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To: Councillor Jean Morrison MBE, Convener; and Councillors Cooney, Corall, Jackie Dunbar, Delaney, Donnelly and Finlayson.

Town House,
ABERDEEN 14 February 2017

ZERO WASTE MANAGEMENT SUB COMMITTEE

The Members of the **ZERO WASTE MANAGEMENT SUB COMMITTEE** are requested to meet in Committee Room 4 - Town House on **TUESDAY, 21 FEBRUARY 2017 at 2.00 pm.**

Please note the site visit agreed at the meeting of 22 November 2016 has been cancelled.

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

- 1 Minute of Meeting of 22 November 2016 - for approval (Pages 3 - 8)
- 2 Zero Waste Project - Energy from Waste (Pages 9 - 12)
- 3 Zero Waste Project - Mixed Recycling Update (Pages 13 - 20)
- 4 Date of Next Meeting
23 May 2017 at 2.00pm in the Town House.

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Kate Lines, tel. 01224 522120 or email klines@aberdeencity.gov.uk

ZERO WASTE MANAGEMENT SUB COMMITTEE

ABERDEEN, 22 November 2016. Minute of Meeting of the ZERO WASTE MANAGEMENT SUB COMMITTEE. Present:- Councillor Jean Morrison MBE, Convener; and Councillors Cooney, Corall, Delaney, Donnelly, Jackie Dunbar and Finlayson.

MINUTE OF PREVIOUS MEETING

1. The Sub Committee had before it the minute of its previous meeting of 30 June 2016 for approval.

The Sub Committee resolved:
to approve the minute.

CHARTER FOR HOUSEHOLD RECYCLING IN SCOTLAND - ZWSC/16/7678

2. The Sub Committee had before it a report by the Interim Director of Communities, Housing and Infrastructure which provided a review of the Scottish Government's Charter for Household Recycling in Scotland (Recycling Charter) and associated code of practice and their implications for Aberdeen City Council.

The report recommended:

that the Sub Committee -

- (a) notes the aims and content of the Recycling Charter align with the Aberdeen City Waste Strategy;
- (b) notes that in signing the Recycling Charter, the Council commits to 'design our household collection services to take account of the Code of Practice for the variety of housing types and geography in our community. In doing so, over time, we will establish common collection systems';
- (c) notes that formally signing up to the Charter will not commit the Council to any expenditure, only to exploring the options developed from a transition plan to be developed with Zero Waste Scotland;
- (d) notes that the current and developing collection system does not match that of the Code of Practice and that the timeframe required to adopt fully the collections methodology is likely to be long without significant external funding to offset investment already made; and
- (e) recommends to the Finance, Policy and Resources Committee on 1 December 2016 that the Aberdeen City Council signs the Recycling Charter.

Mr Lawrence, Waste and Recycling Manager spoke to the report and advised that the Charter aimed to align waste and recycling collection services across Scotland's local authorities. He advised that the Charter and Code of Practice did not fully align to the Council's current and developing collection and recycling systems, however, the Charter did not aim to force changes which made no financial or service sense for an individual local authority.

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Mr Lawrence further advised that additional funding to make changes to services was unlikely, however, by signing up to the Charter the Council would be able to apply for any available funding from Zero Waste Scotland in the future and would be in a better position to engage with and influence the Scottish Government and Zero Waste Scotland by demonstrating current practice.

The Sub Committee resolved:

to approve the recommendations contained in the report.

MIXED RECYCLING CONTAMINATION POLICY - ZWSC/16/7677

3. The Sub Committee had before it a report by the Director of Communities, Housing and Infrastructure which sought agreement of a policy and procedure for dealing with collections of mixed recycling when contamination is evident and to clarify how these are identified as contaminated.

The report recommended:

- (a) that the Sub Committee approves the proposed Mixed Recycling Contamination Policy as outlined in Appendix 1 to the report; and
- (b) that the Sub Committee instructs officers to report back to the appropriate committee in November 2017 with a review of the implementation of the policy and recommendations relating to any changes to the policy.

Ms Walker, Waste Strategy Manager, spoke to the report and advised that the current collection procedure did not need a policy, however the introduction of mixed recycling which was due to rollout on in March 2017 would need a policy in place which would reflect the aims of Section 2 of the Scottish Government's Code of Practice for household recycling in Scotland as part of the Charter for Household Recycling in Scotland.

Reference was made to section 7 of the report (Communication) and members suggested that aerosols should be added to the list of accepted items. It was also suggested that the diary dates for collections to residents be communicated electronically and that all elected members be circulated the information via email for their information.

The proposed policy contained in Appendix A was referred to and it was suggested that an 'easing in' period be allowed during the initial phases of rollout. Mr Lawrence confirmed that there would be a transitional period where residents would be advised and educated on the policy where needed and that this transition period would also be used to further advise and train collection crews.

Mr Lawrence advised that details of bin collections were circulated to council tenants by the housing team on occupation and HMO landlords were also issued with details,

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however there was no way of knowing whether this information was passed on to tenants. Communication with housing associations and the student accommodation managers was being undertaken to target areas of low uptake.

Councillor Corall sought advice on how to deal with residents who refuse to recycle or use the correct bins. Mr Lawrence explained that fixed penalties for fly tipping could be issued, however in a large block of flats it could be difficult to correctly identify the resident involved. Such penalty notices were pursued by the Procurator Fiscal however the priority for pursuing such fines tended to be low. Mr Lawrence suggested that education and engagement with such residents would prove more beneficial.

Clarification was sought as to whether the report and appendix formed a new policy which would need to go to the appropriate committee for approval. However it was noted that as this was a procedure, it would not require referral to the Finance, Policy and Resources Committee.

The Sub Committee resolved:

- (i) to request that officers issue communication to residents in regards to dates for 2017 and to send the necessary information to elected members for information;
- (ii) to note the information provided and;
- (iii) to otherwise approve the recommendations contained in the report.

MISSED BINS POLICY - ZWSC/16/7679

4. The Sub Committee had before it a report by the Director of Communities, Housing and Infrastructure which (a) set out to clarify the procedure for dealing with collections of waste or recycling which were not collected by the Council; and (b) set out to define what constituted a 'missed' collection.

The report recommended:

that the Zero Waste Management Sub Committee approves the proposed Missed Bins Policy as outlined in Appendix 1 to the report.

Ms Walker spoke to the report and outlined the current procedures for missed bin collections and the costs involved. With reference to Appendix A, Ms Walker advised that the date of implementation of 1 November 2016 had been amended to January 2017.

Mr Lawrence advised that the fleet was equipped with 360 degree cameras which could capture images for evidence in the event of a complaint being made about the non collection of refuse and collection crews updated records to note where bins weren't available for collection as they visited each property. He further advised that following the implementation of a new in cab recording system attributes could be noted against particular households to aid the resident and the collection crews.

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The Sub Committee resolved:

to approve the recommendation.

ZERO WASTE PROJECT - ENERGY FROM WASTE - ZWSC/16/7680

5. The Sub Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on progress on the Joint Energy from Waste Project.

The report recommended:

that the Sub Committee note the report.

Mr Lawrence spoke to the report and advised the Sub Committee that the Scottish Government would not contest the planning decision notice. He further advised that the Council and Scottish Gas Network (SGN) had concluded the missives to acquire the site with the conditions outlined in the report needing to be met, including independent certification to confirm clearance of any site contamination before final handover of the site would be concluded which was anticipated to be mid 2018.

Mr Lawrence advised that following the adoption of a second inter authority agreement the procurement phase had commenced which included the continued appointment of Ms Linda Ovens and the recruitment of a project manager and project administrator and that the project would now be known as NESS Energy (North East Scotland Shared Energy from Waste).

Mr Lawrence advised that a further update would be provided at the meeting of the Zero Waste Management Sub Committee in February 2017.

Mr Lawrence advised that stakeholder participation was ongoing with the stakeholder group but SEPA would be reducing their participation until 2018 when they would be involved in the next stage of the project, however an officer would attend if specific environmental input was needed. Members were advised that the stakeholder meetings would reduce in number and minutes from the stakeholder group and joint members working group would be circulated to the Zero Waste Sub Committee for information.

The Sub Committee resolved:

- (i) to note that future minutes from the stakeholder group and joint members working group would be circulated to the Zero Waste Sub Committee for information; and
- (ii) to otherwise note the report and updates provided.

ZERO WASTE PROJECT - MIXED RECYCLING UPDATE - ZWSC/16/7681

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6. The Sub Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the progress of the mixed recycling element of the Zero Waste project.

The report recommended:

that the Sub Committee note the report.

Mr Lawrence spoke to the report and advised that the recycling facility was on schedule with key elements now installed and would be commissioned in February/ March 2017 and that staff and equipment would move from Kittybrewster in February. Mr Lawrence referred to the City Centre Masterplan and advised that rollout of communal recycling to some areas of the city centre would be held back until April or May 2017 due to revision of street furniture to be installed under the masterplan and that it was envisaged that some areas would retain individual bins.

The Sub Committee resolved:

to approve the recommendation contained within the report.

DATES OF MEETINGS - 2017

7. The Sub Committee were advised that the meeting dates for 2017 were as follows:

Tuesday, 21 February at 2.00pm
 Tuesday, 23 May at 2.00pm
 Thursday, 29 June at 10.00am
 Tuesday, 3 October at 2.00pm
 Tuesday, 28 November at 2.00pm.

The Sub Committee resolved:

- (i) to agree the dates for 2017; and
- (ii) to undertake a site visit of the waste recycling facility prior to the meeting on 21 February with details to be circulated in due course.

- Councillor Jean Morrison, MBE, Convener.

ZERO WASTE MANAGEMENT SUB COMMITTEE
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ABERDEEN CITY COUNCIL

COMMITTEE	Zero Waste Management Sub Committee
DATE	21 February 2017
INTERIM DIRECTOR	Bernadette Marjoram
TITLE OF REPORT	Zero Waste Project – Energy from Waste
REPORT NUMBER	ZWMC/17/7682
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to provide an update on the progress of the Joint Energy from Waste Project.

2. RECOMMENDATION

1. That the Zero Waste Management Sub-Committee notes the report.

3. FINANCIAL IMPLICATIONS

None from this report.

4. OTHER IMPLICATIONS

Legal. The Council has a legal duty to make provision for the management of municipal waste under the Waste (Scotland) Regulations 2012 and the Environmental Protection Act (1990).

Personnel. The project is supported by a dedicated Project Director working on behalf of the three authorities. Aberdeen City Council supports the project delivery by providing a part-time interim Project Manager and officers from (i) the waste and recycling, (ii) asset management, (iii) finance and (iv) legal services. Recruitment is underway for a full-time Project Manager and Project Administrator.

Sustainability and environmental. The development of an Energy from Waste facility in the city will substantially reduce the environmental impact of landfilling waste and provide a secure and long-lasting renewable energy source for the benefit of the city, its residents and businesses.

5. BACKGROUND/ MAIN ISSUES

5.1 Planning Application

5.1.1 The period for interested parties to register an application for judicial review ended in early-January 2017.

5.2 Demolition and Remediation of East Tullos former Gasworks Site

5.2.1 Scottish Gas Networks has appointed contractors and commenced work on demolition and remediation of the site. A key early activity has been to divert a gas pipe that runs across the site. The pipe will be taken along Greenbank Crescent and through the Council's Transfer Station; this has led to temporary closure of the Household Waste and Recycling Centre and restrictions on access to the Transfer Station for Council vehicles. Alternative arrangements have been put in place and it is anticipated that normal services will resume in early March.

5.3 Procurement Processes

5.3.1 Following signature of the second Inter-Authority Agreement, Linda Ovens, Project Director has progressed the procurement for the Provision of an Energy from Waste Facility.

5.3.2 Part of the preparation for the procurement was to hold a 'bidders' day' on 12 December 2016. This was an opportunity to invite interested parties to hear about the project directly from the partners and to make a visit to the site. Introductions were made by Councillors Cooney and Merson (Aberdeenshire Council) and well received by the 54 attendees. By industry standards this was a very good turnout and included all the main anticipated bidders/consortium members. Feedback was very positive and the Project Team anticipates strong interest in the project.

5.3.3 Further Linda Ovens, Project Director has worked with the project team and external advisors to develop the procurement documentation. This has been a significant amount of work but essential to ensure that the procurement is undertaken in accordance with all the detailed regulations and guidance that relate to a competitive dialogue procurement. In addition, work at this stage will go a long way to enabling the Council to negotiate the best value solution. A complication faced by the Project Team has been a change in the procurement processes which means that additional work is required in advance of the publication of the notice to proceed with procurement in the Official Journal of European Union. Much of this work would ordinarily happen after the publication of the notice, therefore it has been a challenge for the team to firstly interpret and understand the new requirements and secondly complete the

additional work without affecting the project timeline. The notice was issued on 3 February 2017, only 1 week later than planned.

- 5.3.4 The next key stage in the project is the submission of bids to pre-qualify for the procurement, this will happen by the end of March followed by an extensive assessment and scoring exercise by the project team to select 4 bidders to take forward to the first dialogue stage of the procurement. The 4 bidders will be selected by the project Board in early-May and dialogue take place over the summer of 2017.
- 5.3.5 In the autumn, the bidders will be asked to submit detailed solutions and again these will be assessed prior to down selection to 2 bidders in late-autumn. Further dialogue will be undertaken prior to submission of final tenders in the spring of 2018 and appointment of preferred bidder approx. May 2018.

5.4 Communications

- 5.4.1 The Project is now officially known as Ness Energy (North East Scotland Shared Energy-from-Waste). Periodic newsletters will be produced for internal and external publication and a website established.

6. IMPACT

Improving Customer Experience –

The development of the Energy from Waste facility will provide the opportunity to develop a low cost and low carbon district heating system for residents in the Torry area, especially those living in fuel poverty. The provision of a secure and reliable outlet for the management of non-recyclable waste produced by householders in Aberdeen means that the Council will be able to ensure that essential services are provided for decades ahead. A key customer benefit of the joint working will be the provision of the most cost-effective waste management solution for city residents. In addition, the development will be capable of facilitating the provision of low and stable cost heat and power to up to 25,000 households.

Improving Staff Experience –

The proposal will provide clean, spacious and indoor disposal facilities for Council refuse collection crews. The Council's contractor will also benefit from improved office and welfare facilities compared to those currently in place.

Improving our use of Resources –

Development of the East Tullos EfW facility will enable the Council to minimize the amount of waste sent to landfill, thereby reducing costs and mitigating the cost pressures on the service. In addition, it mitigates a major risk associated with the management of non-recyclable waste once the

restriction on landfilling of biodegradable waste is enforced on 1 January 2021. It is anticipated that there will be no landfill capacity in the north of Scotland after this date.

Corporate –

This project links to the Smarter Environment theme of Aberdeen – the Smarter City vision and is a key outcome from the Aberdeen City Waste Strategy. The project enables the Council to comply with its statutory obligations to collect recycling from all households.

7. MANAGEMENT OF RISK

No new risks have emerged in relation to this update report

8. REPORT AUTHOR DETAILS

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01224 489311

ABERDEEN CITY COUNCIL

COMMITTEE	Zero Waste Management Sub Committee
DATE	21 February 2017
DIRECTOR	Pete Leonard
TITLE OF REPORT	Zero Waste Project – Mixed Recycling Update
REPORT NUMBER	ZWMC/17/7683
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to provide an update on the progress of the Mixed Recycling elements of the Zero Waste Project.

2. RECOMMENDATION

1. That the Zero Waste Management Sub-Committee notes the report.

3. FINANCIAL IMPLICATIONS

None from this report.

4. OTHER IMPLICATIONS

Legal. The Council has a legal duty to make provision for the management of municipal waste under the Waste (Scotland) Regulations 2012 and the Environmental Protection Act (1990).

Personnel. The project is delivered by staff from within the Waste and Recycling Service with assistance from asset management, finance and legal services. Moving from a kerbside sort recycling system to wheeled bins will reduce Health and Safety hazards associated with manual handling.

Sustainability and environmental. The development of Materials Recycling Facility in the city will substantially reduce the environmental impact of landfilling waste and provide local employment opportunities.

5. BACKGROUND/MAIN ISSUES

5.1 Altens East Development

- 5.1.1 Construction. The construction of the combined Materials Recycling Facility (MRF), the Refuse Derived Fuel (RDF) Facility, associated offices and a new Council Waste Collection Service Depot remains on programme for commission of the MRF to start in early-April 2017. The main elements of the building construction are complete as are the two main areas of concrete (the apron outside the MRF/RDF and the Depot LGV parking).
- 5.1.2 The remaining areas of civils construction relate to road construction, installation of drainage systems and landscaping along the southern boundary of the site; this work is underway and the main contractor is confident that the civils programme will be delivered within the overall project programme.
- 5.1.3 There has been a rescheduling of works on site which has resulted in temporary access arrangements to the site; these will restrict access to some degree until May 2017 but will not hamper access for construction vehicles. All building and external construction works and landscaping will be complete by end-May 2017.
- 5.1.2 Bulk Handling Systems (BHS), the manufacturer of the MRF and RDF equipment have built most of the elements of the internal plant and have commenced installation on site. Fire suppression equipment is now being installed under the processing equipment as part of the extensive Fire Prevention Plan included in the design.
- 5.1.3 The Office building is now weather tight and internal work underway. It is anticipated that the Office fit out will be complete by the end of February.
- 5.1.5 A recent photographs are included at Appendix 1.

5.2 Depot Move

- 5.2.1 Following the re-scheduling of civils works outlined above, the Project Team has reviewed the timing of transfer to the office and depot facilities at Altens East. As a result, the move has been changed to late-May/early-June. The reasons for this are that there is current no immediate need to move from Kittybrewster as proposed works connected to the Berryden Corridor enhancement affecting the current depot will not happen until after the summer. In addition by staying at Kittybrewster we reduce the risk of adverse impacts on the collection services by the interim access arrangement.
- 5.2.2 Staff engagement continues in the run-up to moving to Altens with arrangements being put in place to either enhance the

service bus that runs into Altens Industrial Estate or providing a dedicated bus service to/from Kittybrewster.

5.3 Communal Mixed Recycling

5.3.1 The roll-out of the communal mixed recycling service continues with over 80% of properties now served. In November 130 tonnes were collected from communal properties; this number will continue to rise as the rollout is completed. The project scope has been amended to include the conversion of some properties from individual wheeled bin collections to communal where the wheeled bin service has proved to cause amenity issues in neighbourhoods that are likely to be made worse through the addition of extra wheeled bins for recycling.

5.4 Kerbside Mixed Recycling

- 5.4.1 Preparations for the Kerbside Mixed Recycling service introduction are now largely complete. New routes have been developed, a communications plan prepared and associated materials and activities in hand. A Drop-in session was held for members on 2nd February 2017, where information was provided on the change in service level and the logistics of the introduction of the new service and associated reduction in refuse container size.
- 5.4.2 Letters to all approx. 70,000 households affected by the change will be sent from 3rd February 2017. The letter (Appendix 2) explains how the service will be rolled out and will include a Frequently Asked Questions sheet.
- 5.4.3 Deliveries of the new 180 litre refuse bins will commence week of 27th February 2017 and be progressively rolled out over a 7 week programme. As part of the same process, the existing 240 litre grey bin will be stickered and a leaflet delivered to householders with specific detail about when their new collections will take effect and explanation of the additional recyclable materials the new service will accept. By the end of April all households will have their new containers.
- 5.4.4 All households will move to the new collection schedule from week commencing 6 March 2017. A major simplification of collection arrangements will be implemented with the change; every household will have collections of refuse, recycling and food and garden waste (where appropriate) on the same day of the week with all recycling and food warden waste collected one week and refuse the next.
- 5.4.5 The reason we are starting collections in advance of completion of works at Altens is that we need representative tonnage of recycling from our own collections to ensure that the Materials Recycling Facility is commissioned correctly using typical materials collected here in Aberdeen and that the contractor provides us with the right standard of equipment and service.

6. IMPACT

Improving Customer Experience –

The development of the Altens East facility enables the delivery of new recycling services for all citizens across the city. These services in both communal and suburban areas will ensure close at hand recycling services for glass, paper, card, cans, plastic bottles, pots, tubs and trays and waxed beverage containers.

Improving Staff Experience –

The proposal will provide clean, spacious and indoor disposal facilities for Council refuse collection crews. The conversion of recycling collections in suburban areas from Bag and Box, kerbside sort to wheeled bin collections will reduce the amount of manual handling, leading to a safer working environment.

Improving our use of Resources –

Development of the Altens East facility will enable the Council to maximise the amount of recycling and minimize the amount of waste sent to landfill, thereby reducing costs and mitigating the cost pressures on the service.

Corporate –

This project links to the Smarter Environment theme of Aberdeen – the Smarter City vision and is a key outcome from the Aberdeen City Waste Strategy. The project enables the Council to comply with its statutory obligations to collect recycling from all households.

7. MANAGEMENT OF RISK

No new risks have emerged in relation to this update report

8. BACKGROUND PAPERS

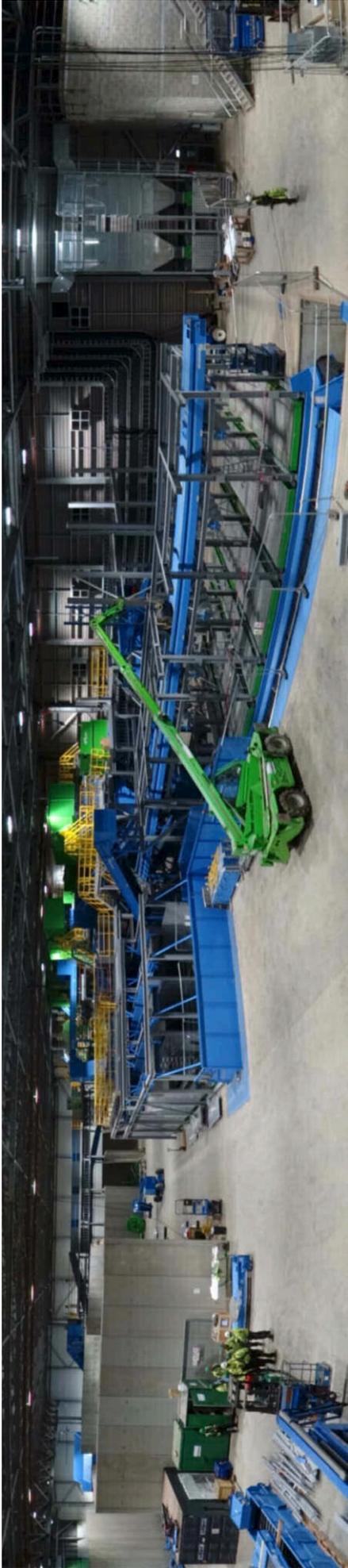
- Appendix 1. Photographs of Altens East
- Appendix 2. Letter on New Kerbside Recycling Service

9. REPORT AUTHOR DETAILS

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Appendix 1. Photographs of Altens East Development





Waste Less Recycle More

Dear Householder,

Aberdeen City Council is making changes to its waste and recycling services.

From **6th March**, new recycling, waste and brown bin collection routes will be brought in across the city. This may mean your collection days will change, please see the enclosed calendar. All waste, recycling and brown bin collections will remain fortnightly.

Please start using your new collection calendar from 6th March.

Aberdeen City Council is also improving your recycling service. It will be easier and more convenient to use, and you will be able to recycle more materials.

Enclosed is your new collection calendar and a Frequently Asked Questions (FAQs) sheet which gives more information about the changes.

What are the changes?

- Your existing general waste bin will become your mixed recycling bin. The Council will put a sticker on this bin to show that it is now a recycling bin. All recyclable materials will go in this bin mixed together.
- Your mixed recycling bin can take all of the same materials as the old service but can also now take more materials including plastic pots, tubs and trays (yoghurt pots, margarine tubs, food trays etc.) as well as food and drinks cartons (eg. Tetrapaks). The enclosed FAQ has a detailed list of what can and cannot be recycled.
- You will receive a new, slightly smaller general waste bin, because your mixed recycling bin can now take more materials so you will have less general waste.
- Once you have received your new general waste bin, your kerbside recycling box and bag will no longer be emptied. Please refer to the enclosed FAQs for information about what to do with your box and bag.

Mixed Recycling Bin

- ✓ Glass bottles and jars
- ✓ Plastic bottles and pots, tubs and trays
- ✓ Food and drinks cartons
- ✓ Paper, card and cardboard
- ✓ Tins, cans, aerosols and foil



Food & Garden Bin

- ✓ All cooked and uncooked food waste
- ✓ Flowers, plants, weeds and leaves
- ✓ Grass cuttings and hedge trimmings



General Waste Bin

- ✓ Only for materials that cannot be recycled



How will the changes happen?

On **6th March**, new recycling and waste collection routes will start across the city.

From 27th February, we will start delivering new general waste bins and information leaflets to households, as well as stickering existing bins as mixed recycling bins.

These bin deliveries will continue for approximately eleven weeks. For more information on when to expect your new bin, visit www.aberdeencity.gov.uk/mixedrecycling **Please note that the new collection routes will start on 6th March regardless of whether you have received your new bin.**

Once your existing bin has been stickered as a recycling bin, please do not put general waste in it as it is now for recycling. Your box and bag can no longer be put out for collection but you can keep these to use as storage or see the enclosed FAQ for other options.

Your new general waste bin will be delivered within a few days of your existing bin being stickered. Please note some bin deliveries may be carried out over weekends.

If you have not received your new bins or had your existing bin stickered by 15th May, please contact us.

Where do I find more information?

Please read the enclosed FAQs for more information and advice, especially if you live in a household that:

- currently has no recycling or brown bin service
- has an authorised second bin
- receives an assisted collection
- uses communal recycling bins and an individual general waste bin
- has a small general waste bin

For more information or advice, please visit our website or contact us on:

 www.aberdeencity.gov.uk/wasteandrecycling

 wasteandrecycling@aberdeencity.gov.uk

 03000 200 292

 www.facebook.com/recycleforaberdeen

 www.twitter.com/AberdeenCC

Yours faithfully



Peter Lawrence
Waste & Recycling Manager