

Reuse, Recycle and Waste SPD

# Appendix 3 Templates

February 2022

**Summary Reuse, Recycle and Waste Plan**



\*Excel version of the Plan template is available on request.

# RRW Plan Overview & Objectives – Covering Letter

**Development:**

**Name and address of specific site:**

**Project Director:**

**Subject Matter Expert:**

**Date of submission:**

Summary of development:

[Company name/developer] propose to construct a development which manages the reuse, recycling and waste in the manner set out in Appendix [reference the completed Summary Reuse, Recycling and Waste Plan and insert it as an appendix]:

This outline operational RRW plan provides information on the amount of waste expected to be produced by the proposed [name of development] development located at [specific address].

The development will comprise [residential accommodation, (delete as appropriate: business accommodation, leisure uses, retail, bars and restaurants)].

The scheme proposes up to [total number of dwellings] residential units and its location is shown in Figure [insert a site plan].

Once the development is fully occupied and operational, it is estimated, in section [refer to section in this report] that [insert the calculated amount of waste produced] tonnes ([insert volume of waste] m³) of waste per year can be expected to be produced. This has been calculated as a worst case scenario, assuming that the residential units are fully occupied throughout the year.

In order to manage this waste effectively and sustainably and meet the high reuse and recycling aspirations of the development, all opportunities within [development name] will facilitate the separation at source of recyclables.

[type of solution] will be located in easy to reach areas and will contain sufficient space to allow the separate storage of [delete as appropriate food waste, dry recyclables (including paper, glass, metal, plastic and card) and residual waste]. (Include if relevant) [Similar practices will be employed within the commercial land uses.]

Following discussion and agreement with [Local authority officer name] of [local authority and relevant team], recycling and waste will be [collected (describe method of collection) or treated on site (describe method of management)]. The Borough team will deliver waste to a [either off site or onsite location], located in [give location and name of end destinations] and be treated through [describe types of processing e.g. on site in-vessel composting, baling, compacting, CHP etc].

When all these arrangements are implemented, a recycling rate of up to [insert recycling rate percentage of development] % will be achieved for the residential units, meeting the [insert local

authority and plan referring to e.g.: local plan/London Plan/local waste strategy [add in policy – targets] of [insert recycling rate percentage %].

The summary spreadsheet in Figure [insert a figure if deemed useful] shows how [developer/ managing agent name] wishes to manage waste and recycling for the operational lifetime of the [name of development] development. Figure [insert figure on next page if deemed useful] identifies the [insert how many stages of management you anticipate] stages of recycling and waste management development and will be applied to each category of materials [insert relevant materials e.g. wet, dry and residual].



# Expected Systems and Standards Checklist

Only use the tables appropriate to your development and tick and complete a statement to demonstrate that each system and standard has been completed.

Add a reference to the part of the documentation which provides the information required.

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| **Table 3: Health and Safety** | **Included (Ref)** |
| **(a)** Sufficient waste storage capacity – to prevent overloading, odour, and litter |  |
| **(b)** Correct access and turning for collection vehicles – including to prevent reversing |  |
| **(c)** Access and Collection points with correct overhead clearance and strength for collection vehicles |  |
| **(d)** Bin stores designed to allow easy manoeuvring of bins within and to and from stores |  |
| **(e)** Unobstructed pathway from store to vehicle – no kerbs or lips –1:12 maximum gradient |  |
| **(f)** Secure storage and collection of Food Waste |  |
| **(g)** Secure storage and collection of Electrical Waste |  |
| **(h)** Comprehensive Communications Plan with residents – including signage, and resident induction |  |
| **(i)** Estate management with health and safety as a priority |  |

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| **Table 6: Flexibility in building design** | **Included (Ref)** |
| **(j)** Sizing waste stores to allow for a potential increase in waste generation, and/or a change in council service provision per dwelling. |  |
| **(k)** Keeping bin stores clear of fixed structures that would make it difficult to accommodate bins of different sizes. |  |



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| **(l)** Designing access paths and doorways greater than minimum width requirements, to allow for possible future changes in bin size. |  |

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| **Table 7: Signage** | **Included (Ref)** |
| **(a)** All proposals to incorporate robust signage to (a) direct residents to recycle and waste locations, and (b) explain how to use the recycle and waste deposit locations (AWCS and URS modules, and bins). |  |
| **(b)** All signage to follow the Resource London – Flats Recycling Toolkit, unless otherwise agreed |  |
| **(c)** Robust Signage to be used to distinguish clearly between locations for food waste, recycling, residual waste, and bulky items |  |
| **(d)** Robust Signage must be displayed with robust materials, directly on and alongside deposit modules and bins. |  |

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| **Table 8: Organic Waste Deposit** | **Included (Ref)** |
| **(a)** A separate in-home receptacle shall be provided for food waste, with recycling and residual waste receptacles. |  |
| **(b)** A separate communal bin shall be provided for food waste – no larger than 240 litres |  |
| **(c)** Food waste macerators can be considered, subject to approval by Thames water |  |
| **(d)** In principle, applicants that wish to include on-site in-vessel composting units, e.g. Rocket Composter, will be supported |  |

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| **Table 9: Bulky waste** | **Included (Ref)** |
| **(a)** Developers should provide space for the storage of reusable and bulky recycling and waste, taking into account: |  |

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| **(b)** The number of blocks, size of homes and number of units. |  |
| **(c)** Requirement for the flexibility of the storage capacity. |  |
| **(d)** The frequency of collection. |  |
| **(e)** The anticipated turnover of residents. |  |
| **(f)** Accessibility for collection |  |
| **(g)** All multi-storey residential developments must have a separate space for the short-term storage of bulky items of furniture and electrical items, at ground level. |  |

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| **Table 10: Reuse** | **Included (Ref)** |
| **(a)** Estate management shall be responsible for advising residents and assisting with reuse and collection. |  |
| **(b)** Initiatives to support reuse by residents include Community Fridges, and Peer to Peer sharing, including with physical and online noticeboards. |  |
| **(c)** The resident induction shall include information on local organisations and businesses that will accept bulky and other items for reuse |  |

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| **Table 12: Automated Waste Collection Systems** | **Included (Ref)** |
| **(a)** Deposit points shall be sited in convenient locations, easily accessible to residents, as part of day to day activity on the way to and from the development. |  |
| **(b)** Deposit points at each location shall provide for food waste, recycling and residual waste. |  |
| **(c)** signage to be applied to each deposit point inlet, consistent with the development signage strategy, following the Resource London Flats Recycling Toolkit |  |

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| **(d)** Deposit point locations outdoors shall be determined taking into account other significant planning considerations, including landscaping and public realm. |  |
| **(e)** Residents shall not have to travel more than 30m to reach a deposit point. |  |
| **(f)** Capacity for the system shall be determined in accordance with capacity guidelines in Part B and Appendix 7 of this SPD. |  |
| **(g)** Deposit point locations outside shall not be serviced by collection vehicles from the public highway. |  |
| **(h)** The system shall be maintained in line with manufacturer’s requirements, including the cleaning of intake hatches on a weekly basis. |  |

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| **Table 13: Underground Recycling and Residual Systems (URS)** | **Included (Ref)** |
| **(a)** Deposit points shall be sited in convenient locations, on level ground and easily accessible to all residents, as part of day to day activity on the way to and from the development. |  |
| **(b)** Deposit points at each location shall provide for recycling and residual waste. |  |
| **(c)** Food Waste shall be collected separately, in accordance with section B2.4 of this SPD. |  |
| **(d)** Robust s ignage to be applied to each deposit point inlet, consistent with the development signage strategy, following the Resource London Flats Recycling Toolkit |  |
| **(e)** Deposit point locations outdoors shall be determined taking into account other significant planning considerations, including landscaping and public realm. |  |
| **(f)** Residents shall not have to travel more than 30m to reach a deposit point. |  |
| **(g)** The storage capacity of the system shall be able to hold recycling and residual waste for the development, for a minimum of eight days. In accordance with capacity guidelines in Part B and Appendix 7 of this SPD. |  |
| **(h)** Deposit point locations shall not be serviced by collection vehicles from the public highway. |  |

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| **(i)** The system shall be maintained in line with manufacturer’s requirements, including the cleaning of intake hatches on a weekly basis. |  |

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| **Table 16: Bin Stores** | **Included (Ref)** |
| **(a)** Bin stores should be designed, in respect of access, layout and size, recognising they may be areas to be used safely and easily by residents, in addition to estate management and collection operatives. |  |
| **(b)** Bin store size and layout must allow reorganisation of bins when some become full. |  |
| **(c)** Bin store size and layout must allow removal and return of bins, one at a time |  |
| **(d)** Bin store size and layout must allow storage of Eurobins, side-by- side, to allow access to the wide front edge, not storage end-to- end. |  |
| **(e)** Robust signage in the bin store, including on and alongside bins, to follow the development signage strategy, following the Resource London Toolkit. |  |
| **(f)** Openings on recycling bin lids should be large enough to accept plastic bags of recycling |  |
| **(g)** External communal storage areas shall be enclosed securely, and with cover from weather. |  |
| **(h)** Bin store doors onto a footway or public realm shall open inwards, to prevent obstruction or injury. |  |
| **(i)** Bin stores shall comply with British Standard BS 5906-2005 –Waste Management in buildings |  |

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| **Table 17: Kerbside Schemes** | **Included (Ref)** |
| **(a)** Recycling and residual waste bags and containers shall be screened from the street, to ensure they do not visually intrude on the streetscene, and to prevent public use. |  |
| **(b)** Dedicated external storage areas are the preferred approach and shall be of durable materials and relate to the building design. |  |
| **(c)** Dedicated external storage areas shall accommodate the three streams of waste – food waste, recycling, and residual waste. |  |
| **(d)** Dedicated external storage shall be convenient for residents to access. |  |
| **(e)** Collection operatives shall not be required to move bins more than 10m distance. |  |
| **(f)** There must be at least a 150mm clearance between each bin and the enclosure must have a minimum height of 1200mm. |  |
| **(g)** The installation of compost bins in all private gardens, as part of the development proposals, is supported. |  |

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| **Table 18: Facilities Management** | **Included (Ref)** |
| **(a)** Waste system or bin cleaning areas shall be provided with everything necessary to carry out required tasks e.g. source of water. The areas themselves should be well designed and maintained. |  |
| **(b)** Where bins or loose waste need to be moved around the development, safe vertical transfer methods such as lifts, chutes and ramps shall be designed to facilitate the movement of the waste and should be large enough to accommodate containers (including a person where required). |  |
| **(c)** Collection operatives shall not be required to move bins more than 10m distance. |  |
| **(d)** Waste transfer routes shall be clear of steps, curbs and lips, and shall have a maximum gradient of 1:12. |  |

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| **Table 19: Building manager/caretaker duties** | **Included (Ref)** |
| **(a)** Informing residents and any commercial tenants about the RRW services provided (e.g. what materials can be recycled) and how to use them. |  |
| **(b)** Displaying and maintaining consistent signage on all waste deposit points, bins and in waste storage areas. |  |
| **(c)** Where required, transferring waste receptacles to the collection point/waste store. |  |
| **(d)** Overseeing bulky waste, WEEE, textile, clinical and hazardous waste storage and collections. |  |
| **(e)** Keeping clean and well maintained bins and bin areas |  |
| **(f)** Monitoring use of the waste system and reporting any problems to the building managers and council. |  |
| **(g)** Liaising with the waste collection contractor(s). |  |

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| **Table 20: Road Design and Access** | **Included (Ref)** |
| **(a)** Proposals are required to demonstrate how vehicles will safely access from the public highway, arrive at collection points, and leave the site safely |  |
| **(b)** Access and Highways proposal are required to allow the collection vehicle to enter and exit the public highway in a forward gear, and perform all collection activities within the curtilage of the site |  |
| **(c)** Vehicle Tracking and turning circles are required to be robustly demonstrated, with the use of appropriate tracking diagrams |  |
| **(d)** Access and Highway proposals are required to demonstrate how they have responded to other significant planning constraints – landscaping, playspace, and public realm layout |  |

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| **(e)** Access and Highway proposals are required to demonstrate how they respond to vehicle lift and compactor height, tree cover, and overhead structures or cables |  |
| **(f)** Reversing within a site will be in strictly exceptional circumstances, and subject to robust assessment. The maximum reversing distance is 20m. Reversing onto the public highway is prohibited in all circumstances. |  |
| **(g)** Proposed collection points must be a level surface, away from gradients and ramps |  |
| **(h)** Access roads, manhole covers, and gratings must be constructed to withstand a gross vehicle weight of 26 tonnes and axle loading of11.5 tonnes |  |

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| **Table 21: Crew Access – Bin Stores** | **Included (Ref)** |
| **(a)** Collection operatives should not be required to move bins through more than 1 set of doors |  |
| **(b)** Electronic key fobs to be used for bin store access, one fob should access all stores in a development |  |
| **(c)** Collection operatives shall not be required to move bins more than 10m distance |  |
| **(d)** Bin store size and layout must allow removal and return of bins, one at a time |  |
| **(e)** Ground level from the bin store should be no more than 1:12 gradient, falling away from the bin store |  |
| **(f)** Paths to the collection point should be a minimum of 1.5m wide |  |
| **(g)** Where access is required across a highway or access road, dropped kerb crossovers must be provided |  |
| **(h)** Layout and access must be designed to ensure that during collection times, vehicles do not need to park on, or obstruct the public highway. |  |