

Planning Policy Team

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# Waste Storage

**Technical Advice Note (TAN) 3**

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## Contents

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Policy Context .....</b>	<b>3</b>
<b>3. Building Regulations - general requirements for waste storage and locations .....</b>	<b>4</b>
<b>4. Individual dwellinghouses - storage and location of bins.....</b>	<b>5</b>
<b>5. Purpose-built multiple-occupancy dwellings .....</b>	<b>6</b>
<b>6. Location of waste bin stores.....</b>	<b>6</b>
<b>7. Bin store siting, design and appearance .....</b>	<b>7</b>
<b>8. New non-residential development .....</b>	<b>8</b>
<b>9. Developments involving change of use .....</b>	<b>10</b>
<b>10. Requirements for access roads and approaches.....</b>	<b>11</b>
<b>11. What to do now and communal bin design checklist .....</b>	<b>11</b>
<b>12. Contacts.....</b>	<b>13</b>
Recycling and Waste Services .....	13
Food Safety .....	13
Planning .....	13

## **1. Introduction**

- 1.1. Waste storage is a key aspect of building design. Improper design can cause a number of issues in new developments, such as access, visual impact and pollution. The provision of suitable waste storage facilities, together with appropriate access for collections is essential when designing new developments of any type or size.
- 1.2. The document below outlines all attentions and requirements to consider when designing waste storage facilities for a new build property. This guidance applies to the following types of development:
  - All new single and multiple-occupancy residential development;
  - New non-domestic development;
  - Development involving change of use, particularly where the nature and/or volumes of waste produced are likely to differ from the previous use.
- 1.3. This note should be read in conjunction with current legislation and published national guidance on waste storage and access for waste collection vehicles, including in particular the Building Regulations 2010.
- 1.4. This document has been prepared in consultation with Oxford Direct Services (ODS) Recycling and Waste Services, to provide information of bin storage requirements for all types of development.

## **2. Policy Context**

- 2.1. Oxford Local Plan Policy DH7 External servicing features and stores in the Oxford Local Plan 2036 aims to ensure that provision for waste management is considered as an integral element of the design of a development, from the earliest stage in the design process, whether included within the main buildings or as freestanding buildings. Consideration from an early stage in the design process will ensure that it is designed in the best way. Guidance concerning bicycle storage can be found in the Parking TAN.

2.2. The policy approach seeks to ensure that careful consideration is given to the positioning, design and materials used for external servicing features. Where it would be inappropriate for them to be designed as an architectural element, they should be hidden as much as possible and located sympathetically, for example on less prominent elevations, grouped together and aligned where possible.

**Policy DH7: External servicing features and stores**

Bike and bin stores and external servicing features should be considered from the start of the design process. Planning permission will be granted where it can be demonstrated that:

- a) bin and bike storage is provided in a way that does not detract from the overall design of the scheme or the surrounding area, whilst meeting practical needs including the provision of electric charging points where appropriate; and
- b) external servicing features have been designed as an integrated part of the overall design, or are positioned to minimise their impact; and
- c) materials used for detailed elements such as for stores or rainwater goods are of high quality so they enhance the overall design and will not degrade in a way that detracts from the overall design.

### **3. Building Regulations - general requirements for waste storage and locations**

3.1. The Building Regulations (2010) sets out requirements for waste storage, which are dealt with in Part H6 (2015 edition)<sup>1</sup>. The possible locations for the storage and collection of waste are defined. The collection point can be on-street or may be at another location defined by

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<sup>1</sup> [The Building Regulations \(2010\) Part H6 \(2015 edition\)](#)

the waste authority. Key points in the Approved Document to Part H (which are not expanded upon in the City Council's specific guidance) are:

- Residents should not be required to carry waste more than 30 m (excluding any vertical distance) to the storage point.
- Waste collection vehicles should be able to get to within a minimum of 25 m of the storage point and the gradient between the two should not exceed 1:12. However, BS 5906: 2005 recommends shorter distances of 15 m for two-wheeled containers, and 10 m for four-wheeled containers. These recommendations should be followed where possible.

#### **4. Individual dwellinghouses - storage and location of bins**

4.1. Domestic collections are fortnightly on alternate weeks for recycling and rubbish. Food recycling is collected weekly. Residents may choose to sign up to the garden waste scheme (subscription) which is collected fortnightly.

4.2. The Building Regulations set out above should be followed. In addition, in the case of new individual dwellings, consideration should be given to the following:

- Bins should be easily moveable from the storage area to the collection point. The collection point should always be at the edge of the property where it meets the adopted highway/footpath unless otherwise agreed by the local planning authority.
- The design and materials of bin storage areas should be in keeping with the rest of the development.
- Bins should never have to be moved through a dwelling.
- There should be sufficient space for the storage of bins. The standard provision for individual dwellings is storage to accommodate 1x240L recycling bin, 1x180L rubbish bin, 1x240L garden waste bin and 1x23L food caddy.
- Applications for HMOs may need additional waste storage provision and a statement may be required to show that the specific needs of the property have been considered.



## 5. Purpose-built multiple-occupancy dwellings

5.1. Purpose-built multiple-occupancy dwellings such as flats and student halls of residence should be provided with a communal waste storage and collection system using large containers housed in one or more enclosed and secure bin storage areas. In some instances appropriate bins may need to be purchased and will need to meet the specification of the collection service and property type. Guidance on bin capacity can be calculated using the bin size calculator<sup>2</sup>. Please note, this tool is for guideline purposes only. Usage by occupants and collection access should be prioritised and consideration should be given to the following:

## 6. Location of waste bin stores

6.1. Waste bin stores should be sited using the following guidelines:

- The store to be located at street level;
- The design and materials of bin storage areas should be in keeping with the rest of the development;

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<sup>2</sup> [Oxford City Council website - Collection information for residential agents of flats and shared houses](#)

- The store should be located to enable waste containers to be moved directly to the designated collection point (i.e, they should not be required to be transported through a building);
- There should be adequate extra space in the bin store to allow the bins to be accessed and maneuvered safely;
- The bins must be easily accessible on collection day. The route between the bin storage area and the collection point should be completely free of obstructions, such as parking spaces and allowances should be made for drop kerbs;
- The bin store floor and access route to the collection vehicle will be a hard standing surface, for example, no gravel;
- Bin store entrance needs to be level, flush with no ridges to allow bins to be maneuvered safely;
- Doors or gates should be large enough for the largest sized bin to be maneuvered in and out;
- Waste storage facilities should be vandal-proof and secure to ensure waste cannot escape;
- The bin store must have adequate drainage to allow for cleansing
- The bin store and the surrounding area should be well lit to allow ease of use;
- The bin store should be secured with an access code rather than a key-lock; and
- If a key safe must be used, the key safe must only be for the use of collection crews to ensure that collections can always be completed.

## **7. Bin store siting, design and appearance**

7.1. Space for bin storage should be considered from the beginning of the design process in order to avoid compromising the overall design of the scheme by retrofitting bin stores. Bin stores should be considered alongside other ancillary services that may be required in a scheme such as cycle parking, lighting and landscaping.

7.2. Bin storage areas should be integrated into the building envelop where possible. Landscaping should be used to help detached structures assimilate with their surroundings.

It is important that materials for walls and doors are non-combustible and impervious. If bin stores are in public view it is particularly important that materials should complement the design rather than appearing as utilitarian. All bin storage areas must also be secure and well-lit.

- 7.3. Bin storage in purpose built student accommodation should be designed in an external purpose built location which is situated away from the building and complies with all fire regulations. However, we acknowledge that this is not always possible, for example for infill developments there may be no possibility of providing an external building and the waste would need to be contained within the building. If this is the case consideration must be given to the location within the building to optimise the shade and orientation of the building to reduce odours and maximise ventilation.
- 7.4. The character of the surrounding area should not be compromised. Particular attention should be given to any impact on listed buildings and conservation areas, and if this might be an issue early discussion with a planning officer is advised (see contact details at the end of the document).
- 7.5. Adequate ventilation should be provided, sufficient to prevent the build-up of odour within the bin store and but also to protect against ingress of flies and vermin. Communal storage areas should have provision for washing down and draining the floor into a system suitable for receiving a polluted effluent (for more details see paragraph 1.14 of part H6 of the Building Regulations).

## **8. New non-residential development**

- 8.1. It is a legal requirement for a business to manage their waste. For non-residential development, the required provision will depend on a number of factors, including:
  - The size and type of the development (which will to a large extent determine the types and quantities of waste produced);
  - The planned amount of segregation and treatment to be carried out on site; and
  - The intended frequency of collection.

8.2. In all cases there will be an expectation that commercial waste will be stored within the curtilage of the business property. Consideration must be given to *all* types of waste that are likely to be generated during the site's use, including any hazardous and clinical wastes.

Particular attention should be paid to the following points:

- Waste should be stored in a designated storage area within the boundary of the property (and waste must never be stored on the street in between collections);
- Commercial and domestic waste must always be kept separate and ideally in individually secured bin store areas;
- Consideration should be given to whether the location of the storage area is likely to give rise to noise or odour issues for neighbouring properties or the property itself. For instance, if a bin store is positioned adjacent to residential properties and the nature of the business is such that the bins are routinely accessed for filling (or emptying) during antisocial hours - as may occur in the case of a takeaway or restaurant - a noise issue is likely to occur<sup>3</sup>;
- Waste storage facilities should be vandal-proof and secure and ensure waste cannot escape;
- The location of the waste storage area should be such that it is not necessary for bins to be brought through the building for emptying;
- The bin storage area should be large enough to accommodate the predicted types and volumes of waste to be produced by the development or alternative arrangements in place;

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<sup>3</sup> BS 5906 Waste management in buildings. Code of practice [2005] – designers should consider safety from fire risk and smoke. The walls and roofs of the chambers should be formed of non-combustible, robust, secure and impervious material, and have a fire resistance of one hour when tested in accordance with BS 476-21. The door of the chamber should be made of steel, or have a fire resistance of 30 min when tested in accordance with BS 476-22; the door frame may be made of metal, hardwood or metal-clad softwood (for robustness), situated in the external wall and, except where the doors of the chamber communicate directly with outside air, they should be self-closing. Approved Document H paragraph 1.19, f) states that in non-domestic developments, particularly where special problems such as high density developments influence the provision of a system, it is essential that the waste collection authority is consulted for guidance on resolving fire hazards and protection measures. The Confederation of Fire Protection Associations Europe (CFPA-Europe) guidance gives recommended distances. [Link to The Confederation of Fire Protection Associations Europe guidance.](#)

- There should be adequate extra space in the bin store to allow the bins to be accessed and maneuvered safely;
- The bin store must have adequate drainage to allow for cleansing;
- The bins must be easily accessible on collection day. The route between the bin storage area and the collection point should be completely free of obstructions, such as parking spaces and allowances should be made for drop kerbs;
- Bin store entrance needs to be level, flush with no ridges to allow bins to be maneuvered safely;
- The bin store and the surrounding area should be well lit to allow ease of use;
- The bin store should be secured.

## **9. Developments involving change of use**

9.1. Where planning permission is being sought in respect of a change of use of a development, it is essential that suitable provision is made for waste storage and removal. Particular attention must be given to this in cases where:

- The types and / or quantities of waste will increase in comparison with the previous use of the development. For example if a change of use from a family dwelling to an HMO there needs to be sufficient consideration given to waste storage in terms of siting, design and appearance, dropped curb etc. This issues also applies to bed and breakfast accommodation.
- Food and food packaging waste will be produced, for instance where the application involves hot food takeaways, shops, restaurants and cafes, drinking establishments and assembly and leisure.

9.2. In all cases the onus is on the developer to demonstrate that the proposed change of use will not result in health and safety, nuisance, visual amenity or operational issues arising from the storage and removal of waste. This can be achieved by demonstrating compliance with the checklist above.

## **10. Requirements for access roads and approaches**

10.1. Injuries to collection workers or members of the public by moving collection vehicles are invariably severe or fatal. For this reason, in developments where new access roads are required, these should be designed so that refuse collection vehicles can operate in a forward gear. BS 5906: 2005 recommends a maximum reversing distance of 12 m if there is no other option. Longer distances can be considered, but any reversing routes should be straight and free from obstacles or visual obstructions.

10.2. Access /approach roads should be designed to ensure that collections can be undertaken without problems or delays, for example arising from obstacles such as street furniture and trees, poor pavement design and inappropriate siting of parking spaces. The road is likely to need a minimum width of at least 5 m in order that waste collection vehicles can have adequate access, although narrower widths may be acceptable in some cases depending on the intended parking layout and so on. Agreement on these matters would need to be reached in discussion with the Waste and Recycling team and the Highways authority.

## **11. What to do now and communal bin design checklist**

11.1. The above information is provided for guidance purposes only. You may wish to discuss your proposals with Recycling and Waste Services, Environmental Services and planning prior to submitting a planning application. Contact details are shown below. Pre-application charges may apply. More information is available on our website.

11.2. Planning applications should be accompanied by full details of how the points detailed in this document have been considered. The information submitted should include clearly marked up plans and drawings showing the siting, design and appearance of all waste storage facilities to be provided.

11.3. The list below provides a helpful communal bin design checklist:

Requirement	Completed
<p>Bin Capacity</p> <ul style="list-style-type: none"> <li><i>Please ensure there are enough bins to cater to the number of properties, as agreed with one of our Recycling and Waste Team Officers</i></li> </ul>	<input type="checkbox"/>
<p>Accessibility</p> <ul style="list-style-type: none"> <li><i>Bins need to be easily accessible for collection crews and residents.</i></li> <li><i>There should be space between each bin to allow the bins to be maneuvered safely.</i></li> </ul>	<input type="checkbox"/>
<p>Location</p> <ul style="list-style-type: none"> <li><i>The bin store should be street level and bins should not go through any buildings.</i></li> <li><i>The route between the bin store the collection vehicle should be level (within reason).</i></li> </ul>	<input type="checkbox"/>
<p>Sufficient turning space</p> <ul style="list-style-type: none"> <li><i>The collection vehicle should be able to safely turn and maneuver to the collection point.</i></li> </ul>	<input type="checkbox"/>
<p>Route between the bin store and the collection vehicle</p> <ul style="list-style-type: none"> <li><i>There should not be any parking bays or other obstructions (such as bollards) blocking the access between the bin store and the collection vehicle.</i></li> <li><i>There should not be any lips or ridges on the route between the bin store and the collection vehicle.</i></li> <li><i>Allowances should be made for dropped kerbs.</i></li> <li><i>Anywhere bins are likely to be maneuvered should be made of a hard standing surface. For example, no gravel or grass surfaces should be used.</i></li> </ul>	<input type="checkbox"/>
<p>Entrance to bin store area</p> <ul style="list-style-type: none"> <li><i>There should be a smooth access to the bin store for example, flush, with no ridges or gaps to allow for bins to be maneuvered in and out safely and easily.</i></li> <li><i>The entrance to the bin store must be large enough for bins to be maneuvered easily and safely.</i></li> </ul>	<input type="checkbox"/>
<p>Lighting and security</p> <ul style="list-style-type: none"> <li><i>The area inside and around the bin store should be well lit to safely allow ease of use.</i></li> <li><i>The bin store should be safely secured to prevent unauthorised use, for example with a key code lock.</i></li> </ul>	<input type="checkbox"/>

## 12. Contacts

### Recycling and Waste Services

**Phone:** 01865 249 811

**Email:** [recyclingandwaste@odsgroup.co.uk](mailto:recyclingandwaste@odsgroup.co.uk)

ODS (Oxford Direct Services)

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### Food Safety

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