

Waste Storage & Collection Guidance For Developers



East and North Herts Shared Waste Services

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1.0 Introduction

1.1 Background

This guide has been prepared by East and North Herts Shared Waste Service (ENHSWS). The service was formed in 2018 and delivers waste collections for North Herts Council and East Herts District Council. The purpose of this guide is to provide information for developers about what to consider when planning and designing new developments, and the minimum requirements needed to achieve effective waste storage and collections following completion of sites. We have also included useful information surround street furniture for consideration.

1.2 Consultation

It is essential that developers consult with (ENHSWS) as early as possible in the planning stages to ensure that waste and recycling provision meets the needs of both residents and the waste collection service. Experience has shown that the best approach when planning waste requirements for large developments is for ENHSWS meet with developers as early as possible in the planning process and review plans. Developers can request a meeting by email and meetings where possible can be organised virtually.

Contact information for requesting a meeting can be found at [Appendix A](#)

1.3 Developers Minimum Standard Checklist

You are advised to complete and submit the 'Developers minimum standards checklist' included in this guide at [Appendix B](#) alongside your planning application to ensure you avoid delays with the planning process.

1.4 Planning Conditions

Section 70(1)(a) of the Town and Country Planning Act 1990 enables the local planning authority to grant planning permission to impose “such conditions as they think fit”. This power needs to be interpreted in light of material considerations such as the National Planning Policy Framework, this supporting guidance on the use of conditions, and relevant case law. Paragraph 55 of the National Planning Policy Framework makes clear that planning conditions should be kept to a minimum, and only used where they satisfy the following tests:

1. necessary.
2. relevant to planning.
3. relevant to the development to be permitted.
4. enforceable.
5. precise; and
6. reasonable in all other respects.

These are referred to as the 6 tests, and each of them need to be satisfied for each condition which an authority intends to apply.

Rigorous application of the 6 tests can reduce the need for conditions and it is good practice to keep the number of conditions to a minimum wherever possible. Early engagement and positive dialogue between the local planning authority and the developer can also result in planning permission being granted with fewer waste conditions attached.

Effective pre-application discussions can help to establish early in the process what may need to be the subject of conditions.

1.5 Recycling Guidance

In addition to this guide, we encourage developers to consider the recommendations within BS5906:2005, which outlines the need to separate waste for the purposes of recycling. In section four it sets out the general principles of the design of facilities, stating that designers should consider:

- Easy and safe access for waste producers, including older persons or those with disabilities
- Easy and safe access for collectors and collection vehicles
- Location and space (including avoidance of opportunity to cause nuisance or injury)
- Protection against animal scavenging of waste
- Aesthetics of the development
- Noise (e.g. glass handling/collection) and sound insulation
- Ease of maintenance, including cleaning
- Robust construction
- Safety from fire risk and smoke
- Lighting
- Ventilation
- Special requirements (e.g. separate storage and collection of healthcare waste and bulky items)

1.6 Simpler Recycling Guidance

- Every local authority in England will collect **seven recyclable waste streams** from households in their area (including flats). These will be [food waste](#), [glass recycling](#), [garden waste](#), [metal](#), [plastic](#), [paper](#), and [card](#).
- Most UK households will receive weekly food waste collections from their local authority.
- Charges can continue to be applied by local authorities for garden waste collections.
- The **same rules will apply to businesses** with recycling collections (except for garden waste and plastic film) starting in **March 2025**. This includes [schools](#) and [hospitals](#). **Meaning business are to have food waste collections.**
- **31 March 2027** – plastic film will be removed as part of the plastic waste stream from households and businesses.

2.0 East and North Herts Waste provision 2025

From spring 2025 our waste and recycling provision is changing in light to the governments simpler recycling guidance published in 2024 and in line with our contract change. We are wanting to provide a clear guidance to developers to ensure that these changes are considered.

Our collections schedule is three-weekly for residual, fibre and DMR waste streams for standard household. With a weekly food waste collection and the optional garden waste collection on a fortnightly schedule.

Standard household properties are provided waste containers varying from 23 litre to 240 litres in capacity and the standard number of bins for a property is ranging from 4-5 standard (240ltr bins) and a 23ltr caddy, this is to be considered ensuring enough space is provided for storage.

Communal properties will be collected on a fortnightly schedule for all waste streams (alternative weekly for recycling and residual) aside from food waste of which will be collected on a weekly basis.

Properties such as flats or accommodation blocks will normally be collected using communal wheeled bins wherever possible. The number of bins provided will depend on the size and number of properties (we have provided more guidance under communal properties [2.2](#) in this document). Communal waste bins vary from 180 litre to 1,100 litre waste containers.

Where bins cannot be provided, for example flats above shops, sacks for residual waste will be provided for use and boxes will be provided for dry recycling. Residents will be provided with the quantities of sacks as detailed in [Policy 5](#).(available on the council website)

Where access to a bin is blocked with loose rubbish / sacks / fly tipping it will not be emptied until this has been removed. The bin will then be collected on the next scheduled collection day. This is to be considered when designing your development.

Typical bin dimensions

Capacity (litres)	180	240	360	660	1,100
Weight (kg)	13.3	15.5	23	50	60 to 110
Height (mm)	1,080	1,080	1,080	1,170	1,300 to 1,360
Width (mm)	480	580	620	1,360	1,270
Depth (mm)	720	740	860	770	1,080

Please note:

- Where communal large bins are required, it should be noted that food waste and paper bins are heavy and are not normally provided in sizes greater than 180L.
- All bins open along the width. This is therefore the front of the bin, and it must be positioned with the front edge facing forward, so that the bin can be opened for residents to place the waste and recycling inside
- **All bins must be ordered from the Council 10 weeks in advance of occupation to ensure they are available for delivery to site prior to residents moving in.**

2.1 Standard Domestic Properties

2.1.1 Service provision

For domestic households the standard provision is listed below, this does not include household of which qualify for a variation to our standard service under [Policy 2](#) (this is on the council website for consideration, please do allow additional space for containers for such circumstances)

- Refuse waste will be contained in up to 240ltr containers.
- DMR dry mixed recycling waste will be contained in up to 240ltr containers.

- Fibre (New waste stream) will be contained in up to 240ltr containers.
- Garden waste (Subscription service) will be contained in up to 240ltr containers.
- Food waste will be contained in up to 25ltr containers.

2.1.2 Collection frequency

The standard service for the collection of residual domestic waste is a three-weekly service. Mixed dry recycling and fibre will be collected three-weekly, in separate containers. Food waste is collected separately, weekly. Each property on the standard service will receive only one bin of each type.

Residents also have the option of paying for a fortnightly collection of garden waste. This collection will occur during the same week as the DMR recycling is collected. Each household can pay a subscription charge for a maximum of two additional bins for garden waste.

2.1.3 Bin configuration

Each Council has historical bin colours; the list below represents the standard service for new houses and the colour of any replacement bins.

The bins provided are as follows:

Container	Material	Frequency
180L purple lidded with grey body bin	Residual waste (waste which cannot be recycled)	Three Weekly
240L blue lidded with grey body bin	Fibre* paper and card	Three Weekly
Full grey bins 240L	Mixed dry recycling*	Three Weekly
23L brown caddy	Food waste *	Weekly
240L brown lidded bin (chargeable opt in service)	Garden waste*	Fortnightly

*As defined by our current acceptance criteria stated on our website

2.1.4 Internal Storage (houses)

Space is needed, within the house to store a set of bins of a practical size (at least 50 litres each) that allow segregation of residual waste and mixed dry recyclables. In addition, a suitable location for residents to keep a 5-litre kitchen caddy is needed as ENHSWS provide these to residents for the purposes of collecting food waste. Developers should provide internal waste storage containers that are easily replaceable.

Experience shows that residents who are responsible for their own individual waste containers do more recycling and cause less contamination. Wherever possible therefore, individual containers for each dwelling are preferred.

2.1.5 Waste storage areas

Storage areas should be accessible to all users and should not present an unnecessary health and safety risk. The method of transit of waste to a storage point will depend upon the type of development. For single houses it will typically be residents transferring their waste to containers located within the boundaries of their property. In developments of flats and apartments residents will usually transfer their waste to communal bins, or a facilities Management service. The developer should make adequate arrangements for the management and maintenance of all communal waste transit and storage infrastructure in all developments of flats and apartments.

Developers are required to provide adequate internal and external storage of waste, based on figures outlined in this document and fund such provision where additional costs will be incurred by the waste collection authority.

Adequate off-street storage must be provided for bins, and storage areas need to have sufficient space for all necessary waste and recycling containers.

For houses, waste collection is a kerbside service; therefore, residents must be able to take their bins to the kerbside for emptying. Bins must be accessible to crews directly from the kerbside, without pulling distances.

Receptacles should be presented at the kerbside. Where this is not possible due to wheeled bins blocking footpaths, they should be presented at the edge of the property, where the property meets the public highway. If properties are located down a private driveway/road then the bins must be presented where the private access road / driveway meets the public highway.

Designs should not require bins to be left of path/footways, space should be provided for the storage of waste containers.

2.2 Communal Properties

2.2.1 Capacity requirements

Properties such as flats or accommodation blocks will normally be collected using communal wheeled bins wherever possible. The number of bins provided will depend on the size and number of properties. As a guide for one and two bedroom flats an assumption of two residents per flat should be made. For three-bedroom flats assume three residents per flat as a minimum.

- Mixed dry recycling: 90 litres per property (fortnightly collection)
- Paper and Card (fibre): 80 litres per property (fortnightly collection)
- Food waste: 20 litres per property
- Residual waste: 80 litres per property (fortnightly collection)

In addition, the internal kitchen storage arrangements for waste are often inadequate. Separate storage should be provided inside each dwelling for each of the four waste streams with a minimum total internal storage capacity of 30 litres.

Note: The bin colours for flats may vary from those for houses, bins should be obtained- Communal waste bins vary from 120 litre to 1,100 litre waste containers.

Where bins cannot be provided, for example flats above shops, sacks for residual waste will be provided for use and boxes will be provided for dry recycling. Residents will be provided with the quantities of sacks as detailed in [Policy 5](#).

2.2.2 Bin storage areas (communal)

The following is a summary of essential bin store design. ENHSWS will not be responsible for non-collections if bin store design and access is not to an acceptable standard.

- **Pull distances** - ENHSWS reserves the right to refuse collections where pull distances for crews are greater than 10 metres. Pull distances should be under 10 metres from bin store to kerb collection point.

- **Excessive pull distances** - bin stores more than 10 metres from kerbside collection points will require arrangements by owners or managing agents for bins to be moved to a point where a collection vehicle and crews can easily gain access which is less than 10 metres. Residents distance to use bin storage location is 30 meters.
- **Drop kerbs** - must be provided outside bin stores for all developments using four-wheeled bins.
- **Parking** – there must be no parking bays or spaces outside of bin stores. Developers should avoid the need to pull bins past parked cars or parking bays.
- **Pathways** - pathways between bin stores and vehicle collection points should take the most direct route. Paths should be a suitable width to enable the easy passage of wheeled bins. For two-wheeled bins this should be one metre, and for four-wheeled bins this should be two metres wide. Gradients should be a maximum of 1:12. Trees should not hinder the route.
- **Collection area** - collection area surfaces should be uninterrupted and level with no gravel or similar covering and no steps.
- **Bin segregation** - domestic bins must be kept separate from bikes and commercial bins. Adequate off-street storage must be provided for bins, and storage areas need to have sufficient space for all necessary waste and recycling containers. Consideration should be given as to whether there is a requirement to lock communal bin stores. Ease of access to a store is very important for residents and collection staff. Door locking needs to be simple and appropriate for the level of security. Keys and fobs should be avoided where possible and keypad entry used. Alternatively, standard 'Fire Brigade' locks should be used.
- **Lighting** - adequate lighting is required – preferably by automatic switches. Light switches should be protected so they cannot be damaged by bins.
- **Hygiene** - adequate ventilation, drainage and a tap are required so that the store can be kept clean. • **Door size** – bin stores require double doors to accommodate 1100 litre bins (if required) with a minimum opening of 150cm.
- **Access** - doors must fold back for ease of access/egress. Door hooks or floor bolts should be provided so that doors can be kept open during collections.
- **Bin store Keys** – Please consult with ENHSWS when choosing bin store keys. It is not the responsibility of crews to ensure external bin store doors are locked following collections.
- **Code pads** – where provided should be well lit. Codes must be provided to ENHSWS prior to occupation.
- **Damage protection** - metal strips should be provided to protect doors, walls, and protection is also needed for and pipes and light switches to prevent damage caused by the movement of large bins. Protection strips need to be placed level with the height of the rim of the bin. Bin stores should have protection strips in doorways and on walls to prevent damage, with a mechanism for holding doors open.
- **Bin store space** - there should be a minimum of 15cm clear space between and around bins. There should be sufficient space to enable each bin to be moved independently by collection crews, i.e. without moving other bins. There should be sufficient overhead

clearance provided to allow full opening of container lids. This should be a minimum working headroom of at least 2m (where the bin store is covered.)

- **Bin positioning** - all bins open along the width. This is therefore the front of the bin and it must be positioned with the front edge facing forward, so that the bin can be opened for residents to place waste and recycling inside.
- **Internal access to bin stores** - internal doors between accommodation and bin stores need to be accessible for the residents. Keys and codes are acceptable for ensuring the security of residents. It is not the responsibility of the collection crew to ensure that internal bin store doors are locked at the end of the collection day.
- **Fly– tipping** - ENHSWS do not remove any items placed on the ground of bin stores. This is the responsibility of the managing agent. To help reduce fly-tipping bin stores must not be larger than necessary.
- **Bin store signs** -ENHSWS can supply A1 signs to attach to bin store walls that explain what to put into which bin, and leaflets that provide residents with recycling information.
- **Bin store access** -access to and from a bin store should be level and not on any type of gravel/stone which can present an uneven surface.

Bins will be collected from the bin storage or other area as agreed by the Council and returned to the collection location. The standard collection cycle is fortnightly for all waste streams aside from food waste of which will be weekly.

Only waste which is presented in the correct containers with the correct items in will be collected. For multi-occupancy properties, where the bin is found to contain incorrect items, it will be rejected and not emptied.

Drop kerbs should be provided for all developments using 4-wheeled bins, so that bins can be easily wheeled to the vehicle on the public highway.

Where the collection vehicle must travel over a private / road drive we will not be liable for any damage due to wear and tear to the road surface from normal collection operations as the roadway is unlikely to have been built to sufficient highway standards.

2.2.3 Bin storage internal (flats/ apartments)

Space is needed, within flats and apartments to store a set of bins of a practical size (at least 50 litres each) that allow segregation of residual waste and mixed dry recyclables. In addition, a suitable location for residents to keep a 5 litre kitchen caddy is needed as

ENHSWS provide these to residents for the purposes of collecting food waste. Developers should provide internal waste storage containers that are easily replaceable.

2.2.4 Bulky household goods and Fly-tipping

Fly-tipping can create an eye-sore and nuisance. Providing adequate waste storage should alleviate fly-tipping activities. Secluded areas and storage areas can be prime locations for fly-tipping. Dumping of bulky items by residents can interfere with the emptying of communal recycling and waste containers. Developers are advised to have sufficient space for storage of bulky items on site (away from the normal bins) where items can be safely put for collections. This should be a separate storage room accessible only to residents and large enough to store bulky items such as sofas and fridges.

2.3 Management Agent's Responsibilities

We will always be working with management agents and developers to ensure a smooth waste collection service is being provided to all properties including our communal / multi occupancy properties. Upon receipt of the request for waste containers 10 weeks prior to the property being occupied by the first resident we ask that management agents reach out to us so we can provide information to all residents regarding the service we provide, from experience this is the most effective way to minimise any negative impacts on residents and management agents surrounding bin clearances and continuous waste issues that may materialise over the life of the development. Please contact us at wasteandrecycling@north-herts.gov.uk in the first instance.

To enable the services to be provided efficiently and as scheduled we have outlined the responsibility of management agents and developers in communal property setups below:

- It will be the responsibility of the residents / managing agents to arrange for the incorrect materials to be removed before the bin will be emptied on the next scheduled collection day. The Council may offer to empty the bins at its discretion alongside the scheduled residual waste collection. Repeated incidents will result in charging for the emptying of contaminated bins. Only items detailed as acceptable items on our website will be collected.
- No loose rubbish or sacks around the bins will be collected nor any other items; and it will be the responsibility of the residents / managing agents to remove or clear any such items.

- Where access to a bin is blocked with loose rubbish / sacks it will not be emptied until this has been removed. The bin will then be collected on the next scheduled collection day.
- Any items fly tipped within the bin store area is the responsibility of the management agent/ developer to remove.
- On occasions there could be issues with capacity needs within communal developments we encourage all management agents to contact the shared waste

2.4 Ordering Bins

All bins must be ordered from ENHSWS **ten weeks** in advance of occupation to ensure they are available for delivery to the development prior to residents moving in. Most household properties will not receive their complement of bins until council tax has been registered.

The following information is required prior to occupation and delivery of bins:

- **Location** - plot and postal address (preferably an address schedule)
- **Bin type** - state if the bins are for houses or flats.
- **Delivery location** – state if the bins will be delivered straight to the houses/bin store, or to a compound in batches.
- **Contact** - a site manager's phone number that we may call on the day of delivery if needed.
- **Date** - when bins are required. Please note we do not deliver communal flat bins to bin stores more than two weeks before occupation.
- **Date of occupation**- the expected occupation date - when collections need to start.
- **Site information** - development maps and occupation schedules.
- **Managing Agent information** - If bins are for flats, please advise who the managing agent will be and supply contact details.

2.4.1 Commencement of collection services

Arrangements must be made with the Council to ensure bins are in place before occupation of any properties (allowing sufficient time for these to be delivered) to enable a collection service to commence and all codes/keys are given to the ENHSWS. If ENHSWS do not receive keys or codes prior to the collection day developers will have to pay an additional fee for extra collections. A clearance fee will be requested if bin stores are full because of failure to notify ENHSWS that collections need to commence.

2.4.2 Occupation during Construction

If properties will be occupied whilst building work continues, and this restricts access to bins or bin stores, temporary bin collection points will need to be set up by the developer. Sites will be issued with bins and the site team will need to put the bins at the agreed collection points by 6am on the morning of collection until access is clear.

ENHSWS will not collect bins where roads surfaces are unfinished, or access is hindered due to fencing. We will not enter restricted construction sites.

Developers should contact ENHSWS to arrange a site visit if they are unsure about the ability for vehicles to collect from a new development due to unfinished roads. This will ensure that arrangements are agreeable, and collections can be made.

2.5 Commercial Developments

The Council can provide chargeable collections upon request for residual trade waste, mixed dry recycling, separate paper, garden waste and food waste (in line with government requirements). Waste must be contained within the receptacles provided and payment must be made upon receipt of invoices.

Bins which are contaminated or contain prohibited items will not be collected.

Contaminated bins can be emptied as residual waste for an additional charge.

Waste collections must be suitable for the business type proposed and consideration should be given to the types of landfill diversion available. i.e. it may be appropriate for restaurants to have food waste collections (where available) as well as recycling collections. The space for waste storage should be sufficient to store a minimum of two days of waste generated by the business.

At least three waste stream bin types should be provided, to ensure compliance with the pre-treatment regulations.

Waste should ideally be stored at ground level; to reduce manual handling risks a management solution may be required to facilitate collection if the vehicle cannot get within 10m of the bin storage area.

A change of use planning application will still require adequate consideration for the waste storage and collection requirements for the premises.

Collections can be arranged for the following bin sizes provided they are in stock.

- 180L
- 240L[^]
- 360L^{**^}
- 660L^{**^}
- 1100L^{**^}

^{**}Not suitable for paper only collections.

[^]Not suitable for food waste collections.

2.5.1 Commercial Bin Store Design

Detailed drawings of proposed bin stores should be included with the application., complete with all measurements.

Developers should refer to [2.2.2](#) when designing commercial bin stores, but should also note the additional requirements below:

- **Collection times-** collections may occur anytime in the 24hr clock (by any contractor) so bin stores should be accessible.
- **Key/ Codes-** If the store is accessible directly from the street it needs to be secured by key-code locks rather than physical keys. This provides greater security at a lower long-term cost. Waste collectors must be updated when new codes are installed rather than having to replace & send keys.
- **Internal security-** Users of the site should be able to enter the bin store through internal door/s. This improves security and reduces risks associated with only external access.

- **Bulky Item storage-** Consideration of bulky item storage should be given, its not uncommon for larger offices/ retail blocks to require occasional stoage for items such as:
- Pallets
- Broken desk chairs
- Drums of waste oil from food preparation
- Electrical equipment

Bulky items **cannot be disposed of in regular bins**, Alternative arrangements need to be made with contractors to dispose of it.

3.0 Vehicles and Roads

3.1 Vehicle weight

Developers need to be aware that the district's standard refuse vehicles weigh up to 32 tonnes, so without suitable road construction we may be unable to travel on un-adopted highway and would accept no liability for damage. Un-adopted highway, where it is required, should be constructed to an adoptable weight-bearing standard.

Where the collection vehicle must travel over a private / road drive we will not be liable for any damage due to wear and tear to the road surface from normal collection operations as the roadway is unlikely to have been built to sufficient highway standards.

3.2 Vehicle dimensions

Vehicular access in terms of vehicle weight, turning circles, visibility splays, width, etc, needs to be considered in the design. Building roads to adoptable standards and submitting them for adoption will ensure they are suitable for large refuse collection vehicles, and this is preferred.

We currently operate a number of different-sized vehicles. The majority that we operate at present are 26 tonnes with a 6x2 chassis. The chassis configuration differs between vehicles, but the largest turning circle is on our mid-steer vehicles.

Typical maximum dimensions are as follows:

Width: 2,500mm (without mirrors)

Height: 3,400mm (without hazard beacons)

Turning circle: 22,800mm

Overall length: 12,100mm (from front to rear of bin lift)

ENHSWS reserve the right to refuse to make collections from require traveling on un-adopted roads. Where this is not possible developers should have a designated bin collection points that are on or next to roads that are build to adoptable standards.

Appropriate collection points need to be agreed with ENHSWS.

3.3 Reversing

Vehicles should be able to enter and exit a site in forwards motion and any reversing manoeuvres should be kept to a minimum and not more than 12m.

It is important that the Highways Authority agree any proposed accesses into and out of a site onto the highway regardless of whether they adopt any new road.

3.4 Road design

All roadways should be constructed to facilitate waste collections prior to occupation. This is particularly important to consider when waste collections occur from the rear of properties or from a different street from the main entrance to the properties.

Road width- highways should have a minimum width of 5 meters

Road Standards- Roads should be constructed to an adoptable standard

Vehicle Clearance- There needs to be enough clear space around the vehicle to allow efficient operation. Allow at least 4m vertical clearance, and a minimum of 3.5m width and 4m in length should be allowed where the emptying of containers take place.

Turning heads- where applicable must be sufficient in size to turn without reversing and have no option for vehicle parking within them as this prohibits access for refuse vehicles.

Bollards Installations- should allow crews to enter and exit roads quickly. Any any bollards that will remain standing should be spaced widely enough to allow the vehicle to pass between unhindered.

Barriers- where barriers are fitted crews should be able to access sites easily, either by pressing a button or by ANPR system.

Hammer Heads- should be avoided due to the additional time taken to maneuver the vehicle and the number of reverses required when using them.

Yellow Lines- or traffic management measurements should be taken where necessary to preserve the turning capacity for the vehicles when parked cars are present.

Drainage Ditches- swales drainage ditches must have hard standing built across them for access.

3.5 Vehicle tracking documents

Please supply complete tracking documents as early as possible in the planning process and no later than the pre- application planning stage.

Tracking documents should include:

- **Full Plans-** showing the vehicles journey throughout the development for a 32-tonne refuse vehicle, including where it enters and leaves (Please see [3.2 for vehicle dimensions](#))
- **Crew pulling distances-** measurements of distances for all bins.
- **Vehicle reverses-** where reverses are planned, distance measurements.
- **Collection points-** that show the residents route to take bins to kerbside from their property.
- **Bin Storage location-** and vehicle access
- **On Street car parking-** spaces and bays
- **Street furniture-** e.g. Trees and lampposts etc.
- **Road Dimensions-** Lengths and widths.

3.1 On street furniture

The authority has the right and will refuse to adopt any on street furniture that is installed during a development without prior consent. Street furniture must be serviced and maintained by the developer until the area is fully adopted by Hertfordshire County Council. The responsibility for servicing and maintaining the any litter bins must be agreed with the Councils before they are installed.

If you wish to install any street furniture during the development, please notify ENHSWS and clearly detail this in your planning application.

Appendix A- Contact information

For all waste related enquiries please contact us via Wasteandrecycling@north-herts.gov.uk

Appendix B- Developers Standard Check List

[Developers minimum standard checklist](#)- See below

Developers minimum standards check List Please refer back to the relevant section within the guidance when completing this document. (Developers are advised to review ALL of the guidance as the points in this checklist are just a selection of key requirements)	Standard met? YES/NO/NA	Notes:
1. External storage containers		
Has the number of containers required been calculated?		
Has sufficient space to accommodate containers been calculated?		
2. Internal storage containers		
Has sufficient space to accommodate containers been calculated?		
3. Crew pull distances		
Houses - Are all bins able to be presented kerbside? If not, what arrangements have been made for collection points? Has this been discussed/agreed with ENHSWS?		
Flats - Are all pull distances for collection crews less than 10 metres from bin store to kerb collection point?		
Flats - Where any pull distances are more than 10 metres from bin store to kerb collection point, have alternative arrangements been made with managing agents to transport the bins to the collection points? (Please state what the arrangements are in the notes box.)		
4. Pathways & collection areas		
Are paths from bin stores to kerb side collection points direct, smooth and level?		
Do paths from bin stores to kerb side collection points avoid hazards such as parked cars?		
Are gradients between the bin store and collection point no more than 1:12?		
Are steps avoided between the bin store and collection point?		
5. Bin stores		
Has sufficient space been allocated for the number of bins required?		
Does the bin store meet bin store design requirements?		
Do bin store keys/codes/automatic locking systems meet the required standards?		

If bin stores are housed in underground car parks have managing agents been appointed to move bins to the collection point?		
Are bin stores free from parking spaces, parked cars, and parking bays?		
Are bins segregated from bike stores or other types of bins eg commercial?		
Will adequate lighting be provided in the bin store?		
Will external bin store doors be wide enough, do they fold back and have floor bolts and door hooks fitted?		
Will internal doors between accommodation and bin stores be easily accessible and have coded entry systems or similar for residents including those with disabilities?		
If bin stores are housed in underground car parks have managing agents been appointed to move bins to the collection point?		
Will bin store doors and walls be protected from damage with metal strips?		
Will dropped kerbs be installed outside bin stores or within 10m of bins store?		
Do bins take the most direct route from bin store to refuse vehicle? And avoid need to move around trees, for example?		
6. Non commercial Bulky items		
Has space been planned in to store bulky items prior to collection?		
7. Vehicles and roads		
Will all roads be built to adoptable standards?		
If roads will not be built to adoptable standards have designated bin collection points been planned that are on or next to roads built to adoptable standards?		
Are access routes both wide and high enough to accommodate all collection vehicles?		
Is there sufficient clear space around the vehicle to allow efficient operation?		
Has development design taken into account the risk of residential parking (either on the public highway outside the development site or inside the development) impeding collection vehicle access?		
Are there restrictions on vehicle parking along access routes used by collection vehicles in the development?		
Can collection vehicles turn around in the development or reverse in line with the guidance?		
Have hammer heads, turns and reverse manoeuvre's been avoided where possible?		

If turning heads or hammer heads have not been avoided is there sufficient space to turn without reversing and will parking restrictions be in place where turning heads and hammer heads will be located?		
If bollards will be installed, do they allow easy access and will spacing between bollards be wide enough to accommodate vehicles?		
If barrier systems will be installed, will they allow collection crews to access sites easily (e.g. ANPR) and out of hours?		
Will traffic management measures (e.g. yellow lines) be in place where the risk of parked cars exists?		
Are roads free from drainage ditches (Swales)? If not, will there be hard standing areas outside bin stores?		
8. Vehicle tracking documents		
Have vehicle tracking documents been designed and submitted which detail the vehicle journey, crew pulling distances, vehicle reverses, collection points, bin store locations, parking, road dimensions and street furniture?		
Has a meeting been arranged with ENHSWS to go through all documents (large developments only)		
9. Commercial premises		
Bin stores design is the same for commercial properties as it is for domestic properties. Has the developer completed questions on section 5 of this checklist?		
Has the likely level of waste been calculated?		
Will storage space be sufficient to store a minimum of two days waste for three waste streams?		
Will bins be accessible to collection crews 24/7?		
If the store is accessible directly from the street will doors be secured by key-code locks rather than physical keys?		
Can site users enter bin stores through internal doors?		
Has space been planned in to store bulky items prior to collection?		
10. Mixed Use Developments		
Has segregated waste storage been provided for the commercial and residential elements of the development?		
10. On Street Furniture		

Will you be installing any on street furniture such as litter bins? if yes, please detail who is responsible to maintain and if the furniture will remain after road adoption.		
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