by the resident and their healthcare professional.

### **Policy 27 – Bulky waste collections**

Large household items e.g. a sofa or large Waste Electronic or Electrical Equipment e.g. a fridge can be taken to the nearest Household Waste Recycling Centre for disposal.

It is advised that for bulky household items in good condition, charities or reuse organisations should be contacted initially.

Bulky household waste collections made by the Council are charged and will be collected only upon receipt of the relevant payment. These collections will be made at a different time to normal waste collections and the items should be placed outside for collection by 7am on the notified day.

Items should be stored in a clean and dry location prior to collection as the Council will reuse or recycle the items where possible.

We do not make collections from inside the property.

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## **TRADE WASTE POLICIES**

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### **Policy 28 – Trade refuse and recycling collection material streams**

The Council can provide collection upon request for residual trade waste. In some areas collections can also be made for mixed dry recycling, separate paper and separate cardboard. Waste must be contained within the receptacles provided and payment must be made in advance.

### **Policy 29 – Trade refuse and recycling collection bin sizes**

Collections can be arranged for the following bin sizes provided they are in stock.

- 240L
- 360L
- 660L\*\*
- 1100L\*\*

\*\*Not suitable for paper only collections.

All bins and sacks remain the property of the Council and will be collected at the end of a contract or on non payment of outstanding invoices.

Terms and conditions and further service information is available on our website.

## STREET CLEANSING POLICIES

### Policy 31 – Standard of Service

Street cleansing operations are undertaken in accordance with a minimum cleansing schedule based on zoning outlined in the Code of Practice for Litter and Refuse. Where standards of cleanliness have been identified to have fallen below Grade B between the scheduled cleanse or litter pick, they will be returned to Grade A in accordance with the response times outlined in [Policy 32](#).

### Policy 32 – Response times

All highway cleansing schedules have been devised on minimum cleansing frequencies according to their intensity of use and using guidelines in the Code of Practice on Litter and Refuse. Further details are available on our website.

Fly-tipping will be removed within 2 working days of the report. Where hazardous waste is identified in the fly tip a specialist contractor is required to remove waste and therefore removal may be up to a week.

Reactive litter and ‘hotspot’ areas which are categorised as Grade C or D will be cleaned of litter on receipt of reports or as a result of inspections in accordance with the response times.

Reported needles will be collected the same working day.

### Policy 33 – Leaf clearance

In the NHDC area, separate leaf clearance work will be undertaken as required in high leaf fall streets across the district to maintain the safe use of highway footpaths. All other leaf clearance will be undertaken alongside the scheduled cleanse, typically a minimum of every 28 days.

### Policy 34 – High speed roads

High speed roads requiring traffic management and road closures to cleanse and litter pick safely will be mechanically swept at least once a year.

Laybys and safely accessible areas will be litter picked as required and in accordance with the zones specified in the Code of Practice for Litter and Refuse. This is often done at the same time as litter bin emptying.

### Policy 35 – Street cleansing Town centres

Town centres will receive a daily litter pick service. The areas of the town centres experiencing the highest intensity of traffic will be maintained to a Grade A standard between 8am and 6pm Monday to Saturday and 8am and 12noon on Sundays, with the exception of Christmas Day and New Year’s Day.

### Policy 36 - Litter / on street recycling bins

Litter bins are to be used for small items of rubbish derived from passers by only. Bagged dog faeces can be placed into street litter bins. Household and commercial waste should not be placed into on street bins. Waste should be placed inside the bin, not next to or on top of it.

If a stub plate is present, the extinguished cigarette should then be disposed in the bin.

Where recycling bins are present, only the correct materials as stated on the bins should be placed within them.

Where litter bins are not present litter should be taken home.

### **Policy 37 – Winter snow clearance**

Winter snow clearance and gritting frozen or icy roads or footpaths is the responsibility of the land owner. For roads and footpaths which form part of the highway this is the responsibility of Hertfordshire County Council (HCC).

Gritting will be undertaken when necessary on Council owned land such as car parks, and in some circumstances staff will assist HCC in gritting and clearing snow from the town centre footpaths.

### **Policy 38 – Events and street parties**

Additional cleansing support can be provided where necessary for events and street parties. It is the responsibility of the event organisers to liaise with the cleansing team about these requirements and the cost of additional services will be recovered from the organisers.

### **Policy 39 – Graffiti and fly-poster removal**

Response times for the removal of reported offensive graffiti and reported offensive fly-posting, on Council property, will be in accordance with the recommendations in the Code of Practice for Litter and Refuse.

In addition officers will work with private property owners to encourage the removal of graffiti.

Further details are provided on our website