GD 04

Waste Storage and Collection Guidance for New Developments
Manchester City Council
Version: 7.00

Waste, Recycling and Street Cleansing Team
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Scope and Purpose

Scope of this Guidance:
This guidance contains minimum standards for planners, architects, developers and property managers to assist in planning and designing systems for the storage and collection of refuse, and for recycling facilities in domestic and commercial properties.

Document:

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Introduction

This document is a practical guide to minimum standards for planners, architects, developers, and property managers to assist in planning and designing systems for the storage and collection of refuse, and for recycling facilities in domestic and commercial properties. It is part of an evolving process to develop best practice guidance for the design and management of buildings in Manchester and should be read within the context of other Council policies and legislation.

Throughout this Guide, the term “development” includes any new, extended or altered building, any redevelopment, and any change of use or conversion of existing buildings.

Following the guidance in this document is intended to help you to produce successful waste management strategies and will also assist in complying with Building Regulations Approved Document H (as amended 2013) entitled ‘Drainage & Waste Disposal’.

Developments should provide safe and convenient facilities for residents to recycle and dispose of their waste.

Details of the location, volume, management and collection arrangements for domestic and non-domestic waste and recyclable materials must be submitted as part of planning applications proposing new and additional dwellings or new or additional commercial floor space together with changes of use. No development shall take place until details of the siting and means of enclosure for refuse bin storage areas have been submitted to and approved in writing by the Local Planning Authority together with a waste management strategy. The bin stores facilities and strategy shall then be provided in accordance with the approved details prior to the first occupation or use of the development and retained thereafter.

For further detail on the City’s Waste and Recycling Services – This should be read in conjunction with the Waste and Recycling Service Standard found on the Council website.

The City encourages all new developments to carefully consider the provision of waste receptacles that encourage residents to waste as little as possible and recycle everything that they can.

This requires considering in the design for all developments and wherever practicable, the proximity to recycling facilities should be closer than the proximity of the refuse facilities. If this is not possible then the recycling facilities should be located alongside the residual waste containers. Residents should not be inconvenienced by having to walk further to deposit their recyclable waste.

Planning Applications

Planning applications for all new developments, conversions and changes of use must include a waste management strategy. This strategy must include:

- Estimated volumes and types of waste produced by the development,
- Details of internal and external stores for both waste and recycling, including any plans and designs,
- Location of the proposed collection point and details of the route the collection vehicle will take,
- Details of how waste will be transferred between stores and to the collection location,
- Details of number and capacity of bins proposed and collection frequency.

A form to complete and submit with planning applications can be found in Appendix E

Internal and External Segregation and Storage of Waste

To encourage occupants to recycle waste, internal storage areas should be designed into new residential developments and individual units of commercial development. This will enable occupants to segregate their waste into refuse and recyclables, and store it temporarily, until it can be transferred to the external bins. Consideration must be given to providing adequate internal storage space within the dwelling for residents to store refuse and recycling separately

It is particularly important that the right number and size of refuse and recycling containers are provided for the various types of developments. Guidance on the size of storage areas, and the number of refuse and recycling containers required is detailed in Appendix D. It is also important to consider that any side waste may not be taken, and overflowing bins will be the responsibility of the managing agent to deal with.

Under Section 46 of the 1990 Environmental Protection Act the Council can stipulate for any domestic premises the type and number of refuse containers required, including separate containers for recyclable waste.

Low Rise Domestic Developments

Table 1 showing the containers required for the storage of waste by type and capacity

Waste type	Column 1 Refuse	Column 2 Food & Garden waste (Properties with gardens)	Column 3 Food Waste (Properties without gardens)	Column 4 Mixed Pulpables (Paper / cardboard)	Column 5 Co-mingled (Glass / cans / plastics)
Container type	Wheeled Black bin	Wheeled Green bin	Separate Green food caddy	Wheeled Blue bin	Wheeled Brown bin
Capacity	140 or 240 litres	240 litres	23 Litres	240 litres	240 litres

Each individual household must be able to contain a minimum area that would house 4 x 240L bins externally, within the curtilage of the development. Any storage area must be made of a hard impervious surface which can be washed down to remove any residue within the boundary of the property.

A property let to 5 or more people, forming 2 or more households, sharing amenities such as kitchen and bathrooms is a House in Multiple Occupation (HMO). Where the property will be used as an HMO, more space must be provided at a rate of one of each bin for every group of 1-5 people (for example 5 people would need space for 4 x 240 litre bins, 6-10 people would need space for 8 x 240 litre bins and so on).

The dimensions for the above receptacles can be found in Appendix A. The Council can supply these bins upon request. A charge will be made for the administration and delivery of these. Bin specification can be provided upon request if the developer wants to procure their own units.

Storage areas

Waste storage areas should be identified on plans.

The containers described above should be accommodated within the curtilage of the development.

Containers should have designated storage areas that are sensitively located and designed. Where the storage area is to be visible from the boundary of the property, an enclosure for the containers should be provided. The design of this must be agreed with the Local Planning Authority and should be consistent with security guidance provided by 'Secured By Design'

Container storage areas should ideally be located in a position within 10m of an external door, which is accessible to disabled people. They should be convenient for the householder to present containers to the kerbside for collection without excessive level distances (no

greater than 30m). For guidance on improving access for disabled people please refer to Design For Access2

Householders are required to present their bins to the kerbside on collection day and return them to the storage area, as soon as possible following collection. There should be clear access from the storage area to the kerbside to enable this.

The collection vehicles used by Manchester City Council, and our contractors, are described in Appendix B. New developments and their access roads should be designed to accommodate these vehicles and allow them to collect containers directly from the kerbside. Plans should be included that show the proposed route of the collection vehicle around the site, including access to the proposed collection point(s). A clear management plan for the management of waste within high rise developments should be carefully considered and agreed at the planning stage.

Bulky Waste

Manchester City Council offers a collection service for the removal of bulky household refuse (e.g., fridges, furniture, mattresses, IT (Information Technology) equipment etc) from residential properties.

Collection must be arranged with Contact Manchester online or over the phone. If a collection cannot be arranged, the householder will remain responsible for the proper handling and disposal of all items. Contact details for Contact Manchester are available in Section 10.

Housing Extensions

Where an extension to an existing property is proposed, this may result in the removal of existing storage, typically to the rear or side of a property. This is acceptable provided that an alternative storage area within the curtilage of the development is designated as part of the proposed development, in line with the above guidance.

Converted Housing Developments

The Council is most concerned that the appearance and character of housing areas are not damaged by the inappropriate siting of refuse bins and refuse storage areas to the front of terraced houses and/or within public view. Such prominently sited refuse storage areas are not compatible with the Council's desire to upgrade the image of the area and therefore open storage of refuse bins, or stores to contain such bins, should not be sited within the front garden or other parts of the front of the property.

Where houses are converted to flats, refuse bins should be stored at the side or rear, within the curtilage of the property, in suitably designed areas with sufficient storage to accommodate the refuse and recycling of all of the occupiers of the flats.

All flats should have access to the refuse storage area and have a clear route for presenting them for collection from the kerbside.

High Rise Domestic Developments

Calculating the area and provision required for waste and recycling containers in high rise blocks
For each apartment developers need to provide 0.43m^2 of space.

The space provided needs to be able to accommodate multiples of the containers required as listed in Appendix A. Space to manoeuvre and access containers individually must also be provided. The plan will need to show how these can be manoeuvred by building staff to be presented for emptying, and all bins can be accessed by residents.

For example

A building with 100 flats would need at least 43m^2 of space for 22 x 1100 litre containers and 5 x 240 litre bins, plus the space required to manoeuvre and access all of the containers individually. This is based on 110 litres per apartment for general waste, plus at least 55 litres per apartment for pulpable recycling and at least 55 litres per apartment for comingled recycling. Food waste is based on 10 litres per apartment.

The 4 waste streams would need to be easily accessible by residents.

Calculating the area and provision required for waste and recycling containers in purpose-built student accommodation

For each bedroom, we recommend developers need to provide 0.23m^2 of space.

The space provided needs to be able to accommodate multiples of the containers required as listed in Appendix A. Space to manoeuvre and access containers individually must also be provided. The plan will need to show how these can be manoeuvred by building staff to be presented for emptying, and all bins can be accessed by residents.

For example

A building with 100 single-occupancy rooms would need at least 23m^2 of space for 11 x 1100 litre containers and 2 x 240 litre bins, plus the space required to manoeuvre and access all of the containers individually. This is based on 55 litres per room for general waste, plus at least 22 litres per room for pulpable recycling and at least 22 litres per room for comingled recycling. Food waste is based on 5 litres per room.

The 4 waste streams would need to be easily accessible by residents.

If you are considering alternative waste and recycling arrangements, please contact the Local Planning Authority before your plans are submitted.

Dimensions of containers

The dimensions for the containers required are listed in Appendix A.

Waste container compatibility

Developers will be required to purchase bins for residential waste from either Manchester City Council or its chosen contractor or supplier. The compatibility of the container with the refuse collection vehicles must be checked with the council before containers are purchased from any supplier other than the council. The collection frequency and total number of containers the council will empty should also be checked with council before containers are purchases from any other supplier.

Storage areas for waste containers

Where appropriate, an internal access door from the residential part of the development should be provided to allow residents internal access to the storage area. This door should be connected to the residential area by a lobby, so as to prevent nuisance odours entering the residence.

Stores should have permanent signage that promotes recycling and outlines what should go in each bin.

A clear route to the kerbside presentation point should be provided and a presentation area should be established for at least 50% of all containers (e.g., if you will have 22 containers, there should be space to present 11 of them at one time, without causing an obstruction to the highway). Providing space for 100% of all containers would be preferable for smaller developments.

Additional storage area requirements are detailed in Appendix D.

Container Collection

Container collection requirements are detailed in Appendix D. Please note that standard collection frequency is every two weeks.

Mixed Use Developments

In Mixed Use Developments, separate refuse areas must be provided for residential and commercial properties. Container storage areas must be identified on plans. Requirements for mixed-use developments are detailed in Appendix D.

Waste Compaction

On site waste compaction is not allowed for residential developments. Any waste that has been compacted will not be collected by the Council.

Bulky Waste

Manchester City Council offers a collection service for the removal of bulky household refuse (e.g., fridges, furniture, mattresses, IT equipment etc) from residential properties.

Collection must be arranged with Contact Manchester online or over the phone. Bulky refuse items must not be placed in bin stores. If a collection cannot be arranged, the building manager will remain responsible for the proper handling and disposal of all items. Contact details for Contact Manchester are available in Section 10.

Waste Chutes

Chutes may be included in apartment developments provided that a scheme is included that makes it as easy for a resident to recycle as it is to use the bin chute. Having separate recycling bins on site that are not easily accessible to all residents is not acceptable e.g., in a basement or car park.

Possibilities include a scheme with chutes for each different type of recyclable material collected by Manchester City Council, a schedule of chute rotation (including strict management controls to prevent contamination) or recycling bins to be provided within chute rooms (including consideration to how recycling material will be transported to collection points and whether the size of container proposed can be collected). Other aspects such as noise and odour would also need taking into consideration.

Commercial Developments

All commercial developments, including new developments, changes in use and commercial extensions require facilities for the storage and collection of waste and recycling. Operators of commercial premises are required by law to enter into a commercial waste agreement with a registered waste carrier for the disposal of their waste.

The provision of space for recyclable material in commercial developments is likely to result in lower commercial waste collection charges, as well as providing a practical demonstration of the occupant's concern for environmental issues.

As per residential developments, we require commercial developments to provide us with a Waste Management Strategy that includes:

- Estimated volumes and types of waste produced by the development,
- Details of internal and external stores for both waste and recycling, including any plans and designs,
- Location of the proposed collection point and details of the route the collection vehicle will take,
- Details of how waste will be transferred between stores and to the collection location,
- Details of number and capacity of bins proposed and collection frequency.

Waste in commercial developments is less easily categorised than household waste. One businesses' waste will be different to the next and may be collected by a different collection contractor. Therefore, in commercial, industrial, and retail developments the bin provision and storage requirements will need to reflect the collection frequency and specific

requirements of the selected contractors. All waste should be containerised and stored off the public highway.

Containers Required for the storage of Waste

The volume of waste generated and thus the number and type of containers that a commercial development requires is ultimately dependent on the activity of the occupant. Some example calculations can be found in Appendix C.

Containers should be provided to maximise the amount of recyclable material that is segregated and sent for recycling.

The number of containers provided should be maximised where possible in order to reduce the number of collections and therefore collection vehicle traffic.

The Waste and Resources Action Programme (WRAP) offers UK businesses free, independent advice and support on practical ways to minimise waste and reduce environmental impact.

Storage Areas for Containers

Storage area requirements for commercial developments are given in Appendix D

Container Collection

Container collection requirements are given in Appendix D.

Mixed Use Developments

Requirements for mixed-use developments are given in Appendix D. Please note that commercial waste stores must be completely separate from residential stores, with residents having no access to the commercial store and the commercial units having no access to the residential store.

Waste Compaction

On-site waste compaction is an option for commercial developments, but this approach must not discourage occupants from segregating their waste for recycling.

Food Waste

Developments generating food waste have a duty to comply with the requirements of the Animal By-Products Regulations 2005. For further information go to Guidance for the animal by-product industry

The Regulations place controls on the collection, handling, transport, storage and disposal of animal by-products, which includes catering waste. This may have implications for the design of the building and the waste containers required.

Medium to large restaurants and hotels must include suitable separate storage provision for waste cooking oil.

Industrial and Hazardous Waste

Commercial operations that will create any types of industrial or hazardous waste will need special consideration. Details of the storage and collection arrangements of all such waste generated will need to be provided at the planning stage. This is likely to include:

- Sharps and clinical waste,
- Waste oil,
- Waste from car centres e.g., tyres, batteries

Tenants Contracts

Clauses should be written into tenant contracts to ensure that they commit to segregating and sending their waste for recycling.

In order to assist with the identification of an appropriate company to deal with recyclable waste from the proposed development, please visit WRAP at http://www.wrap.org.uk/

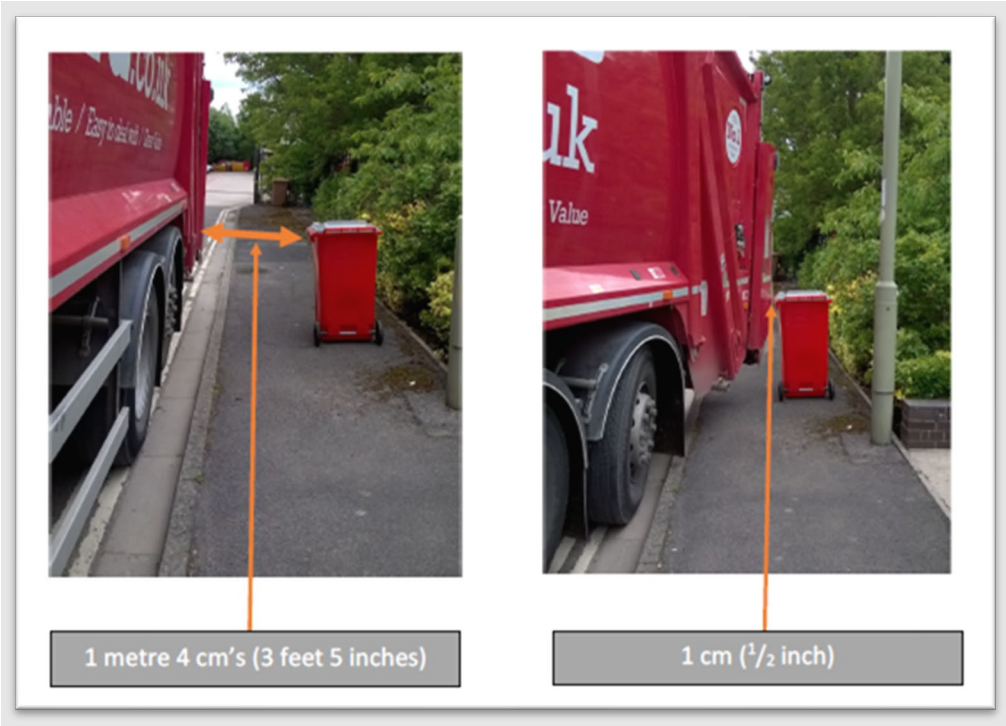
Road, Vehicle and Waste Operative Access Specification

Turning Space

Sufficient room should be allowed to manoeuvre and load a vehicle of the following dimensions:

- Length – 11.5m (when loading – 13.1m)
- Width – 3m (when loading – 4.1m)
- Height – 4m, 6m including top loader arms
- Turning circle, between kerbs – 17.88m
- Turning circle, between walls – 19.39m

It should be noted that some vehicles are 'rear-steer' and will generate a rear overhang swing. The rear of the vehicle will move in the opposite direction to the front of the vehicle by up to 1.03 metres. An example is shown below.



Fully laden collection vehicles weigh approximately 32 tonnes.

The Health and Safety Executive notes that nearly a quarter of all deaths related to commercial vehicles, occur when the vehicle is reversing. Reversing is a high-risk manoeuvre. Collection vehicles should not reverse into the development, reversing should be kept to an absolute minimum (ideally zero), and vehicles should always exit the development in a forward gear.

Surface Requirements

The collector must not be required to wheel a container more than 10 meters to the collection vehicle. Where this involves communal containers, the paths between the stores to the collection point must:

- be a minimum width of 1.54 metres
- be free from kerbs / steps / excessively steep gradients
- have solid foundations
- be suitably paved with a smooth continuous finish
- have dropped kerbs installed where the path meets the roadway
- have parking restrictions, clearways and / or signage to deter obstructive parking

Waste Operative Access

It is the Councils preference that waste, and recycling containers are presented for collection outside of any locked doors and gates.

Where this is impossible, it is the Councils preference that bin storage areas operate a policy of controlled access but with locking mechanisms that do not require keys. Coded locks are the preference as they facilitate legitimate access whilst preventing illicit access. Any locks to storage areas must be suitable for emergency exit purposes and comply with all relevant legislation such as the Building Regulations. Where there is any conflict between security and fire safety requirements, the latter must prevail. In any case of doubt, seek the Fire Brigade's approval.

Where there are electronic gates and / or barriers controlling access to such areas, codes should be provided to the Council, or our nominated contractor(s). Where access fobs are required, three sets will need to be provided to the Council, or our nominated contractor(s), free of charge to allow access to the three different collection vehicles that will need to access the site. The door should not open directly over a public footway or highway.

Health, Hygiene and Safety

All waste storage areas should have adequate lighting, artificial or natural. The floor should be a surface that can be easily cleaned. ‘Bump Strips’ should be placed around the edge at bin height to prevent damage caused when using the bins and any doors must have a facility to be held open during collection

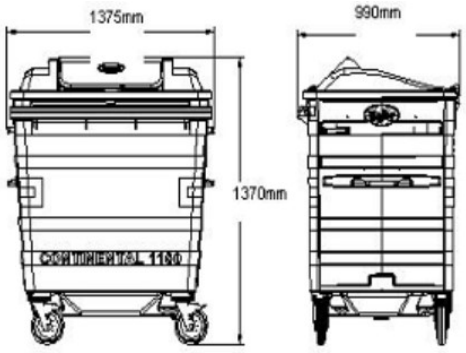
Housing Management organisations will be responsible for washing the bins on a regular basis, arranging for replacement bins when necessary and for keeping the communal bin compound clean and safe.

Contacts

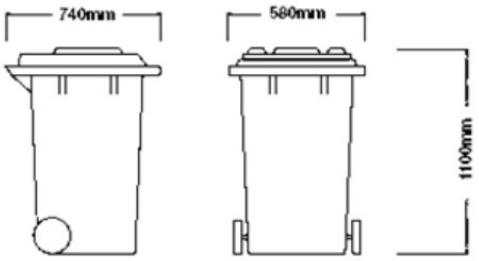
Enquiries can be sent to the Waste, Recycling & Street Cleansing Team
Email**:** recycling@manchester.gov.uk
Post**:** Manchester City Council, Hammerstone Road Depot, Hammerstone Road, Gorton, Manchester, M18 8EQ

Appendix A: Container Dimensions

1100L Eurobin
Dimensions:
Width 1375mm
Depth 990mm
Height 1370mm
Height with bin lid open 2370mm
Floor space required 1575mm x 1190mm



240L Wheeled bin
Dimensions:
Width 580 mm
Depth 740 mm
Height 1100 mm
Height with lid open 1750mm
Floor space required 780mm x940mm



Appendix B - Collection Vehicle Dimensions

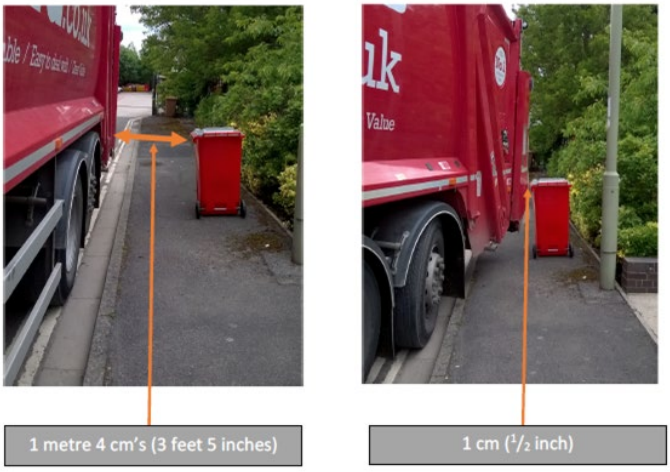
The below figures are based on the vehicles used by Manchester City Council, or our nominated contractor(s).

Fully laden collection vehicles weigh approximately 32 tonnes. Sufficient room should be allowed to manoeuvre and load a refuse collection vehicle with the following dimensions:

Table: B1

Length	11.5 metres
Length when loading	13.1 metres
Width	3 metres
Width when loading	4.1 metres
Height	4 metres
Height when loading	6 metres
Turning circle (between kerbs) Turning circle (between walls)	17.88 metres 19.39 metres

It should be noted that some vehicles are ‘rear-steer’ and will generate a rear overhang swing. The rear of the vehicle will move in the opposite direction to the front of the vehicle by up to 1.03 metres. An example image is shown below.



The Health and Safety Executive notes that nearly a quarter of all deaths related to commercial vehicles, occur when the vehicle is reversing. Reversing is a high-risk manoeuvre. Collection vehicles should not reverse into the development, reversing should be kept to an absolute minimum (ideally zero). Vehicles should always exit the development in a forward gear.

Appendix C - Commercial Waste Calculation Guidance

The following requirements may help developers to calculate the volume of waste generated. These calculations come from 'Designing Waste Management in New Developments' by The Association of Directors of Environment, Economy, Planning & Transport (ADEPT)

These should be taken as a guideline only and the details of individual developments will need to be considered.

The amount of waste storage required for any given development type is determined by a number of factors including:

- Volume and composition of waste
- Segregation
- On-site treatment; and
- Collection frequency

The below recommended total waste storage capacities are indicative only.

Offices
2600 litres per 1000m2 gross floor space. 50% of this capacity should be retained for recycling.

Retail
5000 litres per 1000m2 gross floor space. 50% of this capacity should be retained for recycling.

Restaurants/ Fast food Outlets
1500 litres per 20 dining spaces. Certain food outlets, in particular fast food, generate substantially greater amounts of waste. Recycling percentage variable.

Hotels
150 to 350 litres per hotel bedroom, plus 1500 litres per 20 dining spaces per week. Recycling percentage variable.

For premises that may generate a significant quantity of cardboard, e.g., large office buildings, retail units, hotels or restaurants, space should be provided for a suitable baler. Balers enable cardboard to be stored in an efficient and safe manner and will encourage staff to withdraw cardboard from the general waste stream.

Typically, commercial developments are provided with large 1100litre 4-wheel bins, but provision will be dependent upon anticipated waste generation. Waste bag collections will be considered where external stores are not possible.

In addition to the disposal of waste and recycling, major retail, commercial, and leisure facilities will be required to provide public facilities for the collection of a range of recycling materials, including plastics, cans, glass, paper, and textiles. Provision should also be made for cigarette disposal with consideration given to the location of suitable smoking areas.

Appendix D - Storage Area for Apartment, Commercial and Mixed-Use Developments

Container storage areas must be identified on plans. In Mixed Use Developments, separate refuse areas must be provided for residential and commercial properties.

Containers should have designated external storage areas, which are sensitively located and designed and accessible to disabled people. The design of these must be agreed with Development Control and should be consistent with security guidance provided in 'Secured by Design' . For guidance on improving access for disabled people please refer to Design For Access 2

Container storage areas should be in a position that is mutually convenient and easily accessible for the occupants and the collection crew (see **container collection** section below).

The design of storage areas should allow for easy, horizontal removal of the containers, over smooth, continuous surfaces.

Doorways should provide at least 1.3m clearance (including thickness of doors)

A walkway at least 1.3m wide should be provided within the store that allows access to each of the individual containers and ensures that an individual container can be removed from the store without the need to move any other containers.

The horizontal distance that occupants will be required to travel to waste storage areas from their apartments should not exceed 30m, in line with the Building Regulations 2002, Part H.

Where there are separate storage areas for refuse and recycling, the recycling store should be the easiest to access (e.g., closest, least restricted access etc).

The floor and walls of waste stores must be constructed and finished in materials that are impervious and easily kept clean. Where appropriate, a trapped gully and water supply should be provided to facilitate washing down.

The route the containers will be moved through for collection should be free from kerbs / steps, have solid foundations, be suitably paved with a smooth continuous finish, have dropped kerbs installed where the path meets the roadway and have parking restrictions, clearways and / or signage to deter obstructive parking.

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Appendix E - Waste Management Strategy (v7.00 from September 2023)

Planning Application Number:
Date Submitted:
Estimated volumes / m2 required by the development

Will this property be used as a House in Multiple Occupation (HMO)?	Yes / No (delete as appropriate)
If this property will be used as an HMO, how many people do you intend to accommodate (5+)?	N/A

Low Rise Domestic

Waste Types	Capacity required (litres)	Number of bins required (per household)	Confirm what is to be provided (and whether the developer or the resident will be responsible for ordering these)
General refuse	140 standard / 240 in certain circumstances	1 x wheeled bin (possibly more for HMO)	1 X 240 L
Pulpable Recycling	240	1 x wheeled bin (possibly more for HMO)	1 X 240 L
Mixed Recycling	240	1 x wheeled bin (possibly more for HMO)	1 X 240 L
Garden Waste	240	1 x wheeled bin (possibly more for HMO)	1 X 240 L
Food Waste	23	1 x 23 litre caddy (Possibly more for HMO)	2 X 23 L

High Rise Apartment Developments

0.43m2 has been provided per apartment for the containers, with extra space for residents to access each container and space for staff to manoeuvre each container for collection. (different for purpose-built student accommodation – see guidance)	Yes / No (delete as appropriate) How many of each container do you plan to provide? _____ x general refuse x 1100 litre (based on 110 litres per apartment) _____ x pulpable Recycling x 1100 litre (based on 55 litres per apartment) _____ x mixed recycling x 1100 litre (based on 55 litres per apartment) _____ x food waste x 240 litres (based on 10 litres per apartment) _____ x garden waste (if applicable) x 240 litres
Is it as easy, or easier, for residents to recycle, as it is for them to dispose of general waste?	Yes / No (delete as appropriate)

Commercial Developments

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

General Waste - Dry recycling (include material type details) - Food Waste - Industrial Waste - Other -

Has / will a contract be obtained with a licenced waste carrier?	Yes / No (delete as appropriate

Mixed Use Developments

Are the stores for residential and commercial waste completely separate from each other, with residents having no access to the commercial store and the commercial units having no access to the residential store?	Yes / No (delete as appropriate)

Internal Stores (Residential and Commercial)

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

N/A

Storage Areas for Waste Containers (Residential and Commercial)

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

N/A

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

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

Ventilation - BINS ARE LOCATED EXTERNALLY

Hygiene - ALL BINS ARE PLACED ON HARD STANDING FLOORING

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

RESIDENTS WILL BE RESPONSIBLE

Please ensure that you have attached:

Detailed plans of bin stores	☑
Location plans showing stores	☑
Location plans showing the proposed collection point and the route the collection vehicle will take (please refer to the Road, Vehicle and Waste Operative Access Specification – paying particular attention to turning space and reversing)	☑

Please ensure that you have completed this form in accordance with the latest version of GD04 Waste Storage and Collection Guidance for New Developments – v.7 September 2023