



Conwy County Borough Council
Environment, Roads & Facilities

Household Recycling Centre Policy

June 2017

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HOUSEHOLD RECYCLING CENTRE POLICY

1.0 BACKGROUND

- 1.1 Under *Section 51* of the Environmental Protection Act 1990, Conwy County Borough Council has a statutory duty to provide facilities where householders can deposit their domestic household waste.
- 1.2 The Council will provide well managed Household Recycling Centres (HRCs) that are accessible, safe and meet the requirements of householders in Conwy.
- 1.3 The Council's waste strategy is to re-use, recycle and compost as much recoverable waste as is practicable at its HRCs.
- 1.4 The Council currently provides two HRCs at Mochdre and at Gofer (Abergele).

2.0 ELIGIBILITY

- 2.1 Each household in Conwy paying standard Council Tax will be entitled to use the Council's HRCs to dispose of their own domestic household waste.
- 2.2 Places of religious worship, registered charity shops and community halls (where no business activity takes place for profit) shall be entitled to the same service offered to householders.

3.0 OPERATIONAL HOURS OF HRCs

Opening Days	All year round (except Christmas Day, Boxing Day and New Year's Day)	
	Summer (April to Oct)	Winter (Nov to March)
Monday - Friday	09:00 to 17:00	09:00 to 16:00
Saturday	09:00 to 17:00	09:00 to 16:00
Sunday	09:00 to 16:00	09:00 to 16:00
27 th - 31 st December and 2 nd January inclusive		09:00 to 17:00

4.0 MATERIALS ACCEPTED AT HRC's

- 4.1 HRCs are provided to allow Conwy residents to deposit small quantities of Domestic waste (waste from a resident's own household). Items of waste that a typical household would be expected to discard in the normal course of everyday living will be accepted.

4.2 The following materials will be accepted at HRC's;

- **Clothing and textiles**
- **Cardboard, newspapers and magazines**
- **Glass bottles and jars**
- **Furniture;** (household furniture only)
- **Food & Drink Cans**
- **Scrap metal items (Ferrous and Non-Ferrous)**
- **Mixed Soft Plastics (Plastic bottles and containers)**
- **Tetrapaks** (Drinks cartons)
- **Electrical goods (domestic appliances)** e.g. cooker; fridge; freezer; TV; computer; stereos etc.
- **Hard plastics** (e.g. children's toys, garden furniture)
- **Green garden waste** (originating from the householders address only)

4.3 Unusually large amounts of the above items or multiple loads of the same item(s) may not be accepted.

5.0 MATERIALS WITH RESTRICTIONS

5.1 **General Waste (non-recyclable waste) in bags/boxes;** waste that cannot be re-used, recycled or composted. Anyone bringing black bags or boxes of mixed waste to the site will be requested by attendants to open them and sort waste into recyclable materials and non-recyclable materials. Gloves and hand wash facilities will be available. The aim is to reduce the amount of waste going to landfill and to achieve this, site users will be required to sort their waste and will not be permitted to dispose of recyclable waste into the landfill skip.

5.2 **Animal Waste;** only animal waste from the keeping of domestic animals is accepted. **A maximum of two bin liners can be deposited per household within any one fortnight** - waste must be double bagged before disposal. Please inform site staff of the waste type before placing in the household waste bin for final disposal. Waste from livestock, breeding, boarding, stabling or exhibiting of animals is not accepted.

5.3 **Construction and Demolition Waste (soil, rubble & DIY waste);** only small amounts of DIY waste will be permitted at HRCs. Large amounts of construction, renovation or DIY project waste are not permitted. Soil and rubble is not classified in waste law as household waste, however HRCs will accept the **equivalent of a medium-sized car boot full of waste (approximately the contents of six 30 litre bags) no more than once per month, per household.** The quantity restriction applies whatever vehicle is being used to transport the material. Householders with large amounts of this kind of material should contact a licensed skip company to dispose of large quantities of this material. Householders with a larger volume of construction and demolition waste to dispose of will need to contact an alternative waste management company.

- 5.4 **Plasterboard**; must be segregated from other waste types. As with other DIY waste, plasterboard is not classified as household waste, however it is recognised that households may produce small quantities; small incidental off-cuts arising from minor DIY projects only, will be accepted. HRCs will accept the **equivalent of the contents one 60 litre bag of plasterboard offcuts no more than once per month, per household**. Householders with a larger volume of plasterboard to dispose of will need to contact an alternative specialist waste company.
- 5.5 **Wood and timber**; most wood types will be accepted including plywood, backboard, oriented strand board, chipboard, MDF, hardboard, softwood and hardwood, however **railway sleepers will not be accepted**. Quantity restrictions for Soil, Rubble & DIY waste will apply to wood and timber(see 5.3).
- 5.6 **Fluorescent light tubes (maximum of 5 per annum)**.
- 5.7 **Car batteries (maximum of 2 per annum)**.
- 5.8 **Paints**; all paint must be brought to HRC's in suitable sealed containers. There will be a restriction on the quantity of paint (**15 units per year**) based on container size that can be deposited per year (highlighted in table below);

Maximum of 15 'units' of paint per year
< 2.5 litre can = 1 unit
> 2.5 - 5 litre can = 2 'units'
> 5 – 10 litre can = 4 'units'
Assessment based on size of can whether near empty or full.

- 5.9 **Tyres (maximum of 4 per annum)**. For avoidance of doubt these must be standard car/medium size vehicle tyres and not large vehicle tyres e.g. lorry, tractor tyres);
- 5.10 **Engine oil & Cooking oil (maximum of 10 litres per annum)**.
- 5.11 **Gas bottles (maximum of 5 per year - must be empty)**.
- 5.12 **Carpets – the equivalent of 6 rooms per year** (with Hall, Landing and Stairs counting as 1 room).
- 5.13 **Cement bonded asbestos (maximum of 4 - 4x4ft sheets per annum)**
Specific conditions on acceptance will apply in terms of safely delivering material and presentation. Householders are required to phone site in advance

to ensure adequate resources are available to accept material. (It cannot be guaranteed that material will be accepted without prior appointment being arranged). Householders requiring to dispose of larger sheets / quantities of asbestos should contact a specialist contractor.

5.14 **Fuel containers** – small flammable fuel containers will only be accepted if already cut in two or more pieces (to ascertain that there is no fuel liquid or vapours present.)

5.15 **Hazardous household wastes** that can be accepted at the HRCs in small quantities are;

- chemicals, e.g. brake fluid or print toner;
- household batteries;
- solvents;
- pesticides;
- equipment containing ozone depleting substances, e.g. fridges;

6.0 MATERIALS THAT WILL NOT BE ACCEPTED AT HRC's

6.1 **Green garden waste: invasive species;** surplus green garden waste (originating from the householders address only) can be deposited at the HRC's, however poisonous weed & invasive species (including but not limited to Japanese Knotweed, Himalayan Balsam & Common Ragwort) will not be accepted.

6.2 **Commercial type fridges & freezers** (will not be accepted)

6.3 **Hazardous Waste types not accepted at HRC's;**

- Petrol and diesel
- Ammunition
- Fireworks / marine flares
- Other explosive materials
- Clinical Waste
- Medicines
- Animal Carcass

6.4 **Large or difficult waste will not be accepted at the HRCs** e.g. discarded vehicles, trailers, sheds, caravans, large tree stumps, large stones/boulders, engines, carcasses, flammable liquids, explosives etc.

6.5 **Mattresses:** Up to two mattresses per household per annum may be disposed of. Due to space restrictions at both Mochdre and Abergele HRC, from 27th May 2017 mattresses must be taken to:

Mochdre Material Reclaim Facility (Mochdre MRF)
Bron-y-Nant Road
Mochdre
LL28 4YL

Mattresses will be accepted between the following hours:

Mon-Fri	15:00-16:45
Saturday	07:30-11:30
Sunday	07:30-10:30

Please be aware that if you bring mattresses to Mochdre MRF outside of these times that you may be turned away and asked to call back at one of the listed times, due to site safety restrictions.

7.0 HRC VISITOR CONDITIONS

- 7.1 Users of the HRCs must comply with the instructions given by the personnel on site, health and safety law and guidelines, any signage, speed limits, and specified waste sorting and segregation policy.
- 7.2 Waste brought to a HRC by a householder that has been created by paid tradesperson(s) working at their property will **not** be accepted.
- 7.3 Vehicle type and size restrictions will apply at HRC's (see 9.0).
- 7.4 No person under the age of 16 years will be allowed access to a HRC unless supervised by a responsible adult.
- 7.5 No domestic pets will be allowed onto a HRC.
- 7.6 It is the responsibility of the householder to deposit their own waste in the appropriate location/container at a HRC (as instructed by the site personnel). Householders may request the assistance of site personnel to help with manual handling if necessary.
- 7.7 Site staff will not tolerate any abusive/aggressive behaviour.
- 7.8 The Council will have the right to reject any person from a HRC if it suspects they have contravened any of the conditions highlighted within the HRC Policy.

8.0 TRADE WASTE

- 8.1 The Council's HRCs do not accept trade waste. Anyone who has received any payment for carrying any waste or produces waste from their work cannot take this waste to these facilities.
- 8.2 The Council will continuously monitor trade waste abuse at its HRCs. If a visitor is suspected of taking trade waste to a HRC, site personnel will question the individual regarding the source of the material. If necessary, the site visitor will be required to fill in a 'Declaration Form' confirming the details regarding the

consignment of waste. Following on from this information, the Council will investigate and this could result in one of the following actions:

- I. To give advice regarding compliance;
- II. To issue a written warning letter;
- III. To bar individual (s) from using site;
- IV. To issue an enforcement notice;
- V. To issue a Formal Caution;
- VI. To pursue a prosecution through the courts;
- VII. To refer the issue to another body for enforcement action, e.g. Natural resources Wales, Health & Safety Executive, Trading Standards or the Police.

8.3 The Council will monitor trade waste abuse by using closed circuit television and automatic number plate recognition.

8.4 The Council will have the right to reject any person from a HRC if it suspects they have contravened any of the conditions of the HRC Policy.

9.0 DOMESTIC VAN PERMIT SCHEME AND SINGLE USE PERMIT SCHEME

Household Waste Recycling Centres (HRCs) are provided for householders to dispose of their waste safely and conveniently. Some traders use the HRC's to illegally dispose of their waste. These disposal costs are funded by Conwy taxpayers.

Unauthorised trade use also leads to safety issues associated with larger vehicles and adds to waiting times for other legitimate users.

Some residents own a van or a small commercial type vehicle and will want to use them to visit HRCs with their own household waste.

A permitting scheme is the fairest way to ensure that residents can use their own vehicles to visit the sites, whilst deterring unlawful use by traders.

The Council operates a Domestic Van Permit and Single Use Permit Scheme. All users must comply with the following conditions:

9.1 PERMIT TYPES

9.1.1 Domestic Van Permit (DVP)

- **Applicable for most householders who own a van or commercial type vehicle (non sign-written) to dispose of domestic waste from their own household.**
- Householders paying standard Council Tax in Conwy that wish to use a van or small commercial-type vehicle to dispose of their own household waste will be entitled to apply for 20 **Domestic Van Permits** (20 visits) every 12 months in order to enter a Household Recycling Centre (HRC) .

- A maximum of 20 permits (allowing 20 visits to HRCs) in total will be issued per household per year.

9.1.2 **Single Use Van Permit (SUVP)**

- For householders who wish to dispose of domestic waste from their own household using a hired, borrowed, works van/vehicle, and for any type of vehicle that is sign-written.
- A maximum of 2 Single Use Van Permits (allowing 2 visits to HRC's) in total will be issued per year.

9.2 **PERMIT CONDITIONS**

- 9.2.1 No re-issuing of permits will occur before the 12-month period has ended, unless exceptional circumstances apply. A householder can choose when to use the permits, i.e. all in one month or spread over the year.
- 9.2.2 Permits issued apply to a vehicle at a specific Conwy address and not the waste, therefore, even with a permit the site staff at HRCs are still able to turn away anybody suspected of bringing in waste of a commercial nature.
- 9.2.3 Householders paying standard Council Tax in Conwy will be entitled to apply for permits by fully completing an application form (available online on the Council's website or at the Council Offices in Mochdre).

Householders will be required to provide the following information:

- Name of Applicant
- Address
- Telephone number
- Vehicle registration number
- Vehicle make / colour
- Type of Vehicle: Van, Pick-up, Trailer, Sign Written Vehicle
- Details of wording on vehicle (if sign written)
- Signature to confirm acceptance of Terms and Conditions of the HRC permitting scheme

9.2.4 Permits will be issued against the following criteria:

- vehicle registration
- household address

- 9.2.5 Every fully completed application form must be accompanied by the following proof that the householder owns the vehicle and lives in Conwy;
- vehicle Registration Document (V5/V5C)
 - Proof of residency in Conwy (two recently received utility bills or bank statements (council tax bill, tenancy agreement / rent book, utility bill, driving licence.) All documentation must include name and address and dated within the last 3 months from the date of application)
 - Photograph of the vehicle being registered
- 9.2.6 Permits will only be issued to vehicles at the address on the V5 registration document and must match proof of residency document.
- 9.2.7 See 9.3 and 9.4 for permit application requirements in relation to hiring vehicles, sign written vehicles and using/borrowing works vehicles to apply for a Single use Permit.
- 9.2.8 A fully completed application form together with supporting documents (vehicle registration, proof of residency) must be brought to or posted to Environment, Roads & Facilities, Mochdre Offices, Conwy Road, Mochdre, LL27 5AB, where the details will be checked and verified by a Council staff member.
- 9.2.9 Permits will only be issued to individual addresses once per annum i.e. maximum of 20 permits per household per annum (for Domestic Van permit) or maximum of 2 Single use Van Permits per annum; if a household, has more than one small commercial-type vehicle at their home address they will have to decide which vehicle is most suitable for their use.
- 9.2.10 Vehicles cannot be issued permits against multiple addresses.
- 9.2.11 There is no distinction made between which householder drives the vehicle.
- 9.2.12 Permit holders must present and hand in a valid permit for staff on arrival at the HRC. If a householder visits a HRC more than once in one day, each visit will be counted separately i.e. one permit per visit.
- 9.2.13 A permit is only valid for the vehicle described on the permit.
- 9.2.14 Permits are valid at both the Council's HRCs in Conwy.
- 9.2.15 If a householder changes their address or vehicle they must hand-in any spare permits to the Council before reapplying with new details which will be exchanged for permits with new details. Amended permits will invalidate the old permit. If a householder sells a vehicle any spare permits must not be passed to the new owner.

- 9.2.16 If any permits are lost or damaged the householders should email Environment, Roads & Facilities erf@conwy.gov.uk or call **01492 575337** for further details.
- 9.2.17 Conwy County Borough Council reserves the right to cancel permits or amend the operation of the HRC Domestic Van Permit scheme at any time.
- 9.2.18 Householders who turn up at a HRC site without a permit for their van or small commercial-type vehicle will be turned away.
- 9.2.19 Large commercial type vehicles which do not meet the size acceptance criteria will not be entitled to enter HRCs and will not be eligible for any permits. See 9.6.1

9.3 HIRING A VAN OR COMMERCIAL TYPE VEHICLE (SINGLE USE PERMIT)

- 9.3.1 Vans hired by a householder to deposit their own household waste, may apply for a Single Use Permit. The householder will be required to bring the vehicle hire agreement with them and present it to staff at Mochdre Offices upon permit application. All vehicle restrictions still apply to gain entry to the site i.e. if the vehicle does not meet the vehicle sizing/type requirements it will not be allowed access onto the HRC site.

9.4 BORROWING OR USING A WORKPLACE/COMPANY VANS AND COMMERCIAL TYPE VEHICLE (INCLUDING ANY SIGN WRITTEN VEHICLE) (SINGLE USE VAN PERMIT)

- 9.4.1 Householders from Conwy may use their employers van or commercial type vehicles (subject to the vehicle complying with 7.3. size restrictions) to deposit their own household waste at HRCs subject to a maximum of 2 Single Use Van Permits per year. However, the householder will require a letter from the owner (or their representative) on company notepaper giving permission to the applicant to use the vehicle to move their own domestic waste, which will be used in place of the Vehicle Registration Document V5 for verification purposes (proof of residency in Conwy will still be required by the householder).
- 9.4.2 Householders cannot use a permit to bring in any waste that relates to the business activity that the vehicle is normally used for. For avoidance of doubt, for example, if the vehicle was predominantly used for grass cutting services, the site would not be able to accept any grass cuttings, however small amounts of other household waste (in compliance with the Policy) would be accepted.

9.5 VEHICLES AND TRAILERS THAT WILL NOT REQUIRE A PERMIT

9.5.1 The permit scheme will not affect the majority of site users including the following vehicles:

- standard sized cars
- 4X4's (excluding pick up 4x4's which will require permits, see 9.6.1)
- people carriers
- single axle trailers

9.6 VANS AND COMMERCIAL TYPE VEHICLES THAT WILL REQUIRE A PERMIT

9.6.1 A HRC household permit will be required by Conwy householders to access HRCs using vans or a commercial-type vehicle which are **no longer than 5 meters in length or no higher than 2.0 meters** (inclusive of any external fixtures and fittings such as roof racks, ladders etc.). Commercial type vehicles are defined as a vehicle with one or more of the following features:

- No rear windows
- No rear side windows
- No rear seats
- Has an open back, or back which is separate to the main cab (closed cab pick-ups)
- Any vehicle type (including cars and 4x4 vehicles) with external sign writing advertising a commercial business (Single Use Permit only).

9.7 LARGE COMMERCIAL TYPE VEHICLES THAT WILL NOT BE ALLOWED TO ACCESS THE HRC SITES

9.7.1 The HRCs have vehicle size restrictions in place due to Environmental permit conditions, traffic management, health and safety and to control trade waste abuse.

9.7.2 Large commercial type vehicles over 5.0 meters in length or over 2.0 meters high (inclusive of any external fixtures and fittings such as roof racks, ladders etc.) are not allowed to access the HRC sites.

9.7.3 In addition to the size of a vehicle, the following specific vehicle types will not be allowed to access the HRC sites;

- long wheel base vans
- high-top vans (luton box vans)
- flatbed trucks
- tipper vehicle
- tractors and similar agricultural plant / vehicles (e.g. telehandlers etc.)
- Large trailers (with a double-axle) are restricted (Single Use Permit).

9.8 NON CONWY RESIDENTS

- 9.8.1 Permits will only be issued to Conwy households. (Only households in Conwy paying standard Council Tax are entitled to use the Council's HRCs).
- 9.8.2 Householders from outside of Conwy County Borough who wish to use Conwy HRC's for household waste originating from an address in Conwy may do so, however more information may be required by officers prior to processing a request.

9.9 TRADE WASTE DISCLAIMER FORMS

- 9.9.1 A permit provides permission to enter the HRC only and is not a permit to deposit waste. Any material (types & quantities) brought into sites will still be subject to Conwy County Borough Council's HRC Policy and householders may be required to verify that waste is from their own household .
- 9.9.2 Trade waste disclaimer forms will continue to be in use, where the site staff cannot distinguish that the waste is the result of trade or domestic activity, as the vehicle is being permitted and not the waste. Depending on the frequency of visits and/or type of waste being deposited, permit holders may be asked to complete a disclaimer form to confirm that the waste is from a household source i.e. their own home, and is not being carried for profit or in relation to some commercial activity. Records and photographs will be maintained for monitoring purposes and if appropriate will be used as evidence in any breach of site rules or legislation, for example fly tipping etc.
- 9.9.3 HRCs are strictly for household waste only and trade waste is not permitted. Trade waste is defined as waste arising from any trade, business, industrial or commercial activity. Anyone who has received any payment for carrying waste or produces waste from their work cannot take this waste to a HRC.

9.10 SITE RULES

- 9.10.1 Householders will be asked to comply with the site rules and Household Waste Recycling Centre Policy for the HRC's in Conwy in relation to use of Domestic Van Permits or Single Use Permits.

9.11 MONITORING AND ADMINISTRATION

- 9.11.1 The Domestic Van Permit scheme will be administered by the Council. Domestic Van Permits will be issued in the form of 20 permits which must be handed in to HRC staff during each visit. Up to 2 Single Use Permits will be issued and must be handed in to during each visit.
- 9.11.2 Monitoring to prevent illegitimate applications / use of the permit will take place as following:
- via the application form by administration staff at the Council
 - each permit will have a unique permit number
 - by the site staff at the HRC by validating each permit used and recording vehicles entering the site
 - Automatic Number Plate Recognition (ANPR) camera software records all vehicles entering the sites. Number of visits recorded on the ANPR system will be cross referenced against number of permits issued and used at both HRCs in Conwy.
 - CCTV at both HRCs
 - Trade waste disclaimer forms
- 9.11.3 Visits will be recorded and information will be kept by the Council for monitoring purposes.
- 9.11.4 Further crosschecking will be done with the trade waste disclaimer forms and any disputes over the 12-month period will be recorded.
- 9.11.5 If a householder has lost their permits, a bespoke set of permits can be issued for remaining visits once this has been checked and confirmed. A householder will only be re-issued with the amount of unused permits during the 12 month period.
- 9.11.6 If a householder changes address, or their vehicle details, the householder must visit the Council to update their details and be issued with new permits. Householders will only be issued new permits based upon the amount of permits that have not been used to date during their current 12 month limitation. Previous permits will be invalid and must be handed back to the Council. Should unused permits not be handed back, the Council will treat this situation the same as if a householder has lost their permits. See 9.11.5.
- 9.11.7 The Council will monitor visits to prevent and control duplicated requests for replacement of lost or stolen permits, i.e. householders that continue to use the supposedly lost permits, after receiving new ones.
- 9.11.8 The Council will monitor visits to identify any permits that have been copied or faked.
- 9.11.9 The Council will have the right to reject any person from a HRC if it suspects they have contravened any of the conditions highlighted within the HRC Policy.

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