

Delegated Decisions by Cabinet Member for Growth & Infrastructure


Thursday, 24 March 2011 at 12.00 midday (or at the rising of the Cabinet Member for Transport's Delegated Decisions, whichever is later)
County Hall, New Road, Oxford

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on Friday 1 April 2011 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public



Peter G. Clark
County Solicitor

March 2011

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Note: Date of next meeting: 21 April 2011

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. **Declarations of Interest**
2. **Questions from County Councillors**

Any county councillor may, by giving notice to the Proper Officer by 9 am on the working day before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. **Petitions and Public Address**
4. **Amendment to the Household Waste Recycling Centres - Operating, Access and Waste Acceptance Policy** (Pages 1 - 28)

Forward Plan Ref: 2011/044

Contact: Amy Howard, Waste Contracts Officer Tel: (01865) 815349

12.00 midday (or at the rising of the Cabinet Member for Transport's Delegated Decisions meeting, whichever is later)

Report by Deputy Director of Environment & Economy – Growth & Infrastructure (CMDGI4).

Division(s): All

CABINET MEMBER FOR GROWTH AND INFRASTRUCTURE – 24 MARCH 2011

AMENDMENT TO THE HOUSEHOLD WASTE RECYCLING CENTRES – OPERATING, ACCESS AND WASTE ACCEPTANCE POLICY

**Report by Deputy Director of Environment & Economy - Growth and
Infrastructure**

Introduction

1. Oxfordshire currently has eight Household Waste Recycling Centres (HWRCs) in operation. The operation of these sites has been subcontracted to three operators, Viridor Waste Management Ltd, Waste Recycling Group Ltd, and Weymouth and Sherborne Recycling.
2. Oxfordshire County Council (OCC) monitor and manage the contracts in place to ensure the HWRCs are operated in accordance with EU and national legislation, health and safety requirements and within the terms of the Environment Agency Permit; ensuring a safe and accessible site for all Oxfordshire's Householders.

Policy back ground

3. The HWRC – Operating, Access and Waste Acceptance Policy, is an amalgamation of the site rules and policies OCC currently have in operation at the HWRCs. The purpose of the document is to link, clarify and ensure consistency across sites in enforcement of site rules and policies.
4. The document is one point of reference for employees of OCC, contractors and members of the public/ site users.

Policy amendment

5. The HWRC – Operating, Access and Waste Acceptance Policy was approved by the Cabinet Member nominated to make delegated decisions for Growth and Infrastructure, in October 2010.
6. There are two amendments to the policy document.
7. A change in the guidance produced by the Health and Safety Executive (HSE) on the presentation of asbestos at the HWRC means that OCC have to stipulate to householders to use a 1000 gauge plastic to wrap asbestos, as apposed to the 400 gauge plastic currently advertised. See Policy Statement 6 'Asbestos' at Annex 1.

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8. The second amendment is to specify the maximum length of carpet accepted as one item under the DIY 123 for Free scheme. This ensures the site operatives have a quantifiable and enforceable length when charging for DIY waste, removing any subjectivity when deciding how much to charge. See Policy Statement 4, table 2 at Annex 1.
9. Additionally, we are proposing authority be granted to the Head of Waste Management to make minor alterations to the policy. As described in the recommendations below, this would be in consultation with the Cabinet Member for Growth and Infrastructure.
10. These changes would be based on new legislation and guidance from relevant bodies such as the HSE, which OCC have an obligation to follow and implement. Minor points which clarify the schemes operated at the HWRC would also be amended.
11. Since the scheme was adopted in October 2010, there has been a need to amend the policy twice. The purpose of requesting the authority to make minor changes is to reduce bureaucracy and officer/member time involved.

Exempt Information

12. No part of this report or annex, are deemed to be exempt.

Communications

13. Site operatives will inform members of the public of the changes as and when necessary, so they are aware for the next visit to the HWRC.
14. The new policies will be advertised through the website and leaflets will be updated as they are reprinted.

Financial and Staff Implications

15. It is not anticipated that the amendments to the policy will have any effect on the income from the DIY 123 for Free scheme.

Equalities impact

16. An equalities impact assessment has been carried out for the HWRCs, and the policy and procedures reflect the outcomes.

RECOMMENDATION

17. **The Cabinet Member for Growth and Infrastructure is RECOMMENDED to:**
 - (a) **approve the amendments to the Household Waste Recycling Centres – Operating, Access and Waste Acceptance Policy; and**

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- (b) **authorise the Director of Environment & Economy, in consultation with the Cabinet Member for Growth and Infrastructure, to make where necessary minor textual changes and amendments to the Household Waste Recycling Centres – Operating, Access and Waste Acceptance Policy for the purposes of clarification or to comply with changes to applicable legislation, guidance or policy.**

MARTIN TUGWELL

Deputy Director of Environment & Economy - Growth and Infrastructure.

Background papers:

Reports for policies on:

DIY 1,2,3, for Free

Tyre Scheme charging

Van and Trailer Permit Scheme

HSE recommendation and Environment Agency reports

Customer Satisfaction Survey 2010

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14 March 2011

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**Oxfordshire County Council
Waste Management Group**

**Household Waste Recycling Centres -
Operating, Access and Waste Acceptance Policy**

Waste Management Group
Sustainable Development Service
Directorate of Environment & Economy
Oxfordshire County Council

Alternative formats of this publication are available on request. These include other language, large print, Braille, computer disk or email.

Oxfordshire County Council
Waste Management Group

Household Waste Recycling Centres -
Operating, Access and Waste Acceptance Policy

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i. Introduction

- i. Oxfordshire County Council (OCC) provides eight Household Waste Recycling Centres (HWRCs) across the county which are managed on their behalf by private contractors (See Annex 1)
- ii. Under Section 51 of the Environmental Protection Act, Oxfordshire County Council has a legal duty to provide a free domestic waste disposal route through at least one HWRC.
- iii. This policy document has been developed for HWRCs with the following aims:
 - To control waste disposal costs to Council Tax payers by seeking to prevent the illegal use of HWRCs by traders and for non-household waste.
 - To maximise recycling and minimise landfill at HWRCs.
 - To protect the health and safety of site staff and householders at HWRCs.
 - To maximise operational efficiency at the sites – in order to minimise waiting times and facilitate safe and efficient working practices.
 - To protect the environment – by complying with all relevant legislation related to the disposal of waste.

ii. Disclaimer

- i. The contents of the policy are correct at time of writing September 2010. However, Oxfordshire County Council reserve the right to amend the following policies as required, ensuring the continued access and safe running of the HWRCs for all.
- ii. When charges apply for the acceptance of certain types of waste (i.e. DIY and tyres) these charges are subject to periodic review by Oxfordshire County Council.

iii. Household Waste Recycling Centres - Users

- i. The purpose of HWRCs is to provide a facility for householders to deposit certain materials that may not otherwise be taken by the routine collection services provided by Waste Collection Authorities (WCA).
- ii. HWRCs are provided for the use of householders resident in Oxfordshire for the disposal of their own household waste.
- iii. As an exception, OCC may allow the disposal of household waste by an individual depositing on behalf of a friend or neighbour (resident in Oxfordshire), who is unable to transport the waste themselves, and who the depositor is helping on a voluntary basis. In this instance the depositor will be asked to complete a disclaimer form verifying that the waste is not trade waste.
- iv. HWRCs **are not** provided for the disposal of commercial waste (commonly known as trade waste).
- v. Commercial waste encompasses waste produced by a business or commercial activity even if this takes place within a home. For example, waste is not accepted if its collection and disposal form any part of a business type arrangement (such as, but not limited to, a "man with a van" collection service and disposal of items by

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trades people carrying out work in a home) as this constitutes a commercial activity and hence commercial waste (see Policy Statement 6).

- vi. Landlords should note that waste produced from properties that are rented out and disposed of by, or on behalf of the landlord, is classed as commercial waste and as such must be disposed of at a charge at a commercial waste facility.
- vii. Please note if you are moving into a new home, the clearance of the property, garages and sheds is the responsibility of the previous owner.
- viii. Waste generated by a business operating from home is also viewed as commercial waste and as such individuals must arrange a commercial collection.
- ix. Under the Manual Handling Regulations 1992 (amended 2002), the Health and Safety Executive (HSE) does not set specific limits on the weights employees can lift during their work; however, our contractors have adopted the HSE guidance that no more than 25kg should be lifted at a time as this reduces the risk of injury. If you will require assistance at the HWRC to unload, please ensure the item or sack of waste is within this limit.
- x. Oxfordshire County Council may be able to accommodate visits from schools at certain HWRCs. Please contact Waste Management Group on 0845 050 4550 or waste.management@oxfordshire.gov.uk to discuss this further.

iv. Household Waste Recycling Centres – Access

Permit Access Scheme at Household Waste Recycling Centres

- i. There is a restriction on vehicle types entering HWRCs for health and safety and operational reasons.
- ii. Additionally, there is a need to restrict the access of commercial type vehicles and trailers of a certain size to prevent the illegal use of the HWRC by trades persons or commercial enterprises.
- iii. The van and trailer permit scheme comes into operation from 1st November 2010. (see Policy Statement 2)
- iv. Householders who use a commercial type vehicle under 3.5 tonnes or a trailer with a bed length between 1.8 metres and 3 metres to dispose of their household waste, will need to apply for a free permit in order to enter a HWRC.
- v. Commercial vehicles are defined as those that are designed to carry goods, not people. They have no rear windows and/or no rear seats, and/or an open back, or a back, which is separate to the main cab area.
- vi. Vehicles over 3.5 tonnes gross/ laden weight and trailers with a bed length over 3 metres are not permitted on any HWRC.
- vii. Twelve visits will be allocated annually.
- viii. Vans hired by a householder to deposit household waste, for a period of three days or less are permitted to enter the HWRC without a permit. The householder will be required to bring the hire purchase agreement with them and present it to site staff upon arrival. The restrictions on the vehicle sizes and weight still apply to gain entry to the site. For vehicle hire periods over 3 days, the vehicle will not be

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allowed to enter the HWRC's. However, in circumstances where the origin of waste is proven to be genuine household waste, a bespoke permit can be issued, to allow temporary access.

- ix. There is a full copy of the schemes terms and conditions in Policy Statement 2 shows a full copy of the scheme terms and conditions, including vehicle types, size restrictions, permitting requirements and administration of the scheme.

General access conditions

- x. Pedestrian access cannot be permitted onto any of Oxfordshire's HWRCs. This is because there are currently no segregated walkways to enable pedestrians to safely enter and exit the sites. This may be reviewed in future developments and site refurbishments as opportunities arise.
- xi. The use of tipping mechanisms are banned on site. Any vehicle that falls within the size restrictions (see Policy Statement 2), can use the site with a permit, but cannot operate any mechanical function whilst on site, whether this is tipping or a tail lift mechanism.
- xii. HWRCs are open every day from 08:00 to 17:00 hrs except for Christmas Day, Boxing Day, and New Year's Day when they are closed. There may also be early closing at the HWRC sites on Christmas Eve and New Years Eve by arrangement with site management, please see Oxfordshire County Council website for detail. HWRC sites will be open until 20:00 on Thursday evenings from 1 April to 30 September.
- xiii. Householders arriving on site before the closing time will be permitted entry and allowed to deposit their waste. Householders arriving after closing time will not be permitted entry.
- xiv. Depositing waste or recycling outside the gates or on the access road to an HWRC site is flytipping and as such may be subject to enforcement.

v. Household Waste Recycling Centres - Types of Waste

- i. HWRCs are for the disposal of household waste only.
- ii. The only exception to this is a privately operated commercial Waste Recycling Centre adjacent to Redbridge HWRC.
- iii. HWRCs will only accept household waste of the type and amount associated with the usual production from a household.
- iv. Large quantities of certain materials are likely to be commercial waste and the Council seeks to exclude the deposit of commercial wastes from its HWRCs.
- v. Individuals attempting to deposit large quantities of materials or items suspected to be commercial waste, may be challenged by site management staff. Site staff may ask the depositor to complete a trade waste disclaimer to confirm that the waste is from their own home.

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- vi. If there are reasonable grounds to believe the depositor is operating in a business capacity or their waste is not household waste, that person may be refused access to deposit their waste, given advice and directed to leave the site.
- vii. Refusing to complete a Trade Waste Disclaimer Form fully, if requested, will also result in an individual being refused access to deposit waste.
- viii. OCC and its site management contractors may share information given on Trade Waste Disclaimer Forms, or information taken on site with Waste Collection Authorities to further ensure waste deposited at sites is household in origin.
- ix. A wide range of recyclable materials are collected at Oxfordshire HWRCs. The range of materials accepted varies from site to site owing to health and safety, space, site permit and operational considerations. See Annex 2 for a full list of accepted materials by site. If the item is not listed in Annex 2, or householders are in doubt, they should contact the Waste Management Team for advice on 0845 050 4550.

vi. Information

- i. The Council shall make available to site visitors a range of leaflets to provide relevant information on various aspects of Council policy and general recycling advice. Where appropriate, site staff will draw the visitors' attention to the availability of such information.
- ii. Included with the leaflets shall be the "complaints and compliments" leaflet allowing the public to provide feedback to the Council. Site staff should provide them to visitors if requested or deemed appropriate.
- iii. Where a visitor has been refused access or an issue has been raised with any aspect of their attempt to deposit waste, the visitor should be provided with relevant leaflets to supplement the verbal explanation of the occurrence.
- iv. Further information about HWRCs and waste and recycling more generally is also available via the Waste Management pages at www.oxfordshire.gov.uk or by calling 0845 050 4550.

vii. Equalities

- i. An Equalities Impact Assessment (EQIA) has been carried out for the HWRCs, and the policy and procedures reflect the outcomes. If you would like a copy of the EQIA, please contact Waste Management by calling 0845 050 4550 or emailing waste.management@oxfordshire.gov.uk.
- ii. Alternative formats of this publication are available on request. These include other language, large print, Braille, computer disk or email.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 1: Maximising Recycling

- i. Oxfordshire County Council and its contractors are committed to seeking to maximise opportunities for recycling at HWRCs through the following means:
 - Provision of separate containers for a wide range of different materials.
 - Clear signage showing which materials can be placed in each container to help residents to sort their waste and to ensure the correct material is placed in the correct container.
 - Site staff to offer advice about separating materials on site.
Information about recycling is available online at www.oxfordshire.gov.uk/waste
 - Telephone advice about potential for recycling individual materials through the Waste Management Team on 0845 050 4550.
- ii. In order to maximise recycling rates at HWRCs, householders will be asked to sort all waste into the correct containers for recycling on site. Pre-sorting materials before visiting the site will make visits easier and quicker (see Annex 2 for recyclable materials).
- iii. In order to divert as much waste from landfill as possible, and to ensure waste is deposited appropriately in accordance with legislation, site staff may ask residents to open black bags, or open black bags and sort waste after deposit. Only waste that is not able to be recycled elsewhere on site should be placed in the landfill container.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 2: Permit Scheme

- i. An HWRC van and trailer permit allows Oxfordshire householders to access HWRCs in a commercial-type vehicle (up to 3.5tonnes gross/laden weight) or with a towed trailer with a bed length between 1.8m and 3.0m.
- ii. Commercial-type vehicles over 3.5 tonnes gross/ laden weight or trailers with a bed length over 3m are not allowed on site.
- iii. Permits will only be issued to householders who are Oxfordshire residents and intend to deposit their own household waste.
- iv. A permit provides permission to enter the HWRC only and is not a permit to deposit waste, which will be subject to Oxfordshire County Council's Waste Acceptance Policy. Depending on the frequency of visits and/or type of waste being deposited, permit holders may be asked to complete a trade waste disclaimer form to confirm that the waste is from a household source and is not being carried for profit.
- v. HWRCs are strictly for household waste and recyclables only. Trade waste is not permitted. Trade Waste is defined as waste arising from any trade, business, industrial or commercial activities. Anyone who has received a payment for carrying waste or produces waste from their work cannot take this waste to an HWRC. Site staff have the right to turn away anyone suspected of bringing trade waste to site.

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- vi. A household may hold only one permit at a time. It is not permissible to apply for a permit for multiple commercial-type vehicles or for both a commercial-type vehicle and a trailer, or for vehicles/ trailers to be registered to multiple addresses.
- vii. Trailers of any size can not be towed to site using a commercial-type vehicle.
- viii. Permit holders must make the permit available for staff to check on arrival at the HWRC.
- ix. Permits are valid for 12 individual visits per year.
- x. If you visit the HWRC network more than once in one day, each visit will be counted separately and your permit will be marked accordingly.
- xi. Access to HWRCs will be refused for commercial-type vehicles or trailers between 1.8m and 3.0m in length without a permit.
- xii. The permit is only valid for the commercial-type vehicle or trailer described on your application. Permits are issued per vehicle/trailer, so any member of your household or driver you designate may visit the site with this vehicle/trailer using the permit.
- xiii. Permits are valid at all HWRCs in Oxfordshire.
- xiv. The HWRC van and trailer permit is valid for two years from the date of issue. If after one year you have not used all 12 visits, your permit will still be valid and you will not need to reapply until all 12 visits have been used.
- xv. Permits will only be issued to Oxfordshire households.
- xvi. If you change your address or vehicle please return your permit to Oxfordshire County Council, Waste Management Group, Speedwell House, Speedwell Street, Oxford, OX1 1NE for cancellation before reapplying with your new details. It is not acceptable to amend the permit yourself. Defacing or amending the permit will invalidate it.
- xvii. Should you lose your permit at any time, please call 08450 504550.
- xviii. Oxfordshire County Council reserves the right to cancel permits or amend the operation of the HWRC van and trailer permit scheme at any time.
- xix. Table 1 below states vehicles that will require a permit.

Table 1: Permit requirements for vehicles

Vehicles, that will not require a permit;	Vehicles, that will require a permit;
Cars	vehicles - no larger or longer than a long wheel base transit van and weigh under 3.5 tonnes gross/ laden weight
4X4's (excluding pick up 4x4's with an open back or separate cab)	4x4 pick up trucks with an open back or separate cab, closed rear sides and no seating throughout.
people carriers	trailers with a bed length over 1.8 metres, but less than 3 metres
trailers with a bed length up to 1.8m	mini buses with 11 seats or less
specially adapted vehicles for disabled users – a dispensation letter will be	horsebox trailers: two horse trailers, 1.8 to 3 metre bed length.

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provided by OCC, when approached by a householder	
camper vans – only camper vans up to the size of a transit van will be allowed on site (3.5 tonnes gross weight).	
Vehicles, which are banned from using any HWRC site;	
<ul style="list-style-type: none">• any vehicle larger or longer than a long wheel base transit van• vehicles over 3.5 tonnes when fully laden• trailer with a bed length of 3 metres or more• Luton box vans• vehicles which can only be emptied by using a mechanical tail lift.• mini buses over 11 seats or more• camper vans larger or longer than a long wheeled based transit van	

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 3: Disposal of Waste by Charities and other eligible organisations at Household Waste Recycling Centres

A number of organisations (including charities) may be eligible to dispose of waste at HWRCs under Schedule i and ii of the Controlled Waste Regulations.

Please contact Oxfordshire County Council Waste Management Group on 08450 50 45 50 or email: waste.management@oxfordshire.gov.uk to receive a copy of this policy and details of how to apply for a permit under this scheme.

Oxfordshire County Council Household Waste Recycling Centres

Policy Statement 4: Acceptance of “Do-It-Yourself” Type Waste

Under the Controlled Waste Regulations 1992, waste that is generated through building or renovation work (construction and demolition) is classified as industrial waste, not household waste, even if it is generated by the householder in their home. This means that the Council does not have a duty to provide a free disposal point for such waste.

- i. The Council therefore seeks to control the amount of this type of waste at sites for the following reasons:
 - To control costs to Council Tax payers – Construction & Demolition waste tends to be a particularly heavy material. As waste disposal and processing are paid for by weight there would be a significant burden passed on to all Council Tax payers.
 - To prevent illegal use of the sites by traders – waste from works of Construction and Demolition is not household waste and illegal use of sites is a significant problem which these limits are designed to control.
 - To reduce congestion and improve health & safety – large volumes of DIY waste delivered loose to site take much longer to unload than ordinary household and recyclable wastes, and reduce capacity on site to accept genuine household waste.
- ii. Examples of this type of waste include those listed in the table 2 below.
- iii. The Council is not, however, imposing an outright ban on all Construction & Demolition waste as it is recognised that households do have a legitimate need to dispose of limited quantities of these types of materials. Since 2000, the Council has had a policy that allows small quantities of waste from small scale DIY activities carried out by householders themselves to be accepted through the “123 for Free Scheme”. This scheme has been refreshed and re-launched in autumn 2010.

DIY – 123 for Free Scheme: Householders may dispose of up to three items of DIY type waste, or 3 sacks (80ltr) of DIY waste or plasterboard* per calendar month. This is the total amount allowed free of charge across all Oxfordshire HWRCs per calendar month.

Householders may dispose of further items, or equivalent 80ltr sacks, of waste but at a charge of £1 per item up to a maximum of 10 (making a total of 13) in any one calendar month.

Amounts of waste in excess of this will be considered to be commercial waste and should be disposed of by other means (see xi below).

* Please note plasterboard is only accepted at Ardley, Dix Pit and Redbridge HWRCs (see Policy Statement 6)

- iv. DIY waste which is not a whole piece (i.e. rubble, soil, inert) waste must be bagged into sacks (please see point viii and Table 2), 1 sack of 80ltrs is equivalent 1 item. Sacks over 80ltrs will be counted as 2 items. If waste is not bagged it may lead to an inaccurate charge made to the householder (see viii below).

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- v. Under the Manual Handling Regulations 1992 (amended 2002), the Health and Safety Executive (HSE) does not set specific limits on the weights employees can lift during their work; however our contractors have adopted the HSE guidance that no more than 25kg should be lifted at a time as this reduces the risk of injury. If you will require assistance at the HWRC to unload, please ensure the item or sack of waste is within this limit.
- vi. Any complete item as listed in Table 2 will be counted as an item.
- vii. Examples of types and quantities of waste acceptable equating to “one item” under this scheme are listed below in Table 2.
- viii. OCC appreciate that some householders using a trailer or open backed vehicle, for reasons of ease of loading, would prefer not to bag certain types of DIY waste (i.e. rubble, tiles, inert, soil) If this ‘other’ DIY waste is presented un-bagged/ loose a flat rate of £5 per a load will be charged, irrespective of trailer/ open backed vehicle size. Waste presented in this manner is equivalent to 3 items for free, plus a further 5 x 80ltr sacks of DIY waste. Any additional ‘items’ carried by the householder or deposited within a month, will therefore be charged at £1 per item, a maximum of 5 more items may be deposited, up to the maximum of 13. Size and weight restricts for access with trailers and vehicles apply, a permit may be required (see Policy Statement 2).
- ix. Charges will only apply to the items stated in Table 2 or waste presented as described in point viii

Table 2: Examples of items of DIY waste

1	Bath	1	Water tank	1	Complete window frame (no glass)
1	Toilet Pan	1	Standard door	1	Roll of carpet or roof felt – up to 3 *5 metres**
1	Cistern	1	Kitchen unit (wall or floor)	1	Wash basin or kitchen sink
1	Kitchen Work top (max. length 3m)	1	80ltr sack of plasterboard*	1	80 ltr sack of DIY waste i.e. soil, rubble, tiles and inert.*
10	Carpet tiles or sections of carpet and/or roof felt smaller than 1.5m x 1.5m	1	Sheet of plaster board up to 2m x 1m	1	3m piece of guttering or drain pipe
1	Shower door or shower tray	1	Radiator		

* sacks over 80ltrs in capacity will be counted as two items. This may constitute other items not listed.

** any carpet rolls over 3*5 metres in width will be charged as 2 items

x. **Garden DIY and soil**

A householder may deposit 6 panels of garden fencing, pallets or a garden shed free of charge per a month. These items fall outside of the DIY 1,2,3 for free charging scheme.

Soil remains chargeable (see Table 2 and point viii)

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- xi. **Alternative Disposal Methods:** Householders with excess of this type of waste must make alternative arrangements for disposal. Options may include:
- hiring a skip
 - employing a waste contractor
 - using a public weighbridge at a commercial waste disposal or recycling facility.
 - enquiring whether their local waste collection authority provide a suitable collection service
- xii. Householders are reminded of their 'Duty of Care' with regards to disposal of their waste. Householders should note that, if arranging alternative disposal, it is their responsibility to make any necessary arrangements and cover costs of disposal.

Duty of Care (Householders)

If you arrange for someone to take away any of your waste, you are required by Law to ensure that the person or company you are handing the waste to is legally authorised to take it, transport it and dispose of it safely.

For this, they need to be registered as a licensed waste carrier. You can check the list of registered waste carriers at: www.environment-agency.gov.uk or by calling 08708 506 506. It is prudent to keep a record of the waste carriers details including vehicle registration.

If your waste is fly tipped and you did not check you could be liable for a fine of up to £5000.

**Oxfordshire County Council
Household Waste Recycling Centres**

Policy Statement 5: Commercial Waste

- i. HWRCs in Oxfordshire are provided for the disposal of waste from residents own homes only.
- ii. All businesses have a Duty of Care to ensure their waste is disposed of correctly and to cover the costs for the disposal and recycling of this waste.
- iii. The Council's private HWRC management contractor(s) have a contractual duty to challenge site users to establish the source of incoming waste at a HWRC. Where there is sufficient reason to believe that waste is from a commercial source, site management staff may not allow that visitor to deposit their waste or may ask for a trade waste disclaimer to be completed. The information supplied is passed to the District Councils for investigation.
- iv. Businesses should make their own arrangements for the collection and/or disposal of their waste either through their local Waste Collection Authority or a private waste disposal company. The Council can provide information to advise businesses of their obligations and possible routes for dealing with their waste. This is available online at www.oxfordshire.gov.uk/waste or by calling 0845 050 4550.
- v. The only site that is able to accept limited quantities of commercial waste is the Trade Waste Area adjacent to Redbridge HWRC. This site has a weighbridge and can accept non-hazardous trade waste for recycling or disposal. There is a charge for this service and it is run entirely by the Council's management contractors, including the setting and collection of charges.

**Oxfordshire County Council
Household Waste Recycling Centres**

Policy Statement 6: Hazardous waste (Asbestos, Plasterboard and Engine Oil)

Asbestos

- i. Under the EU Landfill Directive 1999 (Landfill Regulations 2002) and Control of Asbestos Regulations 2006. Asbestos cannot be disposed of in the landfill container at the HWRCs. Ardley, Dix Pit and Redbridge HWRCs are able to accept sheets of cement bonded asbestos. Limits and procedures for dealing with this type of waste are in place to protect the health and safety of residents and site operatives. For further information on asbestos visit the Health Protection Agency website at <http://www.hpa.org.uk>.
- ii. A maximum of eight sheets (size 6' x 4') or equivalent (such as one water tank) are permitted to be disposed of in any one visit. It is deemed that normal waste production rates from a domestic household would not exceed eight sheets over a one month period. Beyond this you may be asked to fill out a trade waste disclaimer form, or advised to find alternative disposal routes.
- iii. See www.direct.gov.uk for the most up to date information on dealing with non licensable asbestos materials. A summary of general guidance is provided below.
 - wear a dust mask approved for asbestos;
 - wear disposable overalls and gloves;
 - keep other people away from the working area;
 - wet the material well with water containing a little washing up liquid; check that there is no potential for contact with electricity first;
 - always remove whole sheets or components; do not break them up;
 - double wrap all material in thick builders gauge polythene (1000 gauge) and seal;
 - clean up all dust with a damp cloth and then seal it in a plastic bag whilst damp;
 - do not use a domestic vacuum cleaner as dust may pass through the filter.
- iv. Before visiting a site to dispose of cement bonded asbestos you must first telephone giving 24 hours notice to ensure the site is able to accept it, the containers have limited space. You will need to give the site your name, address and telephone number. Contact numbers: Ardley 01869 343459, Dix 01865 880782 and Redbridge 01865 721464.
- v. At the HWRC report to the office and follow the directions of the site staff. You will be responsible for removing the material from your vehicle and placing it in the skip. Material must be placed in the skip carefully and not thrown in to avoid bags breaking. Material cannot be accepted on sites if it is too big for the container.
- vi. If you use a contractor or trades person to remove the asbestos material it is the responsibility of that company or trades person to dispose of this as commercial waste (see Policy Statement 5). Before hiring anyone to deal with cement bonded asbestos, you should also establish that they have the necessary licence and paperwork from the Environment Agency.

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- vii. If you have any further questions, please contact the Waste Management Group on 0845 050 4550 or email waste.management@oxfordshire.gov.uk.

Plasterboard

- viii. Under the EU Landfill Directive 1999 (Landfill Regulations 2002), since April 2000, plasterboard and other gypsum wastes are banned from entering the landfill container at the HWRCs.
- ix. Plasterboard and other gypsum wastes are not defined as household waste and therefore Oxfordshire County Council are under no legal obligation to accept this material at the HWRC's. However, we understand that some residents undertake DIY work and may have gypsum or plasterboard to dispose of.
- x. Plasterboard can only be accepted at Redbridge, Dix Pit and Ardley HWRCs and falls within the DIY 1,2,3 for Free scheme, please see Policy Statement 4 for full information and details on charges that may apply.

Engine Oil

- i. Engine oil should be poured into the marked collection tanks at each HWRC. Used oil filters and containers should be deposited in the marked wheelie bins.
- ii. Oil should be presented at site in no more than 10 litre containers, due to the weight and the lifting required too pour the oil into the tank.
- iii. 25 litres of engine oil can be deposited per month.

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Policy Statement 7: Hazardous waste (chemicals, solvents etc)

- i. Householders bringing chemicals to site must ensure that they are in sealed, undamaged containers. If the chemical is not in the original container and as such is not labelled, householders should label according to their knowledge of the contents or the use of the product. In these cases the item should be discussed with site staff before depositing. This is to help maintain the health and safety of the site and aid the contractor in managing materials.
- ii. Householders must make site staff aware of any materials that may be considered hazardous. Site staff will then direct householders to the appropriate place for disposal.
- iii. Please note that we cannot accept items with the following symbol abbreviations: C/ E/ F+/ F/ O. The abbreviations as symbols present on packaging are available at <http://www.hse.gov.uk/chip/phrases.htm#abbrev>.
- iv. Chemicals can only be accepted in the quantities associated with the normal production from a home. Please note if you are moving into a new home, the clearance of chemicals from garages and sheds is the responsibility of the previous owner.
- v. Pharmaceuticals cannot be accepted on sites and should be returned to a pharmacy for safe disposal. Veterinary supplies also cannot be accepted and should be returned to a vets practice for safe disposal.

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- vi. Ammunition and fireworks cannot be accepted at HWRCs. Please contact Thames Valley Police to arrange disposal of these items on 0845 8 505 505.

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Policy Statement 8: Paint

- i. A ban on liquids entering landfill came into effect in 2007. In order to comply with guidance from the Environment Agency, HWRCs cannot accept the disposal of tins of liquid paint in the general landfill container. The following rules must therefore be adhered to depending on the type of paint tins presented:
 - Any empty and dry metal paint tins can be placed in the scrap metal container.
 - Any empty and dry plastic paint tins can be placed in the landfill bin.
 - All water-based liquid paint must be made solid before visiting the site. This can be done by adding sand, soil or sawdust to the excess paint to ensure that it is not in liquid form. Any solidified tins of water-based paint can then be disposed of in the landfill container.
 - All **solvent** based liquid paint must be placed in the hazardous waste cabinets at the HWRC.
- ii. Householders must “solidify” tins of water-based paint using the above method before arriving at the HWRC. Householders attempting to dispose of tins of liquid paint will be turned back by site staff with appropriate guidance for their next visit.
- iii. As paint is a difficult waste stream to dispose of, residents are advised to seek to minimise waste paint where possible. This includes minimising the quantities left over (by following guidance of amounts needed or coverage when purchasing) and seeking to reuse any left over paint in the community before disposal (for example by donating to a school, community group, or paint reuse project).
- iv. If you have any further questions, please contact the Waste Management Group on 0845 050 4550 or email; waste.management@oxfordshire.gov.uk.

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Policy Statement 9: Tyres

- i. Tyres are banned from entering landfill, under SI 2002/1559 of the Landfill Directive, whole tyres were banned from Landfill in 2003 and shredded tyres in 2006. Under the legislation tyres are not classified as household waste, and therefore a charge can be made towards the cost of collection and disposal.

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- ii. Following legislation tyres can no longer be disposed of in landfill. In order to discourage trade abuse of tyre disposal at HWRCs a limit has been put on the number of tyres that can be accepted to ensure that they are from a household source.
- iii. A household can dispose of up to five car or motor bike tyres from a household source at an HWRC in any one visit, visits to deposit tyres are limited to two per year.
- iv. Tyres with a hub rim of over 20 inches will not be accepted.
- v. A charge of £2.50 will be levied per tyre.
- vi. HWRCs will not accept tyres from trade, or any commercial type tyres.
- vii. Tyres from a push bike will be accepted free of charge. They should be separated from the main frame of the bike, and a maximum of 5 bicycle tyres may be deposited a month.

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Policy Statement 10: Exchange of Goods at Sites

- i. For operational efficiency the exchange or sale of goods on site between individual householders is not permitted.
- ii. Once goods are placed in the containers or collection areas of the HWRC ownership of these goods passes to the Council's management contractor.
- iii. There is a small area for the sale of reusable items on site at Ardley Fields HWRC which is operated privately by the site contractor.
- iv. The Council encourages residents to consider whether their goods are in good condition and reusable before visiting HWRCs. Good quality and reusable goods should be directed to one of the many reuse organisations or charities in the County or traded / exchanged privately. Visit <http://www.oxfordshire.gov.uk/waste>, call 0845 050 4550 or email waste.management@oxfordshire.gov.uk for advice about reuse.

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Policy Statement 11: Site Rules Enforcement

- i. **Health and Safety:** The Council and its site management contractors and staff shall operate the HWRCs in accordance with health and safety requirements, the Council's safety policy, and contractors' own health and safety operational rules.
- ii. Any visitors to any site shall comply with any such health and safety requirements, and must follow the directions of site staff in their application of rules. Failure to so comply may result in the person(s) being refused entry or directed to leave the site.
- iii. The main risk to the health and safety of visitors on sites arise from traffic movements. Visitors must pay due care and attention, comply with speed limits and ask site staff if assistance is required with manoeuvring a vehicle. Whilst using the site, visitors should remain on any marked paths or walkways and not cross parking bays.
- iv. Please follow all instructions from staff and information signs.
- v. Children should remain in vehicles at all times or be suitably supervised. Any animals must also remain secured in owners vehicles.
- vi. No smoking will be permitted within the public areas of any HWRC.
- vii. Cars are parked at your own risk.
- viii. Suitable footwear should be worn at all times.
- ix. Should you require assistance alert a member of staff, either verbally or by sounding your car horn.

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- x. Waste should be segregated for recycling as far as possible and be deposited in the correct container.
- xi. We will not accept verbal or physical abuse to any staff. Visitors may be asked to moderate behaviour. Should such abuse continue visitors will be asked to leave the site at the discretion of the site manager. CCTV is installed to ensure the health and safety of all site users.
- xii. The Council shall support site management in their operating of the site in relation to waste being deposited and site visitors where the actions of management have been reasonable and in accordance with the Council policy.
- xiii. **Busy Times and Operational Manoeuvres on sites:** At busy periods or whilst bins are being manoeuvred, emptied or compacted, customers may be asked to wait to access the site or use the bins. Site staff shall endeavour to observe incoming visitors and as appropriate be proactive in advising waiting visitors of possible delays, requesting patience, and stressing the health and safety needs on site that prevent faster throughput of visitors.
- xiv. Should the site become so busy that it becomes necessary to temporarily deny access to customers, the Contractor shall ensure that suitable arrangements are made to notify customers who may be waiting of why the temporary closure is in force and how long it is expected to last. A member of the Contractor's staff shall also be available to deal with queries.
- xv. A site shall only be closed in exceptional circumstances, such as inclement weather, serious health and safety risks, formal investigations, emergencies, and only following discussion with and approval of the Council's Representative. Any such closure shall be of as short a duration as practicable and will be posted on the Council's website at the earliest opportunity.

Annex 1: Location, addresses and contact details of Waste Recycling Centres



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1	Alkerton Landfill and Waste Recycling Centre Alkerton OX15 6HZ (01295) 670648
2	Ardley Fields landfill and Waste Recycling Centre Brackley Road Ardley OX27 7PH (01869) 343459
3	Dean Pit Waste Recycling Centre Grove Lane Chadlington Nr Chipping Norton OX7 3JY (01608) 676564
4	Redbridge Waste Recycling Centre Abingdon Road Oxford OX1 4XG (01865) 721464
5	Dix Pit Landfill and Waste Recycling Centre Linch Hill Stanton Harcourt OX29 5BB (01865) 880782
6	Drayton Waste Recycling Centre Steventon Road Drayton Nr Abingdon OX14 4LA (01235) 531281
7	Oakley Wood Waste Recycling Centre Henley Road Crowmarsh Nr Wallingford OX10 6PW (01491) 837430
8	Stanford in the Vale Waste Recycling Centre Faringdon Road Stanford in the Vale SN7 8LD (01367) 718804

For all general enquires please contact Waste Management Group on 08450 504550

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Annex 2: Materials Recyclable at Oxfordshire HWRCs

All materials are governed by the general policies in this document. However, some materials are subject to additional policies and guidance.

Materials accepted at each site may be subject to change. Please see website for latest information or contact 0845 050 4550

HOUSEHOLD WASTE RECYCLING CENTRES IN OXFORDSHIRE									
	Additional policies in place.	Alkerton	Ardley Fields	Dean	Dix	Drayton	Oakley Wood	Redbridge Household	Stanford
Aerosols		•	•	•	•	•	•	•	•
Aluminium Foil		•	•	•	•	•	•	•	•
Asbestos*	See Policy Statement 8. Maximum of eight sheets (size 6' x 4') per visit. Visits limited to one per month.		•		•			•	
Batteries (car & h/hold)		•	•	•	•	•	•	•	•
Bikes - for reuse								•	
Bikes - scrap metal		•	•	•	•	•	•	•	•
Books (Hardback covers in landfill)			•						
Cans		•	•	•	•	•	•	•	•
Cardboard		•	•	•	•	•	•	•	•
Chemicals		•	•	•	•	•	•	•	•
Computers		•	•	•	•	•	•	•	•
DIY Waste*	See Policy Statement 5. Subject to 1-2-3 for Free Policy	•	•	•	•	•	•	•	•
Drinks Cartons (Tetrapaks)		•	•	•	•	•		•	•
Electrical items		•	•	•	•	•	•	•	•
Engine oil and filters		•	•	•	•	•	•	•	•
Fridges & Freezers		•	•	•	•	•	•	•	•

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Fluorescent Tubes		•	•	•	•	•	•	•	•
Furniture (for reuse)					•				
Gas Cylinders		•	•	•	•	•	•	•	•
Glass		•	•	•	•	•	•	•	•
Green Waste		•	•	•	•	•	•	•	•
Hardcore and rubble	See Policy Statement 5. Subject to "1-2-3 for Free" Policy	•	•	•	•	•	•	•	•
Light Bulbs		•	•	•	•	•	•	•	•
Mobile Phones		•	•	•	•	•	•	•	•
Oil Filters		•	•	•	•	•	•	•	•
Paint Tins (no liquid paint)	See Policy Statement 9: No liquid paint is permitted at sites.	•	•	•	•	•	•	•	•
Paper		•	•	•	•	•	•	•	•
Plasterboard	Plasterboard cannot be disposed of in the general landfill skip and therefore must be taken to a site with facilities.		•		•			•	
Plastics (Type 1 and 2 only)		•		•	•	•	•	•	•
Scrap Metal		•	•	•	•	•	•	•	•
Soil	See Policy Statement 5. Subject to "1-2-3 for Free" Policy	•	•	•	•	•	•	•	•
Televisions		•	•	•	•	•	•	•	•
Textiles		•	•	•	•	•	•	•	•
Timber		•	•	•	•	•	•	•	•
Tyres*	See Policy Statement 10: Charged at £2.50 a unit, 5 tyres per visit and limited to 2 visits per year	•	•	•	•	•	•	•	•
* restricted amount									

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