



WOKINGHAM BOROUGH COUNCIL

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WASTE MANAGEMENT FACILITIES IN NEW DEVELOPMENTS

GUIDANCE NOTES FOR DEVELOPERS AND MANAGING AGENTS



Guidance Note for Developers and Management Agents

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1.0 Introduction

This document outlines guidance on waste management in consultation with the “code of practice” for waste management in buildings which developers, architects and managing agencies must take into account when designing for new developments. Information laid out in this document also applies to refurbishments and conversion to residential properties but excludes commercial and business premises.

The Council has achieved statutory 50% recycling target in 2019/20 by introducing kerbside food waste collection service. The Council adopted Climate Emergency in July 2019 and has an ambition to achieve 70% recycling target by 2030 and go landfill free with 100% recycling by 2050. In its efforts to achieve these targets the Council is continuously striving to bring its practices in line with this agenda which also include waste management facilities in new developments.

2.0 Planning Condition

- 2.1 No development shall take place until details of the proposed waste and recycling management arrangements for the development have been submitted to and approved in writing by the Local Planning Authority.
- 2.2 Such details as may be agreed shall then be implemented prior to first occupation and retained thereafter.
- 2.3 The proposed management arrangement should detail:
 - The space on site to be secured for the appropriate number of waste and recyclable receptacles and erection of suitable signage to promote recycling in communal properties.
 - How the collection will work in practice.
 - How the developer will contribute all the costs of waste and recycling infrastructure where the need for those facilities arises directly from the development. This includes the cost of providing all:
 - Waste and recycling receptacles
 - Signage to promote recycling
 - Systems to minimise contamination of recyclables
 - Receptacles and appropriate signage to promote the items which can be recycled are required to be in situ prior to the first occupation of the development and retained thereafter.

3.0 Waste Management in Wokingham Borough

- 3.1 The Council provides a fortnightly collection service for general waste and recycling waste and weekly food waste service from summer 2024.
- 3.2 A fortnightly allowance of 180-litre per self-contained housing for general waste is in place which is strictly practised across the borough. There is no restriction on capacity for dry recycling and food waste recycling.
- 3.3 A weekly allowance of 80-litre per property with communal waste facilities for general waste is in place which is strictly practised across the borough. There is no restriction on capacity for dry recycling and food waste recycling.
- 3.3 Provision of waste and recycling facilities to single dwellings is the responsibility of the Council whereas the responsibility to provide these facilities to flats rests with developers and/or managing agencies.

- 3.4 The chargeable garden waste collection service runs fortnightly at a cost of £80 per annum. 75-litre compostable garden waste sacks are also available for £1.20 each should residents choose to use alternative to annual subscription.
- 3.5 The Council provides a regular supply of letters including leaflets which developers are expected to include in the induction packs for new residents.
- 3.6 It is the developer's responsibility to inform the council 6 weeks prior to resident occupying properties to ensure collections are registered.

4.0 Waste management in self-contained houses (Single dwellings)

- 4.1 Household waste is emptied from black-wheeled rubbish bin every fortnight. Some residents have remained on weekly bag collections.
- 4.2 Waste presented in any bags other than the Council branded bags will not be collected.
- 4.3 The Council provides 60-litre waterproof recycling bags for recycling.
- 4.4 Every household is provided with a 5-litre indoor kitchen top caddy (grey coloured), 23-litre lockable outdoor bin (black) for food waste recycling.
- 4.5 Developers will have to provide enough capacity within the houses to allow storage of receptacles within their houses on a non-collection day.
- 4.6 Once properties are occupied, all residents are expected to present their waste and recycling at the edge of their properties, nearest to the public highway.
- 4.7 In case collection is not possible from the property boundary, collection points must be within 25 meters from the parked collection vehicle but on the adopted or public highway. The road surfaces should be smooth for easy handling of waste / recycling.
- 4.8 Temporary collection points during construction phase will be agreed in consultation with WBC and its waste collection contractor Veolia, due to practicability and convenience to manoeuvre collection vehicles around construction vehicles onsite.
- 4.9 Developers are advised not to allocate purpose-built collection points for new developments. Experience shows such collection points pose problems in the future once construction completes and properties are occupied.

5.0 Waste Management in communal properties (flats)

- 5.1 Bin stores should strictly service apartments ONLY. All single dwellings should be excluded from being treated as apartment.
- 5.2 The council requires a 6 week notice prior to resident occupying properties to ensure collections are registered.
- 5.3 The council requires developers to provide details of the relevant management agency overseeing the individual blocks of flats.
- 5.4 Developers and/or managing agencies will have to provide bin store codes for access to bin stores where applicable.
- 5.5 Due to operational limitations the Council is unable to empty 1100-litre bins on majority of sites. Size of the bins shouldn't exceed 360-litre in such cases. Developers and/or managing agencies are to confirm with the Council to ascertain if 1100L bin for general waste can be emptied before purchasing bins.
- 5.6 Provision of bins for general waste and recycling is the responsibility of developers and/or managing agencies :-
 - a. General waste bins (black),
 - b. Recycle waste wheelie bins (blue), and
 - c. Food waste wheelie bin (red 240L)
- 5.7 Bins for general waste must be *black / grey* in colour and must be in line with our weekly allowance of 80-litre per property.

- 5.8 Bins can be purchased from anywhere as long as they are within the Council’s specifications outlined in Section 12.0
- 5.9 Food waste caddies are provided by the Council. It includes a 5-litre indoor kitchen top caddy for every flat.
- 5.10 Capacities can be calculated by multiplying our weekly allowance of 80L with number of flats and divided by the litrage of bin. The below table includes information on required number of bins for convenience.

BLACK - GENERAL WASTE WHEELIE BINS			
Weekly Allowance	Number of Flats	Allowed Capacity (Litre)	No. of Bins Required
80 Litre	4	320	1 x 360L
80 Litre	5	400	2 x 240L
80 Litre	6	480	2 x 240L
80 Litre	9	720	2 x 360L
80 Litre	10	800	2 x 240L + 1 x 360L
80 Litre	11	880	1 x 240L + 2 x 360L
80 Litre	12	960	3 x 360L
80 Litre	15	1200	2 x 240L + 2 x 360L
80 Litre	20	1600	4 x 360L + 1 x 240L

- 5.11 Due to operational limitations the Council is unable to empty 1100-litre bins for recycle waste. Size of the bins should not exceed 360-litre in such cases.
- 5.12 Recycle stickers are available at the Wokingham Borough Council, Shute End reception desk for collection, to be placed on the blue recycle bins to assist residents with recycling information.
- 5.13 Bins for recycling must be **blue** in colour and based on 120-litre per property as a minimum. Please refer to the table below for guidance.

BLUE - RECYCLE WASTE WHEELIE BINS			
Minimum Allowance	Number of Flats	Required Capacity (litre)	No. of Bins Required
120 Litre	4	480	2 x 240L
120 Litre	5	600	1 x 240L + 1 x 360L
120 Litre	6	720	1 x 240L + 2 x 360L
120 Litre	9	1080	3 x 360L
120 Litre	10	1200	2 x 240L + 2 x 360L
120 Litre	11	1320	1 x 240L + 3 x 360L
120 Litre	12	1440	4 x 360L
120 Litre	15	1800	5 x 360L
120 Litre	20	2400	1 x 240L + 6 x 360L

6.0 Mix development (commercial and residential properties)

- 6.1 In a mixed development the Council is responsible for provision of waste collection service in domestic properties only.

- 6.2 Provision of bins in such properties is still a responsibility of developers and/or management agencies.
- 6.3 Bins must be provided in line with information in section 5.0.
- 6.4 Bin stores must be fully covered from all sides and a locking system in place to allow use by authorised residents only.

7.0 Bin storage areas

- 7.1 Bin store must be in a clear location for easy accessibility by residents to encourage appropriate recycling.
- 7.2 Bin store must be spacious enough to store the required number of bins (for general waste, recycling, and food waste) safely and allow convenient use by residents.
- 7.3 Bin store should be clearly marked for easy identification.
- 7.4 Number of flats should be displayed on the bin store to ascertain authorised access.
- 7.5 Proper lighting is required to ensure health & safety obligation to aid collection crew during early hours of winter.
- 7.6 Ventilation should be considered for circulation of air and odour management. Ventilation should be away from residential dwellings.
- 7.7 A tap should be provided for a regular cleanliness. Drainage should be by means of trapped gully connected to found sewer.
- 7.8 Residents and management companies are responsible for the upkeep and cleanliness of their bins and bin areas.
- 7.9 Appropriate arrangements must be in place for infirm and elderly residents.
- 7.10 A combination lock should be provided to keep the bin store secure and allow authorised access only.
- 7.11 Developers and/or management agencies will have to provide bin store codes for access to bin stores where applicable.

8.0 Design specifications for bin stores

- 8.1 Minimum height of the bin store should be 2 meters.
- 8.2 The recommended width of the bin store is 1 meter for 2-wheeled bin and 2 meter for 4wheeled bin.
- 8.3 A minimum 150mm between individual containers and wall and containers should be considered for safe handling.
- 8.4 The wall of bin store should be formed of non-combustible, secure and impervious and have fire resistance of one hour. The doors of the bin store should be of steel or fire resistant for 30 min.

9.0 Signage

- 9.1 A mechanism must be in place to ensure notices about waste and recycling are displayed conveniently and updated accordingly to reflect any changes in our waste and recycling structure.
- 9.2 Developers and/or management agencies will be responsible to make arrangements to display information in the bin store and on bins. The Council will provide these posters and stickers.

10.0 Accessibility for collection

- 10.1 Roads providing access to the storage facilities should have foundation and a hardstanding surface.
- 10.2 Minimum width of road should be 5m and should be designed so that allow forward direction. If reversing is unavoidable then distance should not exceed 12m. Adequate clearance should be provided above the vehicle.
- 10.3 A direct vehicular access to the bin store is necessary. Where this is not achievable then the distance to bin store should not exceed more than 10 meter of the parked collection vehicle or adopted highway.
- 10.4 Bin stores must be accessible to the collection crew outside of the building without passing through any part of the buildings.
- 10.5 Access to bin stores should be clearly marked without any temporary or permanent feature so as to avoid any obstruction to the collection vehicle.
- 10.6 A drop kerb must be in place with no more than 1:12 gradient to allow emptying of bins without causing any health & safety issue. It must be non-slip and a minimum of 2m wide with foundations to endure the weight of the container with waste in situ.
- 10.7 A mechanism to hold the bin store doors must be in place for safe handling of bins.
- 10.8 Enough space should be provided to allow full movement of the bins for collection without having to move / handle other bins. Door width should allow easy manoeuvring of bin in and out of the bin store, ideally 2m.
- 10.9 A skip should be provided to deal with excess cardboard from residents until it settles down.

11.0 Specifications of collection vehicle

- 11.1 The Council's collection vehicle is a standard 26 tonnes truck
- 11.2 Roads providing access to the storage facilities should have foundation and a hardstanding surface. The maximum gross weight of our collection vehicle is 26 tonnes.
- 11.3 Please find the technical details of our collection vehicle in section 16.0 of this document.

12.0 Specifications of receptacles

Table 3: Dimensions of receptacles to determine the size of bin store

Bin Sizes	Height	Width	Depth	Supplier
5 litre kitchen top food waste caddy	205mm	250mm	205mm	WBC
23 litre outdoor food waste bin	405mm	320mm	400mm	WBC
180 litre bin wheeled bin	1070mm	483mm	716mm	Developer
240 litre bin wheeled bin	1075mm	582mm	728mm	Developer
360 litre wheeled bin	1,090mm	620mm	890mm	Developer
660 litre bin 4-wheel	1230mm	1,370mm	775mm	Developer
1100 litre (flat lid) 4-wheel	1,330mm	1,370mm	1,075mm	Developer

13.0 Bottle banks in the borough

- 13.1 Glass collection in Wokingham takes place through bottle banks (bring banks) which are located in car parks and supermarkets.

- 13.2 All the strategic developments with more than 250 properties must incorporate the provision of underground bottle bank facilities in their designs.
- 13.3 Enough space should be made available for a minimum of three bottle banks to collect glass, sorted at source into clear, green and brown.
- 13.4 The Council's preferred underground bins are Iceberg Optima (model - zoetermeer) with two hook system and 3 cubic meter capacity that collects no more than 1.2 tonnes of glass. [Iceberg OPTIMA e.pdf \(swm.co.th\)](#)
- 13.5 Please refer to dimensions of over ground bottle banks in section 17.0 of this document.

14.0 Dimensions of glass collection vehicle

- 14.1 The Council's glass collection vehicle is custom built. Gross weight of the vehicle is 26 tonnes and it is a rigid 3 axle tipper.
- 14.2 The vehicle is 8m long (body minus cab is 7.2m), 3.76m total height with crane stowed, 2.51m total width.
- 14.3 The vehicle carries built-in crane which is used to lift bottle banks during emptying. See below for the specs of the crane.
- 14.4 To lift banks with the crane, the lorry needs to pull up on with banks facing the passenger side. They cannot lift over the blind side of the lorry or over any other object, such as cars.
- 14.5 The crane can only be used on the passenger side and can only swing up to the wing mirror.
- 14.6 The vehicle cannot reverse out onto the road. There must be enough room for it to turn around or reverse into the road.
- 14.7 Bottle banks need to be placed a few meters away from buildings and structures to avoid damage if they swing.
- 14.8 7.5m is the absolute maximum distance for the crane to reach a bottle bank, with 6m preferable to avoid any issues if bottle banks are full. The further extended the crane is the less it can lift.
- 14.9 The vehicle has got a stabiliser leg which requires a space of 2.1m. Therefore, bottle banks shouldn't be closer than 2.1m to the body of the vehicle.
- 14.10 There should be no overhead cables or vegetation above where the banks are. Electricity from power cables can jump if the vehicle / crane gets closer to the source of electricity.
- 14.11 During operation the height of the lorry extends due to stabiliser, bottle banks are pulled further up for emptying, the crane rises to 2m as it arches in the middle.
- 14.12 If possible, a final assessment be left to the Council's disposal contractor to avoid any potential issues in the future.
- 14.13 For any further discussion contact us via waste.services@wokingham.gov.uk

15.0 Useful documents

- 15.1 [Borough Design Guide for Wokingham Borough Council](#)
- 15.2 [Waste Management in Buildings - Code of Practice](#)

16.0 Veolia lorry features

Vehicle Specification Document

Chassis: Dennis Elite Rear Steer

Body: Dennis Olympus OLTP16

Pod: Tergberg TD4 Compact Standard Width TL360 Lift

Bin Lift: Terberg Omnidel Triple Electric

Vehicle Details	
GVW	26,000kg
Wheelbase	5900mm
Turning circle	19.8m (Wall to Wall)
Engine	Volvo D8K 280bhp
Gearbox	Alisan MD30006 Speed Automatic
Fuel Tank	280 litre
Body Effective Volume	65/35 split Body 5.7 + 10.6m ²
Hopper Volume	65/35 split Tailgate 6.62m ² +1.24m ² Sweep Volumes
Pod Volume	3.3m ³
Front Axle Plated Weight	800kg
Rear Plated Weight	19000k

17.0

Dimension	
Overall Length	10675mm (including bin lift)
Overall Width	2550mm
Overall Height	3650mm (6100 with tailgate raised)
Front Overhang	1665mm
Rear Overhang	3167mm (including bin lift)
Pod Tipping Height	1800mm recycling pod discharge height. 4575 max height when tipping

17.0 Dimensions of over ground bottle banks

