

SUBJECT: MODERNISING TRADE WASTE - INTRODUCTION OF CHARGE FOR DRY RECYCLING &

RE-ALIGNMENT OF COMMERCIAL WASTE ACTIVITY WITHIN MONMOUTHSHIRE

**DIRECTORATE:** Operations / Waste & Street Services

MEETING: Individual Member

DATE: 11<sup>th</sup> November 2015

**DIVISION/WARDS AFFECTED**: All

#### **PURPOSE:**

1. To seek Cabinet agreement for:

- a) The implementation of Budget Mandate no.37(b) which proposed introducing a charge for trade recycling
- b) The proposed policy to support the introduction of the charge (Appendix 1)
- c) The proposed charging mechanism contained in the policy and the insertion in future years of price reviews within the Fees and Charges process of the Council
- d) Changes to the Trade Refuse charging schedule due to legislative changes on what can and cannot be charged for
- e) Delegation given to the Recycling Strategy & Business Manager in consultation with the Cabinet Member to make small amendments to the scheme/policy with the principle that the proposed pricing mechanism does not change to reflect the needs of businesses in Monmouthshire.

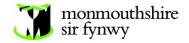
#### **RECOMMENDATIONS ON PROPOSED WAY FORWARD:**

- 2. The recommendations are:
  - a) To approve the policy and charging scheme for Trade Waste Dry Recycling
  - b) To approve the changes to the charging mechanism for Trade Waste Refuse
  - c) To approve the requested delegation (e above) for scheme implementation outlined above.

#### 3. KEY ISSUES – THE BUSINESS CASE FOR CHANGE

Producer Responsibility & Legislative Compliance

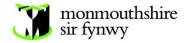
- 3.1 Under the Environmental Protection Act (1990, 45 (1b)) Councils have a duty to collect or arrange for the collection of commercial waste if the occupier of the business makes a request. The Council may then recover a reasonable charge from the person who made the request (45 (3b)).
- 3.2 The Councils chargeable trade waste service is well established with over 400 customers registered. This represents approximately 18% share of the market with the vast majority of other trade premises using commercial waste companies (eg Biffa, Sita, Thomas Waste) to collect their waste. The Recycling Team has to date focussed attentions on domestic recycling and the trade waste service has been primarily a collection and disposal (which was landfill and is now energy from waste) service.



- 3.3 Under the Waste Framework Directive and the transposed Waste Regulations (England and Wales 2012 as amended) there is a legislative duty on local authorities and waste collection companies to provide services that enable business customers to meet their own duty to treat waste arisings in accordance with the principles of the Waste Hierarchy Reduce, Reuse, Recycle, Recover, and finally Disposal to Landfill. To ensure the council and its customers are compliant we need to formalise waste collection procedures *including* making a reasonable charge for recycling. In addition Welsh Government are developing proposals to make recycling a more prominent feature in business activity with the introduction of the Environment Act which was consulted on over 2014-15 which will impose statutory requirements for the sorting of recyclates by businesses themselves.
- 3.4 Unlike household waste where the Council acts on behalf of the resident a business is fully responsible for its waste. MCC when dealing with its 400 customers ensure that all the necessary documentation and support is provided for them to be compliant. However as demonstrated by Natural Resources Wales & Environment Agency prosecutions some businesses do not correctly manage their waste. Reasons include being unaware of responsibilities, there is sometimes a mistaken assumption that Business Rates pay for the waste/recycling service and unfortunately at times there are those who are aware of their duties but continue to flout the law. Some businesses use the domestic rubbish and recycling collection services while others use the domestic household waste recycling centres (HWRCs) such as Mitchell Troy or Five Lanes. However under the Polluter Pays principle businesses should not be using these facilities for free as they are meant to be for domestic residents only.
- 3.5 A full trade waste review and consultation in late 2012/13 (which surveyed all businesses in MCC with a 30% response rate) highlighted that nearly all our 400 customers are using the domestic recycling collection service free of charge or using the HWRCs to dispose of their waste and recycling. Whilst this has benefitted MCC's recycling rates, with an ever restricting budget and the Council needing to respond fully to legislative changes it is now an appropriate time to ensure our businesses are fully compliant with their legal requirements and the domestic tax payer is not subsidising commercial activity.

## Covering the Cost of the Service

- 3.6 Under the principles of Producer Responsibility the waste producer i.e. the business must be charged a representative cost for the service. Under the EPA (1990) LAs are allowed to make a *reasonable* charge and this is usually deemed to be that costs are covered. Up until 2013-14 the trade waste service did not fully recover costs. This was mainly due to the major increases in landfill tax which pushed the cost of the service up faster than the rate of inflation that was being charged the customer. This meant that in 2014-15 a 30% increase on trade refuse prices was instigated which has ensured that the service now covers cost.
- 3.7 It is difficult to measure the cost to the Council of collecting and managing trade waste recycling as the material is collected on the same rounds as the household collections. However the 2013 survey estimated that businesses were presenting almost 150,000 bags for recycling per annum. With each bag weighing approximately 4.5kg this is equivalent to 675 tonnes of recycling per year or 6.7% of the total recycling kerbside collections. In 2013-



14 dry recycling collections cost MCC £797k, 6.7% equates to £53,442. It is very likely that in 2016 and beyond MCC will incur a gate fee cost for dry recycling and based on current market assessments the cost of treating 675 tonnes could be approx. £34,000. Therefore making the total cost of the trade recycling service to MCC as a minimum (excl. administration) of c.£87k.

Developing a Modern Fit for Purpose IT Based Chargeable Scheme

- 3.8 The current trade waste service is based on an Access Database which requires officer to duplicate entries and does not integrate with the Debtors system for the raising of quarterly invoices. It is proposed that with this change that an on-line system for managing trade waste is developed which will seamlessly link to the finance system of the Council (via Civica (the payments system) to Agresso (the finance management system) as well as give the Recycling & Waste service the details that it needs to ensure a quality service is provided, and importantly only those who have paid for the service receive one.
- 3.9 Mapping and development work has been undertaken in partnership with SRS to determine the most appropriate system for the service needs. Mayrise was chosen as the waste element is similar to Mayrise Highways and is already used by highways and One Stop Shops. The Mayrise System will also be used for recording general waste enquiries and tracking requests. The system cost of £20k can be managed within the overall waste budget as efficiencies can be achieved by using it to administer more of the existing services.

#### THE PROPOSED CHANGES

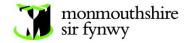
THE POLICY & CHARGE FOR TRADE DRY RECYCLING (RECOMMENDATIONS A, B & C)

How will trade dry recycling be collected?

3.10 It is proposed that for the time being, until the long term Recycling Review is completed (due to go back through political processes Jan –Mar 2016) that the trade dry recycling service will remain as is – with red and purple bags being the main form for trade recycling. However the bags will be clearly labelled Trade Recycling so that the crews are able to identify that the right bags are being used by the businesses.

What will the charge be?

- 3.11 It is proposed that the dry recycling bags will be 50% of the cost of trade refuse sacks. This is to demonstrate that MCC fully supports and promotes recycling over use of the refuse service. It is being recommended that bags are sold in rolls with a minimum of 2 rolls purchased at a time 1 red and 1 purple initially. Therefore the cost will be:
  - .60p per bag, (there will be a need to purchase red and purple bags so the initial purchase will need both colours £1.20)
  - £7.80 per roll (13 bags per roll)
  - £15.60 minimum purchase



3.12 To put this into context the trade bags are currently £2.50 each.

This charge is for dry recycling only – paper, card, glass, plastics, cans etc. Due to the current fleet and infrastructure it is not possible to introduce a trade waste service for food waste at this time. However this will be considered in light of the longer term Recycling Review and if possible officers will try to determine the economic and operational feasibility of a trade waste food scheme for introduction in 2016-17.

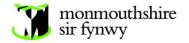
How will businesses pay for the service and get the bags?

- 3.13 All businesses receiving either the full trade waste service (refuse and recycling) or any part of the service will need to be registered with the council to purchase trade bags. They will receive a unique Trade Customer Number for future reference. This will ensure that the business receives it's annual Duty of Care/Waste Transfer Note and remains compliant with the legislation. The Council charges £25 for producing the DoC/WTN so capturing all businesses that use our services will also increase revenue.
- 3.14 When businesses are registered they will be able to purchase trade bags from the One Stop Shops and some of the existing independent stores where they are able to check the unique Trade Customer Number.
- 3.15 Any new businesses wishing to receive these services can register at the OSS, over the telephone and ultimately we hope to allow on-line registration services.

## **Guidance and Rules**

The draft policy at Appendix 1 contains the detail, but a summary of key rules/guidance is provided below:

- From October all businesses must be registered for trade services and buy trade bags for recycling collections.
- Recycling presented in domestic recycling bags for collection by businesses will not be collected.
- This has been communicated to all existing trade waste customers with the 2015/16 annual DoC/WTN and will be communicated to all users of the service as they are identified going forward.
- If a business is suspected of not using appropriate bags (i.e. still using domestic bags) then the Council's Officers will investigate to determine the source of the waste. If it is determined by the Council that it is business waste being presented as domestic waste then the Council will not collect waste from that business until it is presented appropriately.
- There will be an annual registration which will be initiated with the first payment which will trigger the generation of a Waste Transfer Note which indicates that the business has appropriately managed its waste in accordance with the waste hierarchy
- The Waste Transfer Note will cost £25 which was a price agreed at full Council for budget mandate 37 (b) in January 2015.
- Community Halls used for public meetings and where events are not-for-profit will be allowed to recycle free of charge but will still need to register and pay the annual Duty of Care. The

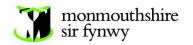


- allocation will be determined by the Trade Officer in conjunction with the premises to ensure that it is adequate to cover the charitable element of the waste stream.
- Charities and charity shops (on their request) will be given an allocation of business waste recycling bags every 3 months providing they are registered and pay the annual Duty of care. The allocation will be determined by the Trade Officer in conjunction with the premises to ensure that it is adequate to cover the charitable element of the waste stream.

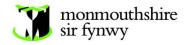
CHANGES TO THE TRADE REFUSE CHARGING SCHEDULE DUE TO LEGISLATIVE CHANGES ON WHAT CAN AND CANNOT BE CHARGED FOR (RECOMMENDATION D)

3.16 MCC's is currently working to a historic charging mechanism for collections and disposal for trade waste. The original Controlled Waste Regulations were amended in 2012 and allowed some premises to move from a collection only to a collection and disposal charge. The table below indicates the changes.

| Type of Premises  | Classification of waste                             | Charge for Collection? | Disposal?  | ls this<br>different from<br>1992 regs? |
|---|---|------------------------|--|---|
| Camp sites or tents pitched on land other than a camp site (apart from domestic premises on camp sites which = household waste).  | Commercial waste                                    | Yes                    | Yes  | Yes                                     |
| Caravans/tents used as PERMANENT homes.   | Household<br>waste                                  | No                     | No   | No                                      |
| Caravans / mobile homes used by travellers or gypsies.  | Household<br>waste                                  | No                     | No   | Not covered in 1992 regs.               |
| Charity SHOPS (ie: which sell goods donated from houses).   | Household<br>waste                                  | Yes                    | Yes (but only waste that did not originate in a domestic property) | significantly changed)                  |
| Charity premises, used wholly or mainly for charitable purposes (except where it is from a place of worship or premises used mainly/wholly for public meetings), or a community interest company. | Commercial<br>waste                                 | Yes                    | Yes (but only waste that did not originate in a domestic property) | significantly changed)                  |
| A place of worship (e.g churches, mosques, Buddha temples)*   | Household<br>waste                                  | No                     | No   | No                                      |
| Educational establishments, e.g school etc (sched 1 (4)(8)(15) 'waste from premises forming part of').  | Household<br>waste (but<br>treated as<br>commercial | Yes                    | No   | No                                      |



|   |   |     |     | 1   |
|---|---|-----|-----|---|
|   | for the purpose of charging)  |     |     |   |
| Hospitals (CWR 2012, sch 1(4)(8)(16) "waste from premises forming part of a hospital or nursing home except for waste from a residential hostel forming such part which provides accommodation only to persons with no other permanent address"** | Household waste (but treated as commercial for the purpose of charging) | Yes | Yes | Yes   |
| Nursing Homes*** (legislation is as per hospitals)  | Household waste (but treated as commercial for the purpose of charging) | Yes | Yes | Yes   |
| Residential homes*** or land belonging to or wholly or mainly used in connection with a residential home.   | Household waste (but treated as commercial for the purpose of charging) | Yes | Yes | Yes   |
| Residential Hostels (which provides accommodation only to people without another permanent address, or who are unable to live at their permanent address).  | Household waste.  | Yes | No  | No  |
| Penal institutions (eg Usk borstal and prison).   | Household waste (but treated as commercial for the purpose of charging) | Yes | Yes | Yes   |
| Public meetings (waste arising from these, wherever the location).  | Household<br>waste  | Yes | No  | Yes – previously mentioned meetings in village halls etc, now no longer relevant. |
| Self catering accommodation (used in course of a business): eg holiday cottages, caravans   | Commercial  | Yes | Yes | Yes   |



| (which don't have a license/planning permission to be inhabited year round), vehicles or vessels (which aren't used wholly for purpose of living accommodation)  | waste |  |  |
|--|-------|--|--|
| Note: Defra proposals (p.18) state that with regards to holiday cottages, the legislation change will only affect properties rented out for more than 140 days per year (ie those not eligible for council tax payments). However, the CWR 2012 does not mention this aspect – so may need to clarify. |       |  |  |

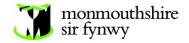
- 3.17 Given the priority of Education to the Council and the already pressured situation of budgets it is proposed that Schools remain as now collection only and the Council does not introduce a charge for disposal on top. However for all the other amended business types e.g. caravans parks etc. a full cost of collection and disposal will be charged.
- 3.18 It is proposed that this change be initiated from 1<sup>st</sup> October 2015 with businesses being given 3 months notice from July.
- 3.19 All existing trade waste customers will be contacted again (individually) to fully explain the changes to the registration process, trade recycling charges and changes to the charging schedules for non-domestic properties.

#### **REASONS**

- By introducing a charge we fully implement the principles of polluter pays
- By developing the software to accurately record registered customers we can deliver a more
  efficient and customer focussed service. We will be able to monitor the services we provide
  to our customers and ensure they meet their legislative duties.
- By consulting with the traders and businesses in Monmouthshire we will raise awareness of their legislative duties and establish a chargeable recycling service that is fair and reasonable in conjunction with our customers.

### 4. FINANCIAL IMPLICATIONS:

- 4.1 The initial cost for developing the accounts management Trade Waste Package through the Highways Mayrise system.
- 4.2 It is unlikely that MCC will secure a comparable contract to the one that currently exists for the treatment and processing of its domestic recyclate. The instability and fluctuation in the recycling markets could increase treatment costs to £35-55 per tonne in 2015/16. The Trade Waste survey in 2013 showed that almost 150,000 domestic red and purple bags were used by trade premises to dispose of business waste as domestic recyclables. With each bag weighing approximately 4.5kg this is equivalent to 675 tonnes per year. This could be putting an additional burden on the council budget of £33,750 in treatment costs.



(A further piece of work will look at HWRC and trade waste throughput. With an estimated 15% of waste at the HWRCs being generated by traders this would equate to a further 980 tonnes of residual business waste being disposed of as domestic waste costing a further £100,000 with bulking, transport and treatment. When these costs are coupled to lost revenue potential it could easily be equivalent to £200,000 per annum.)

- 4.3 The current charge for trade waste residual bags is £2.50 and the bins vary in prices dependant on capacity and collections schedule
  - By setting the cost of a set of recycling bags at half the price of residual waste bags, 60p per bag (£1.20 per set) this could generate £90,000 covering the MTRP and the collection and disposal costs of this material when the service is fully established.
- 4.4 The above charges for recycling bags would allow businesses to comply with their legislative duty and potentially save against the current cost of a collection and disposal only service.

## 4. Sustainable Development & Equalities Implications

Covered through Well-being and Future Generations Assessment

#### 5. Consultees

**Strong Communities Select Committee** 

Cabinet

Senior Management Team

## 6. Background Papers

Appendix 1 - Proposed Policy

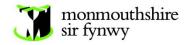
## 7. Author

Carl Touhig, Recycling Strategy & Business Manager

#### 8. Contact Details

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07580 362121

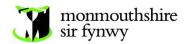


## **Well-being and Future Generations Assessment**

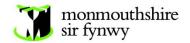
|   | Please give a brief description of the                           |
|---|--|
| Name of the Officer Carl Touhig         | To provide a modernised trade water throughout Monmouthshire and |
| Phone no: 07580 362 121                 | forthcoming waste legislation.                                   |
| E-mail: carltouhig@monmouthshire.gov.uk |  |
| Name of Service                         | Date Future Generations Evaluatio                                |
| Waste & Street Services                 |  |

1. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

| Well Being Goal   | How does the proposal contribute to this goal? (positive and negative)   | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|---|--|--|
| A prosperous Wales  Efficient use of resources, skilled, educated people, generates wealth, provides jobs | This proposal ensures that the principle of Producer Pays is delivered and responsible waste management and efficient use of resources is promoted to all businesses.  There will be an additional burden on some businesses that have been using domestic services to dispose of business waste but this will provide a more level playing field for the majority of businesses that are legally compliant. | The change will mean that businesses will have to pay towards the cost of recycling or make separate arrangements for the management of their waste. MCC officers will be on hand to advise businesses on responsible waste management.  The Schedule 2 charges reflect the true cost of waste management and allow competition from commercial waste companies. Businesses do not have to use the Council to provide this services and these changes take away any unfair competitive edge the Council had that was being paid for by Tax payers. |
| A resilient Wales   | Neutral  | Neutral  |



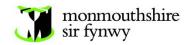
| Well Being Goal   | How does the proposal contribute to this goal? (positive and negative)  | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?   |
|---|---|---|
| Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)                          |   |   |
| A healthier Wales  People's physical and mental wellbeing is maximized and health impacts are understood  | Neutral   | Neutral   |
| A Wales of cohesive communities  Communities are attractive, viable, safe and well connected  | Advising businesses of their legal responsibility to manage their waste will reduce trade waste bags out for collection with no containment and reduce the issues associated with fly blown litter. | Continuing to advise new businesses on their legislative duties and their responsibilities towards their communities in dealing with waste and recycling. |
| A globally responsible Wales  Taking account of impact on global well-being when considering local social, economic and environmental wellbeing | Businesses will be responsible for<br>their waste in line with the<br>principles of Producer<br>Responsibility which should<br>deliver on environmental<br>outcomes                                 | As above  |
| A Wales of vibrant culture and thriving Welsh language  | neutral   | neutral   |
| Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation                          |   |   |
| A more equal Wales  | Neutral as the proposal is not aimed at individuals and the   | neutral   |



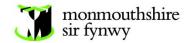
| Well Being Goal  | How does the proposal contribute to this goal? (positive and negative) | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts? |
|--|--|---|
| People can fulfil their potential no matter what their background or circumstances | services they receive.   |   |

# 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

| Sustainable<br>Development<br>Principle                                   | How does your proposal demonstrate you have met this principle?  | What has been done to better to meet this principle? |
|---|--|--|
| Balancing short term need with long term and planning for the future      | This will help businesses become aware of their overall environmental and waste management responsibilities thereby ultimately leading to better environmental management of that material   |  |
| Collaboration  Working together with other partners to deliver objectives | Advice will also be given to businesses on appropriate waste and recycling management. We will work with NRW on ensuring businesses comply with their waste duty of care.  |  |
| Involvement Involving those with an interest and seeking their views      | Engagement is ongoing with businesses who we think currently use domestic recycling bags. We have communicated with businesses throughout this process. One of the key areas of concern was from Community Halls and charities and we have adjusted the policy to better fit the needs of our communities. |  |

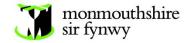


| Sustainable<br>Development<br>Principle   | How does your proposal demonstrate you have met this principle?  | What has been done to better to meet this principle? |
|---|--|--|
| Prevention  Putting resources into preventing problems occurring or getting worse       | Businesses will be monitored and Waste Officers will ensure that the principles of producer responsibility are understood by all businesses. Work closely with Environmental Health and secure delegated enforcement powers for the Waste and Street Services team to tackle waste crimes. |  |
| Integration   | This initiative is to ensure responsible waste management and thereby contributing to an overall positive impact on Future Generations and sustainable development principles.   |  |
| Positively impacting on people, economy and environment and trying to benefit all three |  |  |



3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

| Protected<br>Characteristics  | Describe any positive impacts your proposal has on the protected characteristic           | Describe any negative impacts your proposal has on the protected characteristic |
|-------------------------------|---|---|
| Age                           | The proposal does not have an impact on protected cappropriate management of their waste. | haracteristics as individuals are not being affect                              |
| Disability                    |   |   |
| Gender reassignment           |   |   |
| Marriage or civil partnership |   |   |
| Race                          |   |   |
| Religion or Belief            |   |   |
| Sex                           |   |   |
| Sexual Orientation            |   |   |
| Welsh Language                |   |   |



4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance note <a href="http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx">http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx</a> and for more on Monmouthshire's Corporate Parenting Strategy see <a href="http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx">http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx</a>

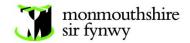
|                     | Describe any positive impacts your proposal has on safeguarding and corporate parenting  Describe any negative impacts your proposal has on safeguarding a corporate parenting |
|---------------------|--|
| Safeguarding        | Like 4 above, the proposals do not affect individuals and thereby do not affect or im safeguarding duties.   |
| Corporate Parenting |  |

## 5. What evidence and data has informed the development of your proposal?

Under the Waste Framework Directive and the transposed Waste Regulations (England and Wales 2012 as an authorities and waste collection companies to provide services that enable business customers to meet accordance with the principles of the Waste Hierarchy – Reduce, Reuse, Recycle, Recover, and finally Disposal t

In addition Welsh Government are developing proposals to make recycling a more prominent feature in bu Environment Act which was consulted on over 2014-15 is likely will impose statutory requirements for the sorti

The anticipated increases in reprocessing costs for treating the recyclate from 2016 will increase budget pressures on wellsh Government funding for recycling through the withdrawal of the Sustainable Waste Management Grant and the in



6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

#### Positive

Modernised trade waste service offering a competitive holistic waste management solution to all businesses in Monmouthshire. Implementation of Producer Pays principles and reductions in costs in collecting and reprocessing business recycling.

### Negative

Increased burdens on businesses currently using the domestic red and purple bags for recycling. Potentially more businesses using the Civic Amenity sites to dispose of waste.

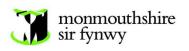
7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

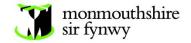
| What are you going to do                               | When are you going to do it? | Who is responsible | Progress  |
|--|------------------------------|--------------------|-----------|
| Draft policy   | February 15                  | Waste team         | Completed |
| Engage businesses to discuss successful implementation | Ongoing                      | Waste team         | Ongoing   |
| Select Committee<br>Consideration                      | April 15                     | Waste team         | Completed |
| Cabinet Approval                                       | Oct 15                       | Waste team         |           |
| Implementation   | Oct 15                       | Waste team         |           |
| Monitoring businesses                                  | 2015 - 17                    | Waste team         |           |

8. Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

| The impacts of this proposal will be evaluated | Sales of business waste recycling bags |
|--|--|
| on:  | Quarterly monitoring of waste tonnages |
|  | Monthly monitoring of income           |

Signed Carl Touhig Designation Recycling Strategy & Business Manager Dated 17th October 2014





## Appendix 1

## Policy and guidance

- 1. All businesses have, under Environmental Protection Act 1990, a Duty of Care to ensure the waste they produce is stored, transported, treated and disposed of correctly.
- 2. Under the same legislation the local authority can make a reasonable charge for the above services.
- 3. All businesses using trade waste services provided by MCC will need to register to receive these services. The exemptions for Schedule 2 charges are Charity Shops. The exemption for business waste recycling are Community Halls and Charity Shops. Community Halls and Charity shops will be allocated recycling bags every quarter. Where this allocation is used then additional bags can be purchased.
- 4. Registration will generate the annual Duty of Care document and Waste Transfer Note that ensures compliance with current legislation. There will be an administration fee for providing the DoC, £25 annually
- 5. Registered businesses will be able to purchase bags for residual and recycling through One Stop Shops and will be able to place bags out for collection on the designated days.
- 6. Where businesses produce large amounts of residual waste a containerized collection service is also offered.

### Fees as of 2015/16

| Bin size               | Cost per collection      |
|------------------------|--------------------------|
| 1100 ltrs              | £22.00                   |
| 660 ltrs               | £16.70                   |
| 360 ltrs               | £14.00                   |
| 240 ltrs               | £11.10                   |
| Bags for residual      | £2.50                    |
| Recycling service bags | £1.20 for set (proposed) |

- 7. Future increases to fees and charges will be in line with the Councils Fees and Charges Policy.
- 8. Businesses who have not registered for trade waste collections or who are using domestic bags for residual and or recycling will not receive collections. They will be visited and given information on Duty of Care and offered a contract for the collection, treatment and disposal of waste through the local authority.
- 9. Where businesses continue place waste out for collection in the wrong receptacle the Waste Services Department will pass the details onto Environmental Health or may themselves issue those businesses with a S.47 EPA 1990 notice and may prosecute the business for non-compliance with the Duty of Care Legislation.
- 10. The provision of Civic Amenity Sites is to facilitate the disposal of domestic waste, brought by and generated from an individuals' home within Monmouthshire. Trade and commercial waste, waste from outside MCC boundary and waste not of a domestic nature can be charged for. Facilities at Llanfoist and Five Lanes allow for the charging of non-domestic waste on site.