

## Recycling and Refuse guidance (Updated August 2022)

Guide for Architects and Planners submitting applications to Hounslow Council

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## 1. Summary

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### 1.1 Introduction

The Council is required, under part II of the Environmental Protection Act 1990, to collect household waste from all residential properties in the borough.

The Council aims to encourage reductions in the quantity of waste requiring collection and to increase the proportion that is re-used or recycled to help us achieve a reduction in carbon emissions and financial costs.

This document provides guidelines for architects and developers of new residential units in the London Borough of Hounslow, to ensure that the arrangements for storing, collecting and managing waste are appropriate. The requirements for managing waste vary according to the type and size of each development.

Waste and Recycling facilities should be designed as an integral part of the development process. These should be indicated on the plans submitted for planning permission in accordance with this document.

### 1.2 Submitting a planning application

When submitting a planning application to the Council please ensure that developments accommodate:

- Suitably designed area with adequate space for storage of waste and recyclables.
- Designated storage areas for waste containers; and
- Sensitive design/ location especially in conservation areas and/or listed buildings.
- Allowance for reasonable change to the collection services in the future.
- Appropriate location – accessible for all users, collectors and collection vehicles, while minimising blight (odour, visual and noise) to neighbours and occupiers.

In determining planning applications, permissions will not normally be granted in advance of submission of details indicating satisfactory storage arrangements for recycling and refuse.

In major residential developments, the Council may require a waste management plan to be submitted. This should include:

- Estimated volumes and types of waste produced by the development.
- The size and location of waste and recycling stores and how the waste will be delivered to these facilities.

- Proposed collection point and the method for transferring waste to this location.
- The equipment specified for containing the waste.

Architects and developers are expected to consult with the Council's Waste Management department at the earliest opportunity in the design process to ensure that proposals for waste storage and collection meet the necessary requirements.

### **1.3 Before development is completed**

Six weeks prior to the development being completed (and occupied) you must contact the Waste and Recycling team, so they can arrange a site visit to the development to look at the bin stores and access routes.

Four weeks prior to residents moving in you must notify the Waste and Recycling team to ensure the development is added to collection schedules. If access keys or cards are required these must be provided at this time.

Waste and Recycling Team

Email: [recycling@hounslow.gov.uk](mailto:recycling@hounslow.gov.uk)

Telephone: 0208 583 5555

## **2. How residential waste and recycling is collected**

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Under section 46 of the Environmental Protection Act, the Council specifies the type and number of receptacles to be used and where they should be placed to ensure compatibility with Council collection methods.

### **2.1 Household waste for buildings with five or fewer dwellings**

Recycling is collected weekly; we operate a kerbside sorted collection. Refuse is collected fortnightly.

Households are required to present their waste and recycling for collection at the front edge of their property and clearly visible from the road and accessible from the public highway.

### **2.2 Household waste for buildings with six or more dwellings**

Recycling and refuse are collected weekly, we operate a source separated system of recycling. The managing agent, or owner, is required to purchase waste receptacles that comply with the Council's waste collection. Bins can be purchased from the Council directly or from other suppliers meeting Council's waste containers specification, see section below (4.2)

The council takes no responsibility for damage sustained to plastic 1100L or 660L euro bins that occurs as a result of collection.

For information on purchasing recycling and refuse bins please contact the Waste and Recycling team:

[recycling@hounslow.gov.uk](mailto:recycling@hounslow.gov.uk)

0208 583 5555

## 2.3 Flats above Shops

Properties situated above shops or with no feasible place to store or present a waste receptacle within the boundary of their property will be provided with purple refuse sacks. Purple refuse sacks to be presented at the agreed collection point or in a designated flat above shops bin. Collections occur twice a week. **All flat above shops planning applications must be referred to the waste and recycling team. (It is an expectation for Hounslow to contain flats above shops waste and recycling with no impact to the street scenes.)**

## 2.4 Houses of Multiple Occupancy

Premises that are classed as Houses of Multiple Occupancy (HMOs) will where possible, receive a kerbside collection, however the Waste and Recycling team should be consulted for clarification.

## 3. Storage Capacity

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The Council calculates waste and recycling requirements for premises as follows:

***Total Weekly Capacity (L) = 30L per dwelling + 70L per bedroom***

(Council provides each household with 140 L bin as standard) 240 L bins are available for households with 5 or more people, medical need, children in nappies.

We calculate capacity for HMOs with a higher waste allowance given nature of these properties.

### 3.1 Premises with individual waste facilities kerbside properties

For premises with individual waste facilities, we calculate that 70% of total capacity should be reserved for recycling.

***Total Residual Capacity (L) = 2 × (30L per dwelling + 70L per bedroom) × 30%***

\*Fortnightly collections – weekly capacity doubled

***Total Recycling Capacity (L) = (30L per dwelling + 70L per bedroom) × 70%***

#### 3.1.1 Recycling Containers

The Council provide each household with a set of recycling containers including; 1x 23L Food Bin, 1x 5L Food Caddy (for internal use), 1x 55L Plastic and Can recycling box, 1x 55L Cardboard and Paper recycling box, 1x 55L Glass recycling box.

Additional containers can be requested. We allow for up to 3 containers of each type to be presented at a property.

### 3.1.2 Refuse Containers

The Council provide each household with a 140L grey refuse bin as standard. Households can request a larger bin and will be granted a larger 240L grey refuse bin should they fulfil the necessary requirements.

If the new development has more than four bedrooms, please request the larger container on initial application.

### 3.2 Premises with communal waste facilities

For premises with communal waste facilities, we calculate that 50% of total capacity should be reserved for recycling.

$$\text{Total Residual Capacity (L)} = (30\text{L per dwelling} + 70\text{L per bedroom}) \times 50\%$$

$$\text{Total Recycling Capacity (L)} = (30\text{L per dwelling} + 70\text{L per bedroom}) \times 60\%$$

We have calculated communal capacity at 110% to allow for additional recyclables to be collected in future.

Based on average volumes produced we recommend the following split by material type; Cardboard 33%, Plastic 33%, Paper 15%, Can/Aerosol 12%, Glass 7%, Food 10%. Example:

$$\text{Total Cardboard Capacity (L)} = (30\text{L per dwelling} + 70\text{L per bedroom}) \times 60\% \times 30\%$$

#### 3.2.1 Recycling Containers

- 1100/660\* litre lockable steel Euro bin or 360/240 litre wheelie bin for Plastic
- 1100/660\* litre lockable steel Euro bin or 360/240 litre wheelie bin for Cardboard
- 1100/660\* litre lockable steel Euro bin or 360/240 litre wheelie bin for Can/ Metal
- 660 litre lockable steel Euro bin or 360/240 litre wheelie bin for Paper
- 240 litre wheelie bin for Glass
- 240 litre wheelie bin and housing unit for food
- 5 litre Food Caddy (for internal use)

\*660L available as an alternative where there is limited space on site for storage.

#### 3.2.2 Refuse Containers

- 1100/660 litre lockable steel Euro bin

### 3.3 Flats above Shops

Properties situated above shops or with no feasible place to store or present a waste receptacle within the boundary of their property will be informed of their collection point or bin location. The collection point needs to be agreed by the Waste and Recycling team prior to the premise being occupied. The developer, or managing agent (where appropriate), will need to ensure that the collection point has been agreed prior to completion.

### 3.4 Houses of Multiple Occupancy (HMOs)

Given the nature of these properties greater allowances have been calculated.

$$\text{Total Residual Capacity (L)} = 2 \times (60\text{L per dwelling} + 100\text{L per bedroom}) \times 30\%$$

$$\text{Total Recycling Capacity (L)} = (60\text{L per dwelling} + 100\text{L per bedroom}) \times 70\%$$

\*Subject to the size of the development. Waste management options to be discussed with Waste and Recycling team.

### 3.5 Internal storage requirements

Fitted kitchen units should consider segregated recycling and refuse bins. Including a separate area for dry recyclables and refuse.

### 3.6 Bulky waste storage

Bulky waste collections are chargeable. Residents must book their bulky waste collections in advance.

The bulky waste store point must be at ground level, accessible from the street and with a suitable stopping point or parking space for the collection vehicle. The bulky waste area can be combined with the waste collection area provided the additional space is provided.

The size and type of bulky waste storage required depends on the number of blocks in a development as well the size and number of dwellings.

- For blocks with 25 dwellings or less we require a space with a floor area of approximately 2m<sup>2</sup>.
- For blocks with between 25 to 50 dwellings we require a covered space to store bulky waste before it is collected with a floor area of approximately 7.5m<sup>2</sup>.
- For blocks of 50 units or more we recommend a larger floor area, this is dependent on whether the agreed waste strategy for the development is managed by an onsite caretaker/FM provider who, as part of their duties, ensure the bulky waste storage area(s) are frequently cleared.

### 3.7 Alternative storage arrangements

#### 3.7.1 Internal waste collection services

If the developer or managing agent intend on providing an internal waste collection service for residents rather than asking them to bring their own

waste to a ground floor store, a waste storage area will be required on each floor. Adequate capacity for separate storage of recyclables should be calculated as per section 3.2.

Any internal storage areas adjacent to a fire escape route must be fitted with fire doors, automatic fire detection and a sprinkler system and comply with the Regulatory Reform (Fire Safety) Order 2005.

### **3.7.2 Basement storage and collection point**

Waste and recycling **will not be collected from basements**. If it is proposed to locate storage areas in a basement, a suitable ground floor collection area must be indicated.

A written statement from the managing agent must describe the proposed method for transporting the containers to ground level for collection, including parking arrangements for any vehicles. Please contact us for advice if you are considering using basement storage.

### **3.7.3 Lifts for moving waste containers by managing agents or concierge**

If waste containers are to be transported to ground level by a lift for collection, it must be large enough to accommodate a person as well as at least one waste container. In large schemes it will need to be big enough for more than one container. The lift doors and adjacent corridors must be big enough for waste containers to be moved around easily. Our collectors will not utilise a lift for any waste and recycling collection.

### **3.7.4 Chute systems**

Any proposal will need to accommodate recycling via multiple or split chutes, please contact us if you are considering using chutes. Arrangements for the management and monitoring of deposit areas (e.g., changing of bins as these are filled) must be included with any proposals.

### **3.7.5 Installation requirements**

Chutes, hoppers and chambers should conform to applicable building regulations and the appropriate British Standard.

## **3.8 Public facilities**

Developments with public spaces may need litter bins to control waste. Any bins installed must have at least two compartments to allow separate collections of recyclable and non-recyclable materials.

Responsibility for servicing and maintaining bins must be agreed with the Council before they are installed.

## **4. Specifications for residential waste and recycling containers**

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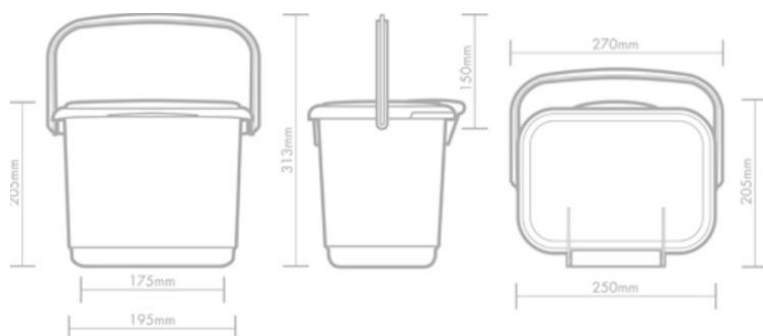
### **4.1 Household waste for buildings with five or fewer dwellings**

All household containers are supplied by the Council and are branded London Borough of Hounslow.

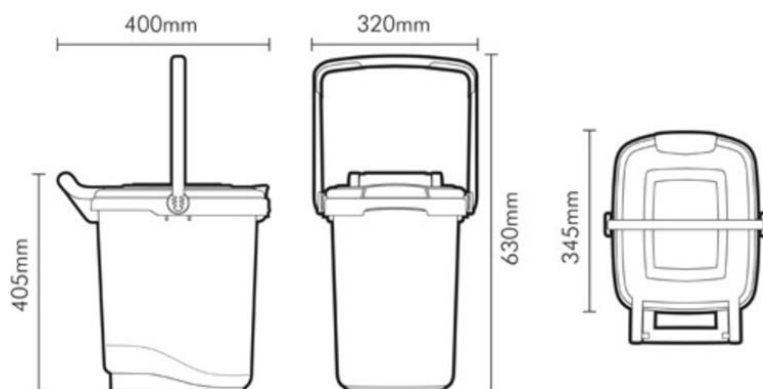
Refuse presented in a non-branded container will not be collected.

<b>Capacity (l)</b>	5	23	55	140	240
<b>Width (mm)</b>	270	320	1260	486	582
<b>Height (mm)</b>	205	405	1340	1073	1057
<b>Depth (mm)</b>	205	400	720	563	724

### 5L Food Caddy (Internal Use)



### 23L Food Caddy (External Use)



### 55L Grab Box



### 140L Refuse Wheeled Bin



240L Refuse Bin and Garden Waste bin

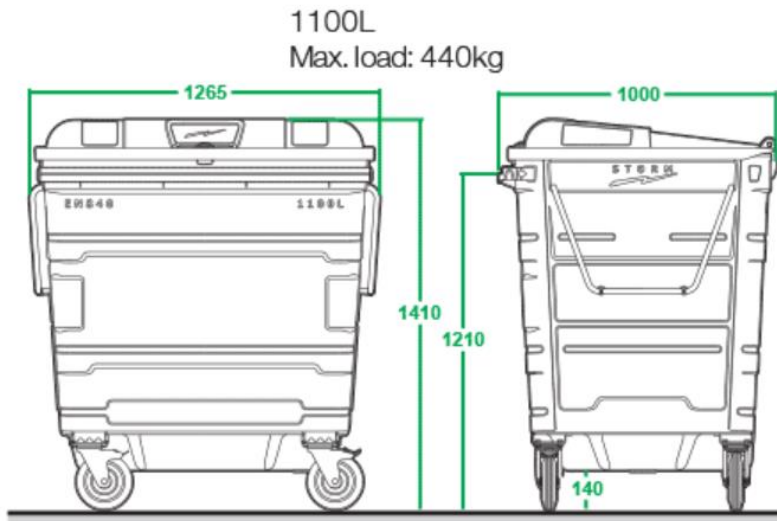


#### 4.2 Household waste for buildings with six or more dwellings

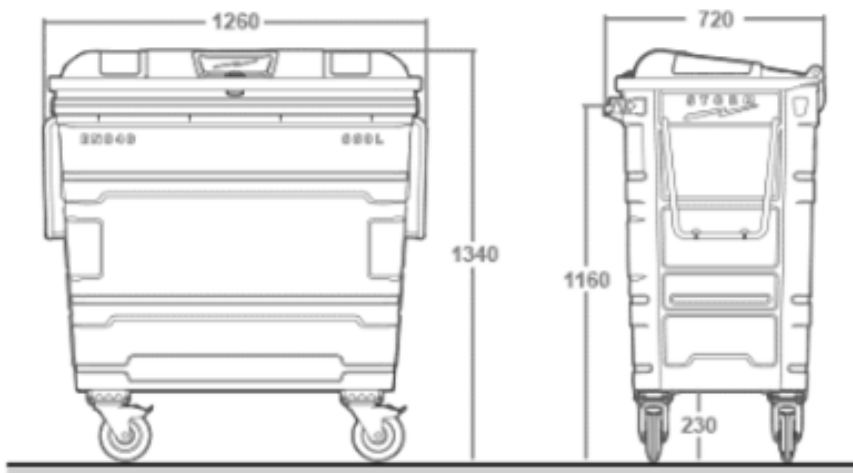
Communal containers can be purchased privately or through the Council. Containers purchased privately need to comply with BS EN840.

<b>Capacity (l)</b>	1100	660	360	240	140
<b>Width (mm)</b>	1265*	1260	620	575	480
<b>Height (mm)</b>	1410	1340	1095	1060	1060
<b>Depth (mm)</b>	1000	720	850	730	550
<b>Max Load (kg)</b>	440	264	136	96	60

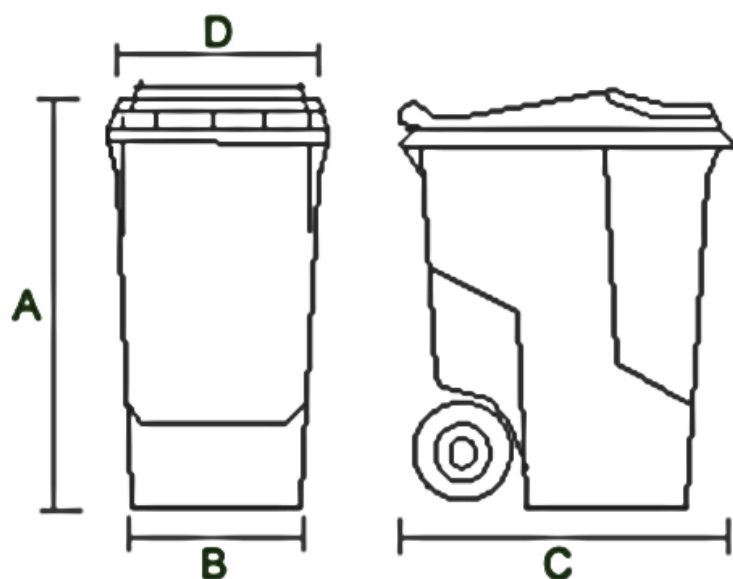
1100L Euro Bin



### 660L Euro Bin



- 1100L/660L bins available with red, blue, and black lids



<b>Capacity (L)</b>	360	240
<b>Width - Top (D) (mm)</b>	626	575
<b>Height (A) (mm)</b>	1095	1060
<b>Depth (C) (mm)</b>	850	730
<b>Width – Bottom (B) (mm)</b>	620	570

\*240L/360L recycling bins available with rectangular or circular apertures

### 4.3 Flats above Shops

Residents living in premises that are on this service will be required to place their waste in purple sacks. Purple sacks will be provided by the Council, no other bags should be used. A recycling service for residents living in flats above shops is in development – please contact us for further information.

We expect all flats above shops waste to be contained in bins. The collection point for purple sacks will be determined by the council depending on space, access and the number of properties. 1100L wheeled bins (dimensions above section 4.2) and (grip bin size) static bins are available for the storage and collection of purple sacks. Please contact us for further advice.



<b>Capacity (L)</b>	400
<b>Width - (mm)</b>	750
<b>Height (mm)</b>	820
<b>Depth (mm)</b>	1050

\* This bin is fixed to the pavement and cannot be moved.

#### 4.4 Houses of Multiple Occupancy

Houses of Multiple Occupancy will usually be placed on the kerbside collection however, should the size of the development warrant communal bins this service will be selected.

## 5. Commercial Waste

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### 5.1 Storage capacity

The calculations included in this document should be used only as a guide. These do not reflect the requirements of the London Borough of Hounslow but are defined in BS 5906:2005 as a guide. A minimum of 50% of weekly capacity should be allocated to recycling.

#### 5.1.1 Office

$$\text{Total Weekly Capacity (L)} = 50L \times \text{no. of employees}$$

#### 5.1.2 Shopping centre

$$\text{Total Weekly Capacity (L)} = 10L \times \text{sales area (m}^2\text{)}$$

#### 5.1.3 Fast food outlet

$$\text{Total Weekly Capacity (L)} = 5L \times \text{no. of sales}$$

#### 5.1.4 Department store

$$\text{Total Weekly Capacity (L)} = 10L \times \text{sales area (m}^2\text{)}$$

#### 5.1.5 Restaurant

$$\text{Total Weekly Capacity (L)} = 75L \times \text{no. of covers}$$

5.1.6 4/5 Star hotel

$$\text{Total Weekly Capacity (L)} = 350L \times \text{no. of bedrooms}$$

5.1.6 2/3 Star hotel

$$\text{Total Weekly Capacity (L)} = 250L \times \text{no. of bedrooms}$$

5.1.7 1 Star hotel / B&B

$$\text{Total Weekly Capacity (L)} = 150L \times \text{no. of bedrooms}$$

5.1.8 Supermarket (small)

$$\text{Total Weekly Capacity (L)} = 100L \times \text{sales area (m}^2\text{)}$$

5.1.9 Supermarket (large)

$$\text{Total Weekly Capacity (L)} = 150L \times \text{sales area (m}^2\text{)}$$

5.1.10 Industrial unit

$$\text{Total Weekly Capacity (L)} = 5L \times \text{floor area (m}^2\text{)}$$

5.1.11 Entertainment complex/leisure centre

$$\text{Total Weekly Capacity (L)} = 100L \times \text{floor area (m}^2\text{)}$$

## 5.2 Cooking oil

Any businesses producing waste cooking oil must include suitable separate storage provision and arrange for them to be collected by specialist waste carriers.

## 5.3 Clinical waste

Clinical waste includes hypodermic needles, blood, human tissue or other infectious bodily fluids.

Clinical waste must be stored separately from all other waste. Normally clinical waste is sealed inside yellow, coded bags. Sharps (such as needles) are stored in special boxes.

Any development containing any sort of medical centre, dental surgery, veterinary surgery, old people's home, nursing home, or home or day centre for disabled people must have separate storage and collection arrangements for clinical waste and general waste.

## 6. Specifications for commercial waste and recycling containers

### 6.1 The council operates a commercial waste service through its trading company Lampton Services.

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Contact Lampton Services for further information

Email the team at - [commercialwaste@lampton360.co.uk](mailto:commercialwaste@lampton360.co.uk)

Visit the [Lampton Community Services website](#)

Telephone - 078 1653 3620 and 020 8583 5520

The operating hours are Monday to Friday from 8am to 4pm.

## 7. Design and location of storage areas

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### 7.1 Location and Access

#### 7.1.1 Location

Premises must have an off-street collection area at ground level. Bins must not be left on the public footway as they pose a hazard and are unsightly.

Storage area doors must not open over the public footway or road. Exceptions will be made only where it would require structural and visual changes that are unacceptable to the Council. This particularly would apply to listed buildings or buildings in a conservation area.

The bin storage area must be located at a point where the collection vehicle can safely stop for loading (maximum pulling distances outlined in section 7.2.2). The stopping point for the vehicle should be safe, legal and designed to minimise any obstruction to traffic.

#### 7.1.2 Access

For Euro bins or similar wheeled bins, the path between the storage area and vehicle access area should:

- be free of steps or kerbs (a dropped kerb may be required)
- have a solid foundation
- be rendered with a smooth continuous finish (i.e. no cobbled surfaces)
- be flat, or slope down from the housing or chamber with a maximum gradient of 1:12
- have a minimum width of two metres

#### 7.1.3 Off street collection areas

To further reduce the environmental impact of waste being placed on the pavement for collection, buildings will be expected to have an off-street collection area at ground level.

#### 7.1.4 Custom waste storage containers or systems

If you are considering installing a vacuum or underground waste system you will need to manage disposal. The council cannot collect from underground containers requiring HIAB lift equipped collection vehicles.

#### 7.1.5 Mixed use developments

Developments that contain both residential and commercial premises should separate storage of commercial waste from the storage of residential waste. Commercial users should have their own independent store for waste and recycling unless grouped commercial waste is offered as part of the service agreement.

## **7.2 Distance**

### **7.2.1 Distance for occupants**

The distance that occupants are required to travel to waste storage areas from their apartments should not exceed 30m (excluding any vertical distance). Recycling and waste facilities should be located together and in a convenient location for ease of use.

### **7.2.2 Distance for collection operatives**

The waste collection operatives should not be expected to carry an individual recycling box/container or move a two-wheeled bin for a distance greater than 15m, nor manoeuvre a four-wheeled (Euro) bin more than 10m.

## **7.3 Design and Accessibility**

### **7.3.1 Size**

The bin storage area should be large enough to accommodate, and allow the safe use of, the required number of bins for the size of the development. An allowance should be made for any reasonable change to the collection service (i.e. introduction of new waste stream).

### **7.3.1 Screening and covering**

All outdoor communal bin storage areas should be screened or covered to minimise visual impact. This is particularly important in conservation areas and/or listed buildings.

### **7.3.2 Signage**

Storage areas should be clearly designated by a suitable door or wall sign and, where appropriate, with floor markings.

### **7.3.3 Accessibility**

Storage areas must be large enough to allow safe use of all bins by residents without the need to rearrange other bins within the space. The storage area should be designed to be accessible for disabled persons, as far as possible.

### **7.3.4 Materials and finishing**

The floors and walls of bin stores should be constructed in accordance to BS 5906:2005. External bin stores should consider using materials that lessen the visual impact of the storage area.

### **7.3.5 Locks and security**

It is preferable that the design of the bin store should include a universal lock and key system (i.e. Standard Fire Brigade mortise lock and key). Should the bin store be locked by another means the Council will need to be issued with either the access code, key or FOB prior to collections commencing. One key or FOB must be provided for each service (6 in total). The council and our waste contractor will not accept any liability for lost or replacement keys. Please contact [recycling@hounslow.gov.uk](mailto:recycling@hounslow.gov.uk).

### 7.3.6 Doors

Doors to bin storage areas should be wide enough to allow an 1100L bin to be moved freely through the space and be fitted with retainers to prevent damage to the door while bins are being moved through them. This is also to prevent accidents to collection operatives.

### 7.3.7 Fire safety

Bin storage areas should be designed in accordance with BS 5906:2005.

### 7.3.8 Lighting and ventilation

Internal bin stores should have lighting and adequate ventilation to reduce the impact of odour.

### 7.3.9 Safety and anti-social behaviour

Inadequate consideration for the location and design of a bin storage area can attract anti-social behaviour and reduce correct usage of the facility. External bin storage areas should be in over-looked areas and consideration should be given to locating these near to other communal facilities such as bike stores.

## 8. Vehicle access

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### 8.1 Design of access road and residential streets

Manual for Streets (DfT) (2007) provides guidance and specifications on the design and construction of new residential streets and access roads and as such should be referred to during the design stage of new developments.

### 8.2 Loading

Access roads, manhole covers, and gratings must be constructed to withstand a gross vehicle weight of 26 tonnes and axle loading of 11.5 tonnes. There should be dropped kerbs at all collection points.

A minimum of 7.2 metres headroom for the collection vehicles beneath trees, overhanging buildings, arches or overhead lines must be provided.

### 8.3 Access roads

Access roads should be a minimum of five metres wide, although smaller widths are acceptable where on-street parking is prohibited. Swept-path analysis should be used to assess layouts.

A minimum of 5 metres headroom for the collection vehicles beneath trees, overhanging buildings or overhead lines must be provided.

#### **8.4 Reversing**

Refuse collection vehicles should not be required to reverse more than 12 metres and then only in exceptional circumstances. In such circumstances, if pedestrians also use access, an additional raised footpath must be provided.

#### **8.5 Turning areas**

Due consideration must be given to the provision of areas for turning the refuse collection vehicle around within a development by means of hammerheads etc. Generous allowances should be included when considering the width of access roads, gateways etc.

#### **8.6 Parking obstructions**

Appropriate measures must be incorporated into any scheme to control unauthorised parking of vehicles that would prevent access by the refuse collection vehicle and employees.

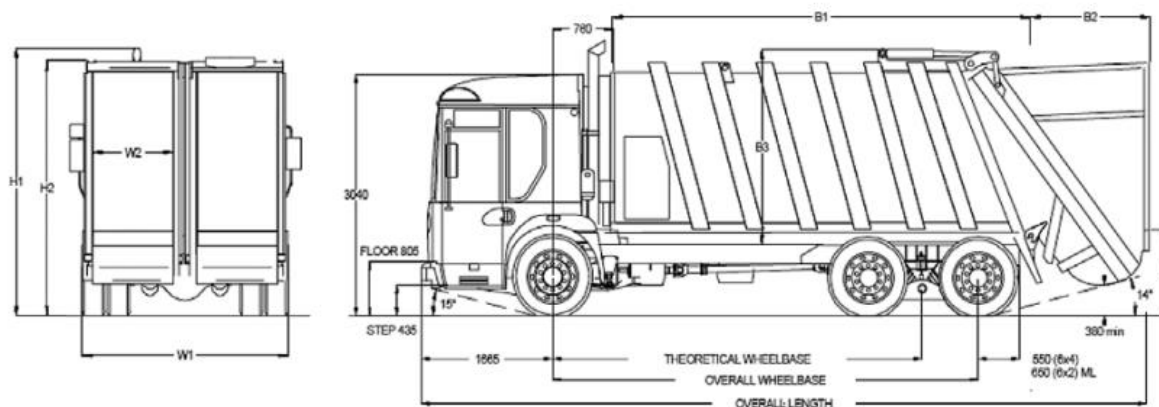
#### **8.7 Access through buildings**

Any part of a building including arches through which a waste and recycling collection vehicle passes must have a minimum clear height of 7.2 metres, including overhead fixtures and fittings.

#### **8.8 Collection vehicle dimensions: waste / recycling collection vehicle (Communal Cardboard, Plastics and Refuse)**

Three axle 26.00 tonnes gross vehicle weight.

<b>Overall Width (mm)</b>	2650
<b>Overall Length (mm)</b>	11000
<b>Overall Height (mm)</b>	3600
<b>Swept Circle (diameter) (mm)</b>	23000
<b>Gross Vehicle Weight (tonne)</b>	26

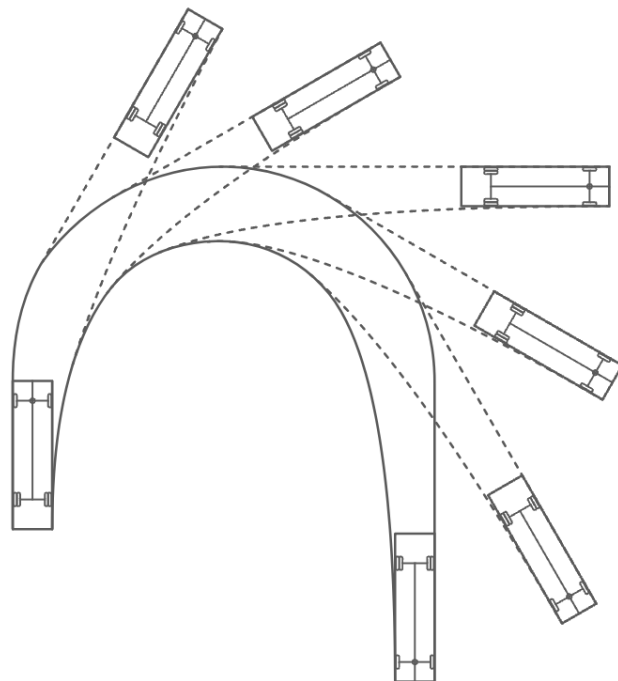


**8.9 Collection vehicle dimensions: Top loader / recycling (Paper, Glass and Cans)**

<b>Overall Width (mm)</b>	2700
<b>Overall Length – vehicle (mm)</b>	9368
<b>Height – travelling</b>	4093
<b>Height – working (mm)</b>	7200
<b>Kerb turning circle (mm)</b>	20600
<b>Swept circle (mm)</b>	22100
<b>Axle weights – front</b>	11
<b>Axle weights – rear (tonne)</b>	15
<b>Gross Vehicle Weight (tonne)</b>	26



**8.10 For all communal flat developments these are the minimum dimensions for turning areas to cover all waste and recycling collections.**



**Turning Circle as follow:**

**Width mid lift axle raised = 22.1 m wall to wall**

**Width mid lift axle lowered = 20.6 m wall to wall**

**Headroom required = 7.5 m**

**Turning Radius = Wheelbase / tan (angle of the turn)**

**Wheelbase = 2700 mm**

## **9. Fees and Charges**

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### **9.1 Individual waste facilities kerbside properties**

Individual containers must be purchased from the Council directly.

## 9.2 Communal waste facilities

Bulk containers can be purchased from the Council directly or via another supplier. Should you purchase the bins from another supplier please ensure they comply with the BS EN 840-2:2012. Please note we do not accept liability for damage to plastic 1100L or 660L bins.

For bins purchased from another supplier you will be required to purchase bin stickers for each bin to identify the bin is in service with the Council and the material type. E.g., general household waste, cardboard, plastics.

Please contact:

[recycling@hounslow.gov.uk](mailto:recycling@hounslow.gov.uk)

02085835555

## 10. Useful information and reference documents

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Environmental Protection Act 1990

British Standard: Waste management in buildings – Code of practice [BS 5906:2005]

British Standard: Mobile waste and recycling containers. Containers with 2 wheels with a capacity up to 400 l for comb lifting devices. Dimensions and design [BS EN 840-1:2012]

British Standard: Mobile waste and recycling containers. Part 2. Containers with 4 wheels with a capacity up to 1 300 l with flat lid(s), for trunnion and/or comb lifting devices. Dimensions and design [BS EN 840-2:2012]

British Standard: Design of an accessible and inclusive built environment. External environment. Code of practice [BS 8300-1:2018]

British Standard: Design of an accessible and inclusive built environment. Buildings. Code of practice [BS 8300-2:2018]

British Standard: Design of accessible and adaptable general needs housing. Code of practice [BS 9266:2013]

British Standard: Refuse chutes and hoppers. Specification [BS1703:2005]

British Standard: Degrees of protection provided by enclosures (IP Code) [BS EN 60529:1992+A2:2013]

Department for Transport: Manual for Streets 2007

**END OF DOCUMENT**