

Appendix E Proforma for Planning Applications



**MANCHESTER
CITY COUNCIL**

Planning Application – Waste Management Strategy

Planning Application Number:

Date Submitted:

Estimated volumes/ m² required by the development

Low Rise Domestic

Waste Types	Capacity Required (litres)	Number of bins required per household	Confirm what is to be provided
General refuse	140 / 240	1 x wheeled bin	
Pulpable Recycling	140 / 240	1 x wheeled bin	
Mixed Recycling	140 / 240	1 x wheeled bin	
Garden Waste	140 / 240	1 x wheeled bin	
Food Waste	23	1 x 23 litre caddy	

N/A

High Rise Apartment Developments

	Yes/No - how much space has been provided?
0.43m ² has been provided per apartment for the container space. Space to manoeuvre and access containers individually has also been provided so that each container can be accessed and removed for collection individually.	N/A

Commercial Developments

Please state number of bins you propose, showing calculations where appropriate.

General Waste -	PLEASE REFER TO ATTACHED WASTE MANAGEMENT POLICY FOR TOWER 12. EXISTING BIN FACILITIES TO BE UTILISED FOR PROPOSED OFFICE USE.
Pulpable Recycling -	
Mixed Recycling -	
Food Waste -	
Industrial Waste -	

Has / will a contract be obtained with a licenced waste carrier?	☒	YES
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Mixed Use Developments

Are the stores for residential and commercial separate from each other?	☐	N/A
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Internal Stores (Residential and Commercial)

Please provide details of internal stores / segregation of waste and recycling.

EXISTING BIN STORES ARE LOCATED IN THE BASEMENT OF THE BUILDING IN A DEDICATED BIN STORAGE FACILITY. THE BASEMENT LEVEL WASTE FACILITY CONTAINS BOTH GENERAL WASTE BINS AND RECYCLING BINS - BINS ARE MARKED CLEARLY. THE EXISTING BUILDING MANAGEMENT TEAM IS RESPONSIBLE FOR CO-ORDINATING WASTE COLLECTION SCHEDULE - REFER TO ATTACHED WASTE POLICY.

Storage Areas for Waste Containers (Residential and Commercial)

Please provide details of container stores, attaching plans if appropriate.

SEE ABOVE.

Ensure all bins in the store are accessible	☒	YES
Ensure recycling facilities are as easy to access as general refuse	☒	YES

Please confirm details of waste store ventilation and hygiene / cleaning proposals

Ventilation -	EXISTING BIN STORAGE FACILITY LOCATED IN BASEMENT OF THIS EXISTING BUILDING. THE BUILDING MANAGEMENT TEAM HAS RESPONSIBILITY FOR MAINTENANCE OF THE FACILITY - REFER TO ATTACHED WASTE POLICY.
Hygiene -	

Please provide details of who will be responsible for placing the bins at the collection point and returning them to the store / property promptly e.g. resident / management company

FUTURE OCCUPANTS OF OFFICES ARE TO DISPOSE OF WASTE IN THE BINS PROVIDED IN THE EXISTING BASEMENT STORAGE FACILITY. THE BUILDING MANAGEMENT TEAM WILL ARRANGE FOR TRANSFER OF BINS TO WAST CARRIER - REFER TO ATTACHED WASTE POLICY.
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Please ensure that you have attached: N/A - REFER TO EXSITING PROCEDURE ALREADY IN PLACE AT THIS EXISTING BUILDING.

Detailed plans of waste stores	☐
Location plans showing stores	☐
Location plans showing the proposed collection point and the route the collection vehicle will take	☐

Please ensure that you have completed this form in accordance with our GD04 Waste Storage and Collection Guidance for New Developments



Tower 12 – Waste Management Policy

MANAGEMENT AND OCCUPIER RESPONSIBILITIES

- All Occupiers will be encouraged to separate and bag their waste at source. Occupiers are responsible for providing recycling facilities within their own demised space.
- Where tenants/occupiers employ third party cleaning services all waste generated/collected must be removed and disposed of in the basement bin stores. No office waste is to be stored in Landlord's areas or common areas.
- Waste generated by any retail, restaurant and bar facility will also be taken to the Basement level waste facility by the relevant retailer.
- The basement level waste facility contains both General Waste Bins and Recycling Bins. The bins will be marked clearly advising which waste streams can be disposed of in each receptacle.
- Transfer of bins to waste carrier will be undertaken outside of hours to minimise disruption.
- Both refuse and segregated waste will be collected on a regular basis. Frequency to be decided by building management and reviewed regularly.

DUTY OF CARE

The Building Management team at Tower 12 has a duty to ensure that any waste produced is handled safely and in accordance with the Environmental Legislation. This is the 'Duty of Care' and it applies to anyone who produces, imports, carries, keeps, treats, or disposes of controlled waste from business or acts as a waste broker in this respect. This means that Building Management at Tower 12 undertake to carry out all reasonable measures to ensure that:

- All waste is stored and disposed of responsibly.
- Waste is only handled or dealt with by individuals or businesses that are authorised to do so.
- A record is kept of all waste received or transferred through a system of signed Waste Transfer Notes (WTN).

All other waste types, including hazardous waste produced by Occupiers, not disposed of through the regime above (for example cooking oil and fluorescent tubes) must be disposed of appropriately by the Occupier generating the waste. Occupiers must provide written confirmation to Building Management that their Duty of Care is being appropriately discharged.



GENERAL WASTE MANAGEMENT STRATEGY

Corporate Commitment

Environmental considerations will be integrated into everyday working practices at Tower 12. This Waste Management Strategy has been written to set out the framework for the way the waste will be managed on behalf of the Occupiers.

Tower 12 Building Management is committed to:

Respecting the operational environment whilst maintaining commercial viability, long-term profitability, and enhancement of the reputation of Tower 12.

Developing corporate management systems in line with the relevant requirements in support of the Waste Management Strategy.

- Complying with legislation, other relevant requirements, and best practice guidelines.
- Reporting on progress with regular monitoring being carried out.
- Tower 12 Building Management will make every effort to reduce waste, improve management of waste to reduce the volume of waste leaving the property and provide cost savings.

Responsibilities

Building Management will be responsible for establishing the nature of all waste material to be disposed of via the buildings general waste management facilities provided. Building Management will manage the waste disposal service to ensure compliance with its Duty of Care under the Environmental Protection Act 1990. All other waste will be the responsibility of the individual Occupiers to remove, e.g. fit-out waste, confidential material, and oil/grease waste from the retailer's kitchens.

Building Management will:

- Promote and police recycling and responsible waste management throughout the building;
- Wherever possible identify opportunities to separately recycle cardboard, glass, paper, metal, and plastic where volumes generated mean there is a commercial or significant environmental advantage to do so beyond the basic wet and dry waste streams currently identified;
- Through recycling initiatives minimise the amount of waste going to landfill;
- Try to reduce the cost to Occupiers for the provision of waste clearance services;
- Agree with the respective waste contractor the number of collections required for an efficient waste clearance operation;
- Monitor to ensure an efficient operation is being achieved;
- Ensure all relevant paperwork is kept up to date and filed for at least two years;
- Ensure the waste management operation complies with current legislation;
- Monitor volumes and weights of all materials leaving site



Glass

As glass is both heavy and unable to be processed through the dry waste stream then this will be collected separately and recycled into aggregate or new glass. Glass bins will be in the waste rooms to receive mixed glass bottles and glass products other than fluorescent tubes. These bins are removed at varying intervals, depending on quantities produced, and sent to a registered recycling centre.

Fluorescent Tubes

The fluorescent tubes generated from within the common areas will be removed by the Landlord's Engineering Contractor and sent to a registered waste transfer station. Building Management will ensure they have an audit trail on the fluorescent tube destination.

- It is the responsibility of the Occupiers to separate and dispose of fluorescent tubes from their demise.

Battery Recycling

Batteries used in the Building (in the day to day maintenance) will be removed by the Landlord's Engineering Contractor and sent to a registered waste transfer station. Building Management will ensure they have an audit trail on the waste destination.

- It is the responsibility of the Occupiers to separate and dispose of batteries appropriately from their demise.

Sanitary Waste

Sanitary waste from the washrooms will be collected and disposed of by the Building Management's or Occupier's cleaning contractor and will be dealt with separately from the rest of the building waste. Like all other types of waste materials collected from site a Waste Transfer Note (WTN) must be held on file for auditing purposes.

Occupiers' Waste

There are a few waste streams that Building Management will not be responsible for, these include:

- Oil/grease from Occupant's kitchens;
- Confidential material from the Occupiers' offices;
- Fit-out waste from the Occupiers' areas;
- Fluorescent tubes/batteries from Occupier's areas.

The responsibility for these **waste streams lies with the Occupier generating the waste and Building Management will seek written** confirmation from the Occupier that they are complying with their Duty of Care.



Documentation

Building Management at Tower 12 will be responsible for ensuring that all relevant waste management documentation is current and held on site. Typical documents to be held are:

A signed annual Waste Transfer Note (WTN) from each Occupant outlining waste streams to be put through the building's waste management systems;

Copies of the Waste Management contractor's license;

Copies of disposal site licenses;

Copies of waste transfer notes;

Records of weights for each waste stream removed from site i.e. wet, dry, glass etc.

Building Management will collate and hold records of the volumes of general waste. These records will be sourced from the waste contractor to allow Building Management to pinpoint areas for improvement.

Current waste collection schedule

Waste Supplier	Tenant	Time	Cardboard	General	Glass	Food Waste
B&M	Offices	7am	2	3		
Fresh Start	Neighbourhood	7am			5	1
Fresh Start	Living Ventures	AM & PM	1	3	5	
Fresh Start	Neighbourhood (Landlord)	7am				4
BIFFA	Waitrose					2
Mon	Tue	Wed	Thur	Fri	Sat	Sun
Yes	Yes	Yes	Yes	Yes	Yes	Yes
Yes				Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes	Yes	Yes
Yes				Yes	Yes	Yes
		Yes				