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To: Councillors Allan, Bell, Cormie, Delaney, Jackie Dunbar, John and Jennifer Stewart.

Town House,
ABERDEEN 20 June 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 **THURSDAY, 29 JUNE 2017 at 10.00 am.**

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

- 1 Appointment of Convener
- 2 Minute of Previous Meeting of 21 February 2017 - for approval (Pages 1 - 6)
- 3 Introduction and Background History on the Zero Waste Management Projects
- 4 Appointment of Members to the Joint Members Working Group for Energy from Waste
Members are requested to appoint 3 members to the Joint Working Group based on the previous agreement of 2 members of the Administration and one other.
- 5 Altens East Resource Recovery Centre Update - CHI/17/167 (Pages 7 - 14)
- 6 Energy from Waste Project Update - CHI/17/168 (Pages 15 - 20)

7 Unadopted Roads Waste and Recycling Collection Policy - CHI/17/069 (Pages 21 - 50)

8 Date of Next Meeting

Members are requested to note the next meeting of the Sub Committee is scheduled for 3 October 2017 at 2.00pm.

EHRIA's related to reports on this agenda can be viewed at
[Equality and Human Rights Impact Assessments](#)

To access the Service Updates for this Committee please use the following link:
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ZERO WASTE MANAGEMENT SUB COMMITTEE

ABERDEEN, 21 February 2017. Minute of Meeting of the ZERO WASTE MANAGEMENT SUB COMMITTEE. Present:- Councillor Jean Morrison MBE, Convener; and Councillors Cooney, Corall, Delaney, Dickson (as substitute for Councillor Jackie Dunbar), Donnelly and Finlayson.

The agenda and reports associated with this minute can be located at the following link:

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=439&MId=4383&Ver=4>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

ANNOUNCEMENT

1. The Convener advised that this would be her last meeting of the Zero Waste Management Sub Committee as she would be retiring from Council prior to the forthcoming Council elections. She thanked members and officers for their commitment to the Sub Committee and the major projects which had been initiated and were now nearing completion during her time as Convener and hoped that following the elections in May the current members would continue on the Sub Committee.

The Sub Committee resolved:

to concur with the Convener's remarks and to wish her well in retirement.

MINUTE OF PREVIOUS MEETING

2. The Sub Committee had before it the minute of its previous meeting of 22 November 2016.

The Sub Committee resolved:

to approve the minute.

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ZERO WASTE PROJECT - ENERGY FROM WASTE - ZWMC/17/7682

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

The report recommended:

that the Sub Committee notes the report.

Mr Lawrence spoke to the report and advised that the deadline for any applications for a judicial review had passed and no applications had been received. Scottish Gas had commenced clearance of the site by starting to move an existing gas mains which had meant temporarily closing the adjacent waste recycling facility; the waste recycling facility was due to re-open shortly once this stage of works was completed. Mr Lawrence highlighted that a major factor involved the process of slowly draining rainwater which had accumulated in the gas collector during the years it had lain unused which would take approximately four to six months due to the size of the drainage culvert being used to disperse the water but this should not impact on the handover date.

Mr Lawrence advised that the procurement phase of the project had started with a bidders' day held on 3 February 2017 and he expressed his thanks to Councillor Cooney and Councillor Merson (Aberdeenshire Council) for their presence and their commitment and excitement at the project had been noted by potential bidders. The three Moray Councillors were also very committed to the project however they had been unable to attend the bidders' day. Key players in the sector had attended and interest was strong. Mr Lawrence explained that recent changes in procedures for submitting the notice to proceed with procurement in the Official Journal of European Union had led to Ms Linda Ovens, Project Director and the project team having to produce the necessary procurement documentation prior to the submission to the Journal which had incurred a delay of one week. The next key point for the project would be the initial submission of bids to pre-qualify for the procurement process by 20 March 2017 with a shortleat process to allow discussion with four bidders before the further down selection at the end of 2017 to two bidders.

Mr Lawrence advised the project was now formally known as the NESS (North East Scotland Shared Energy from Waste) and a website was under development, details of which would be circulated to the media team in due course.

In response to a question from Councillor Finlayson about additional monitoring station locations, Mr Lawrence advised that no responses had been received from stakeholders. He advised that any additional monitoring needed to have a recognisable purpose and value. Types and locations of any additional monitoring equipment would need to be checked by SEPA as being appropriate for monitoring for any contaminants from the site but also be able to discount any particulates borne from the sea and

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vehicles. He further advised that SEPA had not requested any additional air quality monitoring. Mr Mark Reilly, Head of Public Infrastructure and Environment, advised that any monitoring could only give a snapshot of any one time and that the development of Aberdeen Harbour and the AWPR would be likely to have a significant impact on air quality which might distort results from the energy from waste site.

In response to Councillor Dickson's suggestion that Torry Primary School would be a suitable location point, Mr Lawrence advised that Torry Primary had been suggested by officers but the project team wanted the community to suggest locations they thought suitable.

The Convener suggested that the stakeholder group be approached again to put forward suitable locations.

Councillor Donnelly asked for clarification on the numbers of homes anticipated to be supplied by the district heating network and whether the connection costs would reduce if more houses were connected. Mr Lawrence advised that the connection fee would remain the same for each household and that there would be the capacity to supply up to 25,000 houses in the longer term. The Convener advised that the Torry Heat Network would allow connection to individual houses and flats within blocks rather than just blocks of flats which the current heat networks were restricted to and that connection would be entirely optional, both within houses and flats in blocks.

The Sub Committee resolved:

- (i) that Stakeholders would be contacted to suggest their preferred sites for any additional monitoring equipment; and
- (ii) to otherwise note the report.

ZERO WASTE PROJECT - MIXED RECYCLING UPDATE - ZWMC/17/7683

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

The report recommended:

that the Sub Committee notes the report.

Mr Lawrence spoke to the report and advised that construction work at the facility had progressed to the installation of the material handling plant and fire suppression equipment. Mr Lawrence emphasised that fire suppression had been a major consideration at all stages of the project and stringent processes and specialist equipment had been installed at all stages of material handling and storage to mitigate against any fire risks.

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Mr Lawrence advised that waste operatives and vehicles would remain at the Kittybrewster depot to allow for final drainage works to be completed at the Altens site and the project was on target for completion in June 2017 when staff and vehicles would then move to the site.

First Bus had agreed to extend the Route 18 bus to Altens and ample parking would be available at the Altens East site for staff starting work before bus services were running.

Mr Lawrence advised that mixed feedback had been received on the new co-mingled kerbside recycling with concerns such as the need to store another bin and the size of bins now being too large for some smaller properties, however feedback had been generally positive, particularly regarding the ability to recycle plastic pots, tubs and trays. Households could request smaller bins if preferred.

Mr Lawrence advised that an extensive survey of property types had been carried out before the introduction of the new recycling scheme and it was likely that there would be some areas where a kerbside scheme may not be practical due to property type or ownership. Negotiations were ongoing with owners and factors to convert these properties to the communal scheme. It was anticipated that more households would be willing to change to the new service once it was implemented in their area. He further advised that those properties which were still using the 'bag and box' scheme were unable to recycle black plastic until those properties had been rolled out to the new mixed re-cycling scheme, however residents were able to use any communal recycling bins within their area.

The Sub Committee resolved:

- (i) that Mr Lawrence would contact all Councillors asking that they highlight any areas within their wards where conversion to communal waste and recycling might be difficult to implement;
- (ii) to thank officers for their work in distributing the Waste Less Recycle More leaflet attached at appendix 2 to the report to 70,000 households across the City; and
- (iii) to otherwise note the report.

DATE OF NEXT MEETING

5. The Sub Committee were advised that the next meeting of the Sub Committee was scheduled for 23 May 2017 at 2.00pm in the Town House.

The Sub Committee resolved:

to note the date for the next meeting.

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VALEDICTORY

6. The Convener closed the meeting by thanking members and officers for their support and positive engagement with the zero waste projects whilst she had been Convener.

Councillor Delaney concurred with the Convener's remarks and also commented that he felt officers had worked well with members of the Sub Committee to achieve the goals of the zero waste projects and had always followed good practice and kept political differences out of discussions. Councillor Delaney wished the Convener a long and happy retirement.

Councillor Dickson concurred and commented that it was clear to see the Convener's drive, passion and commitment to the work of the Zero Waste Sub Committee and commended the Convener on behalf of the SNP Group.

Councillor Donnelly recognised that much of the work had been instigated due to legislative changes but also thanked the Convener for her efforts in overseeing the tremendous steps towards the changes required and commented that he was sorry to see the Convener stand down and wished her well for the future.

The Convener thanked the members for their kind words.

- **COUNCILLOR JEAN MORRISON, MBE, Convener.**

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ABERDEEN CITY COUNCIL

COMMITTEE	Zero Waste Management Sub-Committee
DATE	29 June 2017
REPORT TITLE	Altens East Resource Recovery Centre Update
REPORT NUMBER	CHI/17/167
INTERIM DIRECTOR	Bernadette Marjoram
REPORT AUTHOR	Peter Lawrence

1. PURPOSE OF REPORT

The purpose of this report is to update the Sub-Committee on progress with the construction of the Altens East Resource Recovery Centre.

2. RECOMMENDATION

That the report is noted.

3. BACKGROUND/MAIN ISSUES

Background

3.1 In 2010, Aberdeen City Council approved a Waste Strategy that identified a need to find a mechanism to significantly increase the coverage of recycling collections in the city in order to minimise long term costs to the council, improve environmental performance and comply with anticipated regulatory requirements (subsequently enacted through the Waste (Scotland) Regulations 2012). These regulations required the Council to introduce food waste and recycling collections for all households across the city and also to divert all biodegradable waste from landfill by the end of 2020.

3.2 The means to achieve these goals was established through Business Cases in 2012. The best value solution identified and agreed by Council was to introduce a mixed recycling collection for paper, card, plastic bottles, pots, tubs and trays, steel and aluminium cans and beverage containers (e.g. tetrapak). In order to ensure this material is correctly sorted and that the best value achieved from the sale of the recyclable products into the reprocessing markets, development of a Materials Recycling Facility (MRF) in Aberdeen was required.

3.3 The business case also considered the short term (until 2021) requirement to manage non-recyclable waste. The best value solution was identified as the development of a Refuse Derived Fuel (RDF) facility alongside the MRF. This facility shreds, bales and wraps non-recyclable waste before exporting it to power plants in Europe. This solution is less expensive than continuing with landfill in Scotland and provides protection for the period between the introduction of the landfill ban and full operation of the Ness Energy from Waste facility in East Tullos.

Project Development

3.4 The Council entered into a 25-year contract with Suez Resource Recovery Ltd for the treatment and disposal of its waste in 2000. The Council is committed to continuation of this contract and therefore entered into contract negotiations supported by Brodies solicitors and AMEC FW (technical advisors) for the delivery of a new facility at Altens East for the MRF and RDF. In addition, the Council required Suez to develop a depot facility for the Council's waste collection operations. This includes parking for approx. 60 Large Goods Vehicles and office/welfare and parking facilities for approx. 200 staff.

3.5 Following extensive negotiations the contract finalised in December 2015 and delivery of the facility commenced with application and award of planning permission for the development

3.6 Construction started on site in January 2016 and has remained on schedule since.

Current Status

3.7 Civils construction is largely complete with minor landscaping and snagging items outstanding. The installation of the MRF and RDF plants is now complete and commissioning is approaching conclusion. The contracted formal handover date from the main contractor to Suez remains on schedule for 1 July 2017.

The Council has commenced delivery of all recyclable and non-recyclable waste into the facility and has contributed to the commissioning process. The Council transferred its collection depot and staff to Altens East on 5 June 2017.

3.8 The following photographs give an impression of the site and the equipment installed.



View from North East (above) and North West (below)



Materials Recycling Facility (below)





Refuse Derived Fuel Facility (below)



4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

4.2 The projected costs associated with the design and build of the Altens East facility are included in the Council's approved capital plan.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

6.1 No new risks have been identified arising from this update report.

7. IMPACT SECTION

Economy

7.1 Development of the Altens East facility will provide the most cost-effective and low risk solution to the management of recyclable waste. The facility has created approx. 30 new full time posts. A significant piece of high standard infrastructure has been developed for the benefit of the city for many years to come.

People

7.2 There are no new impacts arising from this report. A EHRIA has been developed along with the Aberdeen City Waste Strategy which includes this project.

Place

7.3 The introduction of significantly enhanced recycling services for all households across the city and the associated sorting and separation of these materials in the city significantly improves the environmental impact of the city and encourages a more responsible approach to our amenity. The interim RDF solution for non-recyclable waste to landfill will significantly reduce greenhouse gas emissions from the disposal of waste.

Technology

7.4 The Altens East facility utilises the best available techniques for the management of recyclable waste. It has been described as the highest quality and most advanced MRF in the UK.

8. REPORT AUTHOR DETAILS

Peter Lawrence
Waste and Recycling Manager
plawrence@aberdeencity.gov.uk
01224 387050

HEAD OF SERVICE DETAILS

Mark Reilly
Head of Public Infrastructure and Environment
MaReilly@aberdeencity.gov.uk
01224 523096

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ABERDEEN CITY COUNCIL

COMMITTEE	Zero Waste Management Sub-Committee
DATE	29 June 2017
REPORT TITLE	Energy from Waste Project Update
REPORT NUMBER	CHI/17/168
INTERIM DIRECTOR	Bernadette Marjoram
REPORT AUTHOR	Peter Lawrence

1. PURPOSE OF REPORT

The purpose of this report is to update the Sub-Committee on progress with the Energy from Waste Project

2. RECOMMENDATION

That the report is noted.

3. BACKGROUND/MAIN ISSUES

Background

3.1 In 2010, Aberdeen City Council approved a Waste Strategy that identified Energy from Waste as the preferred mechanism for managing non-recyclable waste. This position was reiterated in a revised Waste Strategy approved in 2014.

3.2 The principle decision to develop an Energy from Waste (EfW) facility in Aberdeen was based upon a series of Business Cases, most recently in 2015 that identified a joint solution with Aberdeenshire and Moray Councils as the best value solution. The business case was the basis for a decision by the Council in December 2015 to enter into a Stage 1 Inter-Authority Agreement (IAA) with the partner authorities for the acquisition of a site in East Tullos for the facility and to obtain planning permission for an EfW facility with capacity for the projected non-recyclable waste arising from the three authorities in 2021 (150,000 tonnes per annum).

3.3 Planning permission for the facility was granted in October 2016 followed by a decision by Council to enter into a second Stage IAA agreement

with the partner authorities to undertake a competitive dialogue procurement for the design, build and operation of the facility.

Procurement

3.4 As a major purchase for the Councils, the procurement of the EfW is subject to European Union Public Procurement Regulations. This required that the Councils advertise the project in the European Journal – the gazette of records, including tenders, for the European Union - and undertake an extensive procurement exercise. It is expected to take up to two years to award the Contract to a suitably qualified and experienced Contractor.

3.5 A Project Board comprising one senior officer from each authority is in place supported by Project Director, Linda Ovens. There is an extensive Project Team and external legal, financial and technical advisers have been engaged.

3.6 The Contract Notice was published in the European Journal on 3rd February 2017 inviting companies to prequalify to take part in the procurement exercise. Submissions were received on 20th March and four companies have been selected to discuss their proposals. The bid consortia are Acciona/Indaver/Keppel Segers, FCC/HZI, MVV/Baumgartner and Suez/CNIM

3.7 By November 2017, the four Bidders will have submitted their detailed proposals. By the end of 2017, following evaluation, the Councils hope to identify two of those Bidders to take part in further discussions and to submit Final Tenders. The preferred Bidder should be known by April 2018 with the Contract awarded in the autumn of 2018.

Site Purchase

3.8 The site identified for the plant at East Tullos within Aberdeen City is being purchased from SGN (Scotia Gas Networks) by Aberdeen City Council and is conditional on SGN demolishing structures and decontaminating the site to a satisfactory standard.

3.9 SGN commenced remediation works in January 2017. To date, a gas pipeline that crosses the site has been moved and the gas holder has been drained of water.

3.10 Demolition and clearance activities were scheduled to commence on the 15th May and will take around 5 months to complete. Upon completion, the site will be handed over to Aberdeen City Council.

Planning Permission

3.11 The development of the EfW Facility requires Planning Permission. Aberdeen City Council, on behalf of the three authorities, applied for planning permission in early 2016. The application was classed as a major development and required the application to be accompanied by an Environmental Statement. This is a publicly available document that sets out

the developer's assessment of the likely environmental effects of the proposed development. It was prepared by the developer and submitted with the planning application. Planning permission for a 150,000 tonne EfW facility was granted by Aberdeen City Council on the 10th October 2016.

3.12 The Planning determination was followed by a three month Judicial Review period where the decision could be formally challenged. This period ended on 10th January 2017 and the Council did not receive any notification from the Court of any formal challenges being raised.

3.13 The Planning Permission is now considered valid with works requiring to be commenced within three years.

3.14 Permission will be provided to the successful bidder, it is likely that bidder will require some minor amendments to be made to fit the final agreed design. It is unlikely that any major change could be accommodated within the timescale of the project since it could involve a new application.

Exemption from Thermal Treatment Guideline Pre-Treatment Requirements

3.15 The EfW facility will only accept residual waste that has had valuable recyclable materials extracted prior to delivery. This can be achieved through the use of pre-treatment facilities but also through extensive and comprehensive waste collection systems. The Councils are each applying to the Scottish Environment Protection Agency (SEPA, Scotland's environmental regulator) for exemptions which confirm that sufficient pre-treatment has been achieved through kerbside collection without the need for further pre-treatment.

3.16 Following submission of applications in October 2016, SEPA responded requesting a number of clarifications. These were submitted to SEPA in December 2016 followed by a meeting early February. Indications from that meeting are that the Councils are likely to gain exemption.

3.17 Written confirmation is expected shortly to confirm the exemption status. A review of this position will be undertaken in 2020 prior to the plant becoming operational.

Current Project Timeline

- OJEU Notice published 3rd February 2017
- Submission of Prequalification documents by Bidders 20th March 2017
- Report to Project Board 9th May 2017
- Shortlisting of 4 Bidders for detailed discussions 9th May 2017
- Detailed discussions from June to November 2017
- Submission of Detailed Tenders December 2017
- Shortlisting of Bidders to 2 by February 2018
- Contract Award August 2018
- Construction August 2018 to August 2021
- Facility Operational from August 2021

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

4.2 The projected costs associated with the site acquisition, procurement and design and build of the EfW facility are included in the Council's approved capital plan.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

6.1 No new risks have been identified arising from this update report.

7. IMPACT SECTION

Economy

7.1 Development of the EfW facility will provide the most cost-effective and low risk solution to the management of non-recyclable waste following the introduction of the ban on landfilling of biodegradable waste in 2020; this has been demonstrated in the revised EfW business case considered by Council in advance of entering into the IAAs with partner authorities. The project is a significant infrastructure investment for the city.

People

7.2 There are no new impacts arising from this report. A EIA has been developed along with the Aberdeen City Waste Strategy which includes this project. Continuing stakeholder engagement is managed primarily through the Energy from Waste Stakeholder Group.

Place

7.3 The development of an alternative solution for non-recyclable waste to landfill will significantly reduce greenhouse gas emissions from the disposal of waste. The EfW will also produce low carbon electricity and heat, offsetting fossil fuel generated energy that is utilised in the city.

Technology

7.4 The EfW facility will utilise the best available techniques for the management of waste with the procurement process encouraging the

introduction of innovative technology to reduce emissions and maximise energy efficiency.

8. REPORT AUTHOR DETAILS

Peter Lawrence
Waste and Recycling Manager
plawrence@aberdeencity.gov.uk
01224 387050

HEAD OF SERVICE DETAILS

Mark Reilly
Head of Public Infrastructure and Environment
MaReilly@aberdeencity.gov.uk
01224 523096

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COMMITTEE	Zero Waste Sub-Committee
DATE	29 June 2017
REPORT TITLE	Unadopted Roads Waste and Recycling Collection Policy
REPORT NUMBER	CHI/17/069
INTERIM DIRECTOR	Bernadette Marjoram
REPORT AUTHOR	Pam Walker
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT:-

The purpose of this report is to establish an approved 'Unadopted Roads Waste and Recycling Collection Policy'. 'Unadopted' roads are those roads not maintained by a highway authority as defined by Highways Act 1980.

2. RECOMMENDATION(S)

1. The Zero Waste Management Sub-Committee approves the proposed Unadopted Roads Waste and Recycling Collection Policy included at Appendix 1.

3. BACKGROUND/MAIN ISSUES

3.1 Introduction

3.1.1 The Environmental Protection Act 1990 (EPA) places a duty upon local authorities, as the Waste Collection Authority, to collect household waste within in its area. As a general rule, the authority collects household waste from the nearest adopted road. The EPA allows the local authority to specify where receptacles should be placed for collection.

3.1.2 There are currently a number of households, mainly in the rural areas, which receive a recycling (food waste, garden waste or recyclables) or refuse service that requires collection vehicles to travel along unadopted roads and tracks. In some cases, these are in poor condition and consequently access can be difficult and potentially hazardous.

- 3.1.3 The Unadopted Roads Waste and Recycling Collection Policy specifies the basic criteria that these roads should meet in order to be deemed suitable for collection vehicles to access. Where access is unsuitable, waste and recycling collection points should be established at road ends on adopted public roads, (where appropriate) for the affected households.
- 3.1.4 The adoption of this policy will improve health and safety for collection crews and the public as this will remove or reduce risks associated with collecting waste and recyclables from roads that are not of the required standard for LGV access.
- 3.1.5 In sustainability and environmental terms, changing the waste and recycling collection point to the nearest adopted road in some cases will increase the efficiency and sustainability of collections by reducing the distances travelled to collect small volumes of materials.
- 3.1.6 In terms of policy implications, where there is a request for an assisted collection (where a resident asks for help with their bins as they are unable to place their waste at the designated collection point due to disability, infirmity, etc.), this will continue to be provided in the most effective way possible, this may involve utilising a smaller vehicle that can more safely access the area.
- 3.1.7 This policy is broadly similar to that currently adopted in Aberdeenshire and therefore provides commonality in approach for neighbours either side of the city boundary.

3.2 Unadopted Road Waste and Recycling Collection Policy

- 3.2.1 The following list is proposed as being the minimum requirements that should be fulfilled in order for collection from an unadopted road to be provided:
- The road surface is in a good state of repair, free of potholes and/or is of asphalt (or a similar bound surface)
 - There should be a minimum of 5 households located on the private road (although the service may be provided to fewer properties where the alternative road end collection is deemed to be hazardous or undesirable for any other reason and provided all other criteria are met)
 - The road is at least 3 metres in width without obstruction from trees, shrubs, cables, etc. which could cause damage to the side of the vehicle or mirrors
 - The minimum height clearance should be 3.75 metres without obstruction from overhanging branches, cables etc. which could cause damage to the lighting on the roof of the vehicle
 - There should be sufficient turning area to allow a 10.5 metre long vehicle to turn in no more than three manoeuvres
 - There are no health and safety risks to recycling and waste collection vehicles and/ or employees arising from road conditions such as

adverse cambers; poor visibility at bends; risk of flooding; unprotected steep embankments

3.2.2 In cases where the road does not meet the required standards defined in Paragraph 1, as assessed by a Council Officer, residents are required to place their waste or recycling in the container provided on the pavement or verge of the nearest adopted road to their property.

3.2.3 Where multiple containers are required to be placed at a road end for collection, residents must ensure that these are placed off the road and are not obstructing the pavement or footpath.

3.2.3. Where a location meets the criteria in this policy but the access road then falls below the minimum standards, householders will be notified that remedial action is required.

If the road condition is considered to be likely to cause a serious safety issue householders will be informed and the service will revert to the nearest adopted road with immediate effect.

Where the defect is less serious, letters will be sent to householders giving a reasonable timeframe for action to be taken. If this is not carried out to the service's satisfaction within that time the service will be withdrawn and revert to collection from the nearest adopted road. Householders may re-apply for service re-instatement at a later date.

3.2.4 The proposed Unadopted Roads Waste and Recycling Collection Policy is attached at Appendix 1.

3.3 Benefits

3.3.1 The Unadopted Roads Collection Policy will improve the health, safety and wellbeing of employees by reducing the journeys on unadopted roads, some of which are in poor condition.

3.3.2 Improved recycling and waste collection efficiency in terms of:

- Increased number of properties serviced per route
- Improved fuel economy
- Increase in crew productivity (number of uplifts per crew member per day)
- Reduced accident risk for collection crews
- Reduced damage to vehicles due to accessing poor quality roads
- Reduced vehicle downtime as a result of damage

3.3.3 It is expected that the above benefits will result in an overall reduction in the costs associated with collection of waste and recyclables from rural routes in the city.

- 3.3.4 The implementation of this Policy will assist the Council in its aim to improve services through efficiency and continuous improvement and establishes a clear and consistent approach to service delivery.
- 3.3.5 The proposed policy is very similar to that already in use in Aberdeenshire; adoption of this policy will achieve alignment of policies that will ensure consistency of waste polices, a key aim of the Scottish Government's Recycling Charter.

4. FINANCIAL IMPLICATIONS

- 4.1 Efficiencies will be made in the collection service in rural areas that will result in some reduction in overall service costs; this is not quantifiable until detailed route modelling is undertaken.

There will also be a reduction in wear and tear on collection vehicles by eliminating the requirement for them to traverse roads that are often obstructed by pot-holes, overhanging branches and other obstacles that can cause damage to vehicles. This will provide a modest cost benefit to the Fleet service and increase the availability of vehicles.

5. LEGAL IMPLICATIONS

There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

Risk	Mitigating action	Level
Public acceptability of policy content leading to changes in service	Communication campaign consisting of general awareness raising on Council website and direct contact with households in writing and/or in person prior to any proposed service change.	Medium
Increased health and safety risk of collecting bins on rural roads.	Staff training. Route risk assessments carried out.	Medium

7. IMPACT SECTION

Economy

This report has no significant impact on the economy.

People

This policy will provide clear guidelines for those residents who live on unadopted access roads and clearly set out what is expected (and why) in order for this service to be provided. It will also result in harmonisation of service provision and ensure that the Council is being open and transparent and fair and consistent in its approach.

To publicise the service change to residents who live on an unadopted road that is assessed as being unsuitable for a collection, we will increase awareness of the policy by making it available online in the waste section of Council website and on social media. Households directly affected by the policy will be contacted by letter on an individual basis and the Waste and Recycling Team will work with those residents to identify solutions to any collection issues and ensure they are clear about the policy and the reasoning behind it.

An EHRIA has been completed and is attached. There are no significant equalities impacts, those householders who find they have difficulty in managing a different waste and recycling collection point will be able to apply for an assisted collection service which is available for those people who fall under the protected characteristics categories as defined by the Equalities Act 2010. A PIA is not required for this report.

Place

This policy helps us to work towards achieving the Smarter Environment (natural resources) element of the Smarter City vision by helping to manage waste effectively and in line with UK and European legislative requirements by improving the efficiency of our collections thereby reducing our costs and carbon footprint.

This will also improve the efficiency the service by helping to increase the number of properties that can be serviced on a collection route due to the time saved by not having to drive along unadopted lanes to collect small volumes of waste. This will increase the overall efficiency of the service. There will also be less damage caused by poor quality access and improved fuel economy which reduces the impact on the environment from emissions.

This will end the current practice of collection vehicles accessing unadopted roads irrespective of their condition. This will provide clarity for drivers on how to complete their tasks, make the routes for employees more efficient by collecting at road ends and improve their health and safety by eliminating any unadopted road related hazards.

This policy is broadly in line with that operated by our neighbouring authority, Aberdeenshire Council, and so assists with harmonisation of services as many of the properties in Aberdeen that may be affected by this policy border onto Aberdeenshire and therefore they may have neighbours who will likely be provided with a similar service.

Technology

The new in-cab technology now being employed by the Service means that information relating to collection points and any associated risk assessment information can be accessed quickly and easily by the collection driver. This will help reduce error and enable real-time reporting to the back office should any collection issues arise.

9. APPENDICES

Appendix A: Clean copy of the proposed Unadopted Roads Waste & Recycling Collection Policy.

Appendix B: Waste Containers and Collections Policy 2014

10. REPORT AUTHOR DETAILS

Pam Walker
Waste Strategy Manager
PWalker@aberdeencity.gov.uk
01224 387602

HEAD OF SERVICE DETAILS

Mark Reilly
Head of Planning, Infrastructure & Environment
MaReilly@aberdeencity.gov.uk
01224 523096

Policy Name	Unadopted Roads Waste & Recycling Collection Policy
Committee Date/Name	Zero Waste Sub-Committee, 27 June 2017
Review Frequency	2 years
Next Review Due	August 2019
Implementation Date	1 August 2017

1.0 Purpose of Policy

To establish a policy for establishing the criteria for collecting waste and recycling containers from unadopted roads. 'Unadopted' roads are those roads not maintained by a highway authority as defined by Highways Act 1980.

2.0 Standard Service

The Environmental Protection Act 1990 (EPA) places a duty upon local authorities, as the Waste Collection Authority, to collect household waste within in its area. As a general rule, the authority collects household waste from the nearest adopted road. The EPA allows the local authority to specify where receptacles should be placed for collection.

There are currently a number of households, mainly in the rural areas, which receive a recycling (food waste, garden waste or recyclables) or refuse service that requires collection vehicles to travel along unadopted roads and tracks. In some cases, these are in poor condition and consequently access can be difficult and potentially hazardous. This practice is to be avoided.

3.0 Criteria for collecting from unadopted roads

- 3.1 The following list is the minimum requirement that should be fulfilled in order for collection from an unadopted road to be provided:
- The road surface is in a good state of repair, free of potholes and/or is of asphalt (or a similar bound surface)
 - There should be a minimum of 5 households located on the private road (although the service may be provided to fewer properties where the alternative road end collection is deemed to be hazardous or undesirable for any other reason and provided all other criteria are met)
 - The road is at least 3 metres in width without obstruction from trees, shrubs, cables, etc. which could cause damage to the side of the vehicle or mirrors
 - The minimum height clearance should be 3.75 metres without obstruction from overhanging branches, cables etc. which could cause damage to the lighting on the roof of the vehicle
 - There should be sufficient turning area to allow a 10.5 metre long vehicle to turn in no more than three manoeuvres

- There are no health and safety risks to recycling and waste collection vehicles and/ or employees arising from road conditions such as adverse cambers; poor visibility at bends; risk of flooding; unprotected steep embankments

4.0 Criteria not met

4.1 In cases where the road does not meet the required standards defined in Paragraph 1, as assessed by a Council Officer, residents are required to place their waste or recycling in the container provided on the pavement or verge of the nearest adopted road to their property.

Where multiple containers are required to be placed at a road end for collection, residents must ensure that these are placed off the road and are not obstructing the pavement or footpath.

4.2 Where a location meets the criteria in this policy but the access road then falls below the minimum standards, householders will be notified that remedial action is required.

If the road condition is considered to be likely to cause a serious safety issue householders will be informed and the service will revert to the nearest adopted road with immediate effect.

Where the defect is less serious, letters will be sent to householders giving a reasonable timeframe for action to be taken. If this is not carried out to the service's satisfaction within that time the service will be withdrawn and revert to collection from the nearest adopted road. Householders may re-apply for service re-instatement at a later date.

5.0 Assisted Collections

Householders who are physically unable to present their bins at the designated collection point, and who have applied and been granted an assisted collection (in accordance with Waste Container and Collections Policy Report to CH&I Committee in October 2014), will be entitled to a collection service from their doorstep.

The authority will make arrangements to enable this, in some cases this may mean an alternative collection method or collection day from the standard service.

6.0 Review

There will be no regular review of properties eligible for collection from unadopted roads. Review of collection points will take place on an as required basis when a request is received either from the collection crews or the householder.

References

Waste Containers and Collections Policy 2014 (refer to assisted collection info only).

Note: Refer to this policy only for Assisted Collection details. Other elements are superseded by the Excess Waste Policy 2016. (PW)

ABERDEEN CITY COUNCIL

COMMITTEE: Communities, Housing and Infrastructure
DATE: 28th October 2014
DIRECTOR: Pete Leonard
TITLE OF REPORT: Waste Container and Collections policy review
REPORT NUMBER: CHI/14/025
CHECKLIST RECEIVED: Yes

1. PURPOSE OF REPORT

The report outlines proposed changes to the household waste and recycling containers and collections policy that was approved by Finance and Resources Committee on 11th March 2010.

2. RECOMMENDATIONS

That the Sub-committee:

- i. Notes the transfer of the responsibility for the assisted collection approval process from the Environment Team to the Waste and Recycling team
- ii. Agrees the new assisted collection acceptance criteria, application process and review process
- iii. Agrees the new additional container criteria, application process and review process

3. FINANCIAL IMPLICATIONS

There are no direct financial implications from this report. The administrative processes outlined in the report and appendices will be managed within the existing Waste and Recycling Service resource. The new processes are anticipated to reduce the overall demand for assisted collections and thereby have some positive impact on the time required to complete collection rounds and potentially reduce overtime costs. It is not possible to define any savings until the procedures are full implemented but any impacts will be considered in the annual budget review process.

4. OTHER IMPLICATIONS

Resource: The waste admin team will be taking on additional tasks as part of this new policy but it is envisaged that this can be absorbed by the current team. Any resource released from the Environment service will be directed to enhance Community Engagement activities undertaken by this team.

The new review process should increase the efficiency of the collection crews as it will reduce the number of ineligible assisted collections and additional containers.

5. BACKGROUND/MAIN ISSUES

5.1 Background

5.1.1 The current Waste Containers Policy has been in operation since approval by committee in March 2010. Since the adoption of this policy there have been a number of service changes and it is now in need of a review and a number of changes are proposed to the following sections:

- Assisted collections
- Additional general waste bins
- Missed collections

5.1.2 The proposed new Waste Containers and Collections policy is at appendix one. Full details explaining why the changes are required and what the changes are can be found in the rest of the report.

6. PROPOSED CHANGES TO THE ASSISTED COLLECTION PROCESS

6.1 Background

6.1.1 Assisted collections are provided to households who are physically unable to present their containers for collection and involve the crew entering the property in order to collect the container and to return it to the same position. The Waste Collection service has provided assisted collections to those in need for many years now since the introduction of the wheeled bin service in 1998. The service currently provides the following number of assisted collections:

Black general waste bins - 1489
Brown garden waste bins - 1094
Kerbside recycling containers – 1114

6.2 Current application process for assisted collections

- 6.2.1 The current process involves the resident requesting the service via telephone or email and an Environment Officer will then contact them to discuss their eligibility and make a decision on whether to provide the service.
- 6.2.2 The responsibility for assessing assisted collection applications currently sits with the Environment Team. Following restructure a number of years ago the Environment Team's involvement with waste issues was reduced but processing assisted collections requests remained with the Environment Team. This responsibility would be better placed with the Waste and Recycling team who provide the collection service. It is proposed that the responsibility for processing assisted collection applications should transfer over to the Waste admin team.

Recommendation 1: The sub-committee agree to note the transfer of the responsibility for the assisted collection approval process from the Environment Team to the Waste and Recycling team

6.3 Proposed new criteria and application process

6.3.1 The following acceptance criteria are proposed, the household would need to meet one or more of these criteria to be accepted for an assisted collection service:

1. The permanent resident(s) suffer(s) from a medical condition or disability that prevents them from being able to put the bin out and does not have assistance for putting out the bin
2. The permanent resident(s) suffer(s) from a temporary incapacity* and does/ do not have assistance for putting out the bin

* **Temporary Incapacity** is defined as curable impairment of mental or physical faculties that may impede the affected person from functioning normally only so far as he or she is under treatment.

6.3.2 A new process for applying for an assisted collection is detailed in the flow diagram in appendix one. The flow diagram clearly outlines the responsibilities at each stage of the process and the timescales for completion.

6.3.3 The new application for an assisted collection is shown in appendix two. The resident (or their representative) needs to explain which of the acceptance criteria that the household meet. This form will be available to complete by email, hard copy or online.

6.3.4 Template letters have also been drafted for use during this process.

6.4 Review process

6.4.1 Because residents move house on a regular basis, the data held by the waste service can quickly become out of date unless the residents

inform us about their move or change of circumstance. Very often this is not the case which means that, as new residents move into addresses they are provided with an assisted collection which they do not need and are not eligible for. There is currently no system for review of assisted collections. It is proposed that a review is carried out every 2 years (from the date of the original assisted collection application) by the Waste and Recycling Team. The households who have assisted collections will receive a letter and an application form which they will have to complete and return to confirm that they still need an assisted collection. If no reply is received within 28 days then the assisted collection will be withdrawn.

- 6.4.2 The information currently held on assisted collections is out of data and in need of review and therefore it is proposed to write to everyone who has had an assisted collection for longer than 2 years and ask them to return a completed application form if they still require the service.

Recommendation 2: The sub committee agree the new assisted collection acceptance criteria, application process and review process

7. PROPOSED CHANGES TO THE ADDITIONAL CONTAINER POLICY

7.1 Background

7.1.1 The current additional container process has been in place since the introduction of the new waste containers policy in April 2010. Since this date 455 additional containers have been authorised as the applications have met the eligibility criteria but only a total of 283 have been delivered. It is thought that some residents do not wish to pay the £35 delivery charge and change their minds about their need for an additional bin. Prior to this policy being implemented residents were able to phone up and buy an additional bin if they required it and there is no record of the numbers of additional bins that were delivered prior to 2010.

7.1.2 If households meet the current criteria for an additional container then it is authorised and delivered once they pay the delivery charge. The route sheets are then amended. There is no check on whether the household is already making the best use of the recycling facilities available.

7.2 Proposed new criteria and application process

7.2.1 The following acceptance criteria are proposed, the household would need to meet one or more of these criteria to be authorised an additional general waste container:

1. There are five or more people permanently resident in the household (visitors or guests cannot be included)

2. One or more of the residents in the household has a medical condition which results in the production of extra (non clinical) waste. e.g. packaging or incontinence pads
3. There are two or more residents under the age of three in the household in nappies

The third criteria is new and reflects the main source of complaints with the current policy as well as assisting parents through what is often a challenging period.

7.2.2 A new process for applying for an additional general waste container has been drafted and is detailed in the flow diagram in appendix four. The flow diagram clearly outlines the responsibilities at each stage of the process and the timescales for completion.

7.2.3 A key change to the process is the requirement for a Recycling Officer to carry out a recycling assessment for each application for an additional container prior to authorisation. The assessment would involve a Recycling Officer visiting the property the day before the general waste is due for collection and reviewing the household's use of their waste containers. The main aims of this visit are to ensure that the household is making full use of the recycling facilities available, ensure that no items that could be recycled are placed in the general waste bin and provide advice and support on how to recycle more. Only if the Recycling Officer is satisfied that the household is recycling as much as they can would they authorise an additional bin. If the Recycling Officer is not satisfied then they would arrange a return visit once the household are recycling if required. Many households, once they are fully recycling, will find that they no longer require an additional container.

7.2.4 The new application form for an additional general waste container is shown in appendix five. The resident (or their representative) needs to explain which of the acceptance criteria that the household meet. This form will be available to complete by email, hard copy or online.

7.2.5 Template letters have also been drafted to use during this process.

7.3 Review process

7.3.1 The review process will be very similar to the assisted collections review process. It is proposed that a review is carried out every 2 years (from the data of the original authorised additional container) by the Waste and Recycling team. The households who have additional general waste containers will receive a letter and an application form which they will have to complete and return to confirm that they still need an additional container. If no reply is received within 28 days, then the additional general waste container will be withdrawn.

7.3.2 One problem that does currently exist is that some households have extra containers that they have purchased prior to 2010 when the

policy was introduced. These containers are currently collected but their eligibility has not been assessed. It is not known how many households this applies to. It would be a very time consuming and costly exercise to survey all of these unauthorised additional bins accurately and to review their eligibility. This issue is time limited as the current black refuse bins will be converted to recycling use when mixed recycling is introduced. If this instance if two wheeled bins are prevented for collection this can only be because a very high proportion of the household's waste is being recycled; something that should be encouraged. Therefore it is suggested that the crews continue to collect unauthorised refuse bins until the service changes to a 180 litre general waste bin.

Recommendation 3: The sub committee agree the new additional container acceptance criteria, application process and review process

8. IMPACT

An Equality and Human Rights Impact Assessment (EHRIA) form has been completed for this report. The proposal will mostly have a positive impact on the people with protected characteristics identified in the EHRIA. The impact can be summarised as:

Disability - the assisted collection policy will affect households who have a disability that prevents them putting out their waste containers as they will be automatically granted an assisted collection. This will have a positive impact on this group.

Pregnancy and maternity – the additional container policy will have a positive impact on this group as a new acceptance criteria of households with 2 children under 3 years old in nappies has been added to this policy due to the amount of waste generated by babies in nappies.

However some residents will find that their additional containers are no longer collected as they have not been authorised through the correct channels, if they meet the new criteria, they will have to reapply for an additional container and prove that they are recycling. This will affect all households that have an unauthorised additional container.

9. MANAGEMENT OF RISK

The main risks considered as part of this report are:

1. The potential for negative publicity about the introduction of new 'recycling assessments' for households who have applied for additional containers. These could be seen as the Council acting as 'bin police'. However it should be considered that if all households who applied for additional containers were fully recycling many of them would not require additional general waste containers.

2. Once the Council switches over to 180 litre general waste bins, complaints may be received by residents who have unauthorised additional containers as they will no longer be collected. In order to mitigate this risk a comprehensive communication campaign will be instigated prior to the roll out to encourage residents to make full use of the recycling facilities and apply early for an additional container if they really need it.

10. BACKGROUND PAPERS

Appendix 1. Waste Containers and Collections Policy 2014

Appendix 2. Flow diagram showing the assisted collection application process

Appendix 3: Application form for an assisted collection

Appendix 4: Flow diagram showing the additional general waste container application process

Appendix 5: Application form for an additional general waste container

11. REPORT AUTHOR DETAILS

Ros Baxter
Waste Strategy Manager
Email: robaxter@aberdeencity.gov.uk
Tel: 01224 489256

Aberdeen City Council
Household Waste and Recycling Containers and Collections Policy
October 2014

This policy document does not relate to the use of communal or on-street general refuse bins, on-street paper recycling facilities, recycling points or trade waste customers unless specifically stated.

1. Provision of Containers

1.1 The Council's policy is, where routes and capacity exist, to provide households suitable containers for;

- (i) General/ non-recyclable waste
- (ii) Garden waste and food waste
- (iii) Recycling

1.2 Additional recycling containers will be provided to householders, with a genuine need for extra capacity, on request

1.3 140 litre bins are available in place of a 240 litre bin upon request. The original 240 litre bin will be removed when the 140 litre bin is delivered.

1.4 Containers that have been stolen, damaged or gone missing will be replaced free of charge.

1.5 Upon delivery of a replacement bin, if there is already a residual waste bin at the property, the replacement will not be left and it will be reported to the Waste Team. The householder will be informed that they need to apply for an additional bin as below.

2. Additional general waste bins

2.1 In order to be issued an **additional general waste bin** the household must meet one or more of the following criteria:

1. There are five or more people permanently resident in the household (visitors or guests cannot be included)
2. One or more of the residents in the household has a medical condition which results in the production of extra (non clinical) waste. e.g. packaging or incontinence pads
3. There are two or more residents under the age of three in the household in nappies

NB. These households must make full use of the kerbside recycling service and the garden/food waste service where these are available before an application will be accepted. A Recycling Officer will visit the property to conduct a waste audit with the resident in order to ensure that no recyclable materials are being put into the general waste container.

The following terms and conditions will apply to additional bins:

1. A maximum of one additional bin will be available to eligible households
2. There will be a charge of £35 (inc.VAT) for delivery.
3. Additional bins will only be delivered once payment has been received
4. Residents with a medical condition or disability that causes them to produce excess waste, will not be charged.

5. A 50% discount will be available for those in receipt of Council Tax benefit and/or Housing Benefit.
6. Additional bins will be easily identifiable
7. Additional bins should also be used as per Aberdeen City Council Household Waste and Recycling Containers Policy.
8. The Council reserves the right to remove the service if there is no genuine capacity requirement, households no longer meet the eligibility criteria, if the fees are not paid or if provision is abused.

3. Ownership and Storage of Containers

3.1 The containers remain the property of Aberdeen City Council unless purchased under the previous additional bin policy

3.2 Containers must be stored where possible within the boundary of the property

3.3 Containers must be removed from collection point by the householder and returned to within the boundary of the property as soon as reasonably practical after emptying.

3.4 The cleanliness of containers remains the responsibility of the resident and they should be maintained in a clean and hygienic condition at all times. Unclean or unhygienic bins may not be emptied.

4. Presentation and Collection of Containers

4.1 The householder is required to present the appropriate container on the kerbside by 7:00am on the morning of collection.

4.2 Only containers supplied to householders by Aberdeen City Council will be collected.

4.3 Containers should be replaced after emptying by collectors to the original collection point or within one refuse collection vehicle length from the collection point but not to cause obstruction to driveways or entrance paths/gates, unless left in this manner by the householder.

4.4 All waste and recycling should be presented for collection in an authorised container. Waste or recycling which is not presented in this manner will be considered fly-tipping and the householder may be subject to enforcement action.

4.5 Bins which are too heavy to reasonably move or be lifted by the collection vehicle's lifting gear, or which are presented with raised lids due to excess waste will not be collected as they present health and safety implications to operatives. The resident should correctly re-present their bin on the following uplift day or can dispose of the waste at a Household Waste Recycling Centre (HWRC).

4.6 Only those materials acceptable for recycling or composting will be uplifted from brown bins and recycling containers. Further information on the materials that can and cannot be collected as part of the kerbside recycling and garden/ food waste services can be obtained via the Council website, from the Waste Aware Line (08456 080 919) or the Recycling Guide. Contamination in recycling containers or brown bins will not be uplifted. Residents should then remove the contaminated material(s) and place their bin out for collection on the next uplift day.

4.7 Household Waste and Recycling Containers should not be used to dispose of business waste, without prior permission from the Council, even if

this waste is generated from a business operating from the household. Businesses attempting to dispose of their waste at a HWRC may be subject to enforcement action.

5. Provision of Assisted Collections

5.1 Provision of an assisted collection will be provided if the household meets one or more of the following criteria:

1. The permanent resident(s) suffer(s) from a medical condition or disability that prevents them from being able to put the bin out and does/ do not have assistance for putting out the bin
2. The permanent resident(s) suffer(s) from a temporary incapacity* and does/ do not have assistance for putting out the bin

* **Temporary Incapacity** is defined as curable impairment of mental or physical faculties that may impede the affected person from functioning normally only so far as he or she is under treatment.

5.2 The following terms and conditions will apply to assisted collections:

1. Containers will be uplifted from within the boundary of the property from a specified location in the open air at ground level and return it to the same place
2. Council staff will not uplift from inside the property itself.

6. Collection Points

6. Where there is an established collection point other than the kerbside, residents may place containers at this location for collection and collection crews will return containers to the same site.

6.1 Where there is no pavement or other suitable place (roadside, communal area, bin store, verge) on which to present the containers, householders should present them at a location agreed with the Council. Collection crews will return containers to the same site.

6.2 Where the property opens directly onto the street, there is no front garden or area in which to store bins, and no direct access to the back or side of the house (or other communal area) such that the bin has to be brought through the house, residents may request permission from the Council to keep their bin on the pavement provided this does not cause a health and safety problem.

6.3 Where the collection vehicle cannot gain access to the street because of width, height, turning or other restrictions out with our control, containers may not be uplifted on the usual collection day.

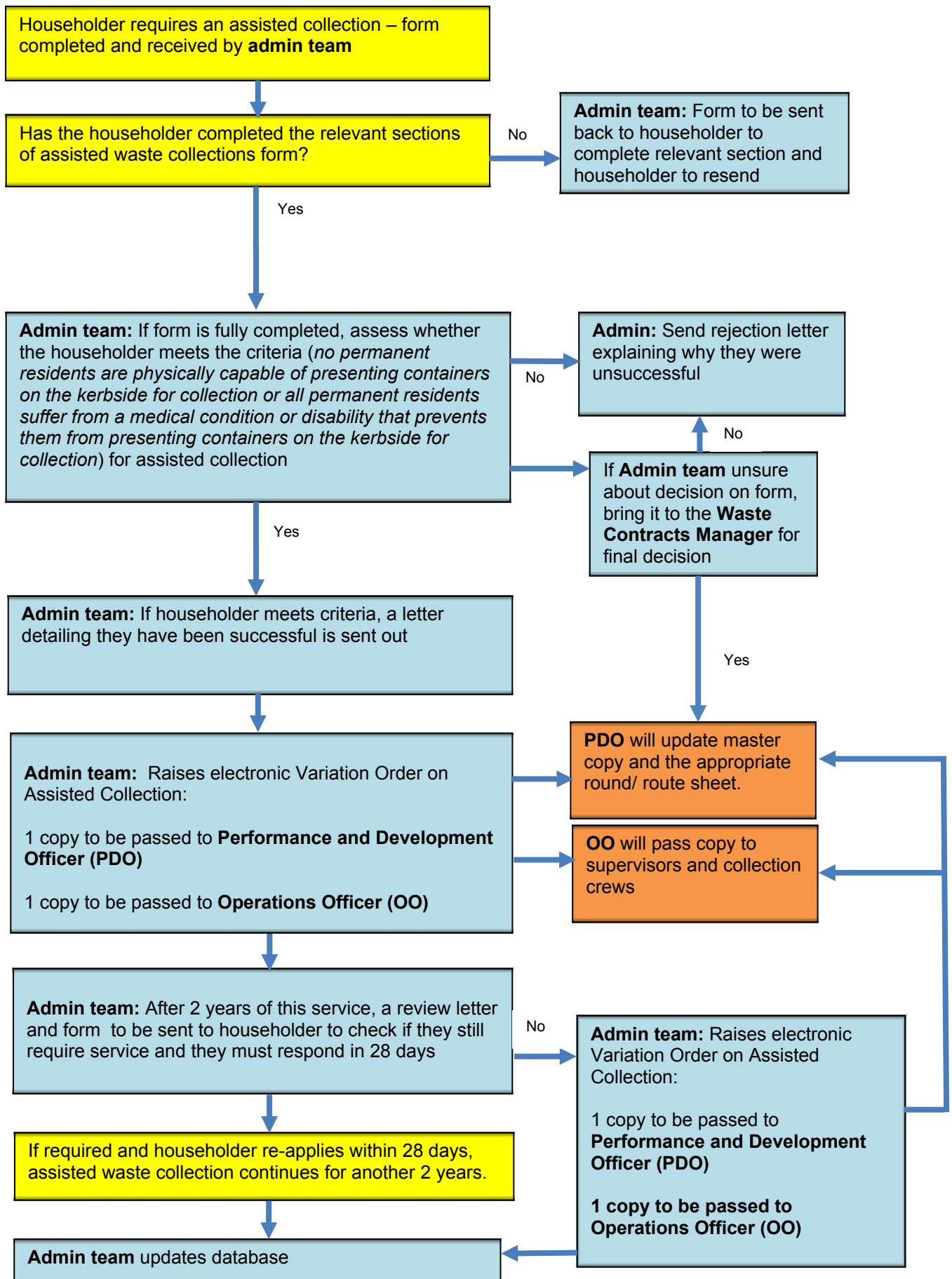
6.4 If the gaining of access is a continual or permanent problem the Council will identify a collection point where householders must leave their containers for emptying, crews will return to the agreed location for householder to retrieve. To achieve this the Council may use its powers and serve notice on the householder under section 46 of the Environmental Protection Act 1990.

6.5 Side waste which results from the Council's failure to collect (eg as a result of adverse weather, industrial action) will not be subject to enforcement action.

7. Missed collections

Where containers have been placed for collection in line with the policy but are not uplifted, residents should contact the Waste Aware Line (08456 08 09 19). The collections team will arrange for the container(s) to be uplifted as soon as practically possible.

Flow chart for assisted waste collections



Aberdeen City Council Application for Assisted Collection Scheme	
Title:	Mr/Mrs/Miss/Ms/Dr
First Name:	Surname:
Address where assisted collection to be from:	Postcode:
Telephone No:	
Email address	
1.	<p>Please detail reasons that prevent any member of the household from presenting container(s) at the kerbside for collection. One or more of the following criteria must be met for receiving this service.</p> <ul style="list-style-type: none"> • The permanent resident(s) suffer(s) from a medical condition or disability that prevents them from putting out the container(s) and does/ do not have assistance for putting out the container(s) • The permanent resident(s) suffer(s) from a temporary incapacity* and does/ do not have assistance for putting out the container(s) <p>NB. Please note that any physically able permanent resident who is over the age of 16 will be expected to present the container(s) for collection.</p> <p><small>*Temporary Incapacity is defined as curable impairment of mental or physical faculties that may impede the affected person from functioning normally only so far as he or she is under treatment.</small></p> <p>Please tick relevant box:</p> <p>Medical condition or disability <input type="checkbox"/></p> <p>Temporary incapacity* <input type="checkbox"/></p> <p>Other (please state)</p> <p><small>All information provided will be held in the strictest of confidence and in accordance to the Data Protection Act 1998.</small></p>

2.	Please provide the names and dates of birth of all permanent residents of the household	
	Name	Date of birth
	Name	Date of birth
	Name	Date of birth
	Name	Date of birth
Please detail any additional residents below or on the reverse of the form		
3.	<p>Is the application for the assisted container(s) lift (please tick):</p> <p>Permanent or Temporary</p> <p>If temporary, please state date of when this service will no longer be required _____ The service will automatically cease on this date, unless we are advised otherwise.</p>	
4.	<p>Please indicate for which services you require an assisted collection and where the container(s) will be left for collection and return.</p> <p><i>Please note that container(s) must be left in the open air and outside the building. The location must not compromise the crew's health and safety requirements (if it is believed that this is the case, you will be contacted).</i></p>	
	Service Type	Location of container(s) for uplift
	Black General Waste Wheeled container	Yes/No
	Kerbside Recycling	Yes/No

	Brown garden and food waste wheeled container	Yes/No	
5.	To the person signing this form, are you a permanent resident of the address? If yes please go to section 6.		Yes/No
	If you are not a permanent resident please print your name and state your relationship		
	Are you the designated point of contact for any future issues relating to this application?		Yes/No
	If yes to the above question, please provide contact address and telephone number(s) for future correspondence. If no, please provide a point of contact for future correspondence		
	Please sign in the adjacent box confirming that you have the authority to act on behalf of the resident(s) of the household in completing this form and, if stipulated, acting on their behalf for any future issues.		Sign: Print name:
6.	<p>I confirm that all information in this application is correct, that I have read and agree to the Terms and Conditions and I understand that Aberdeen City Council may make further enquiries as needed. You will receive a confirmation letter within 28 days that your application has been received by Aberdeen City Council. Please contact Aberdeen City Council if your circumstances change and you no longer require the assisted waste service.</p> <p>Householder/Occupier (as above):</p> <p>Signed.....</p> <p>Print Name.....</p>		

Date.....

Please return signed application form to:

Waste Administration Team
Aberdeen City Council
Kittybrewster Office
38 Powis Terrace
Aberdeen
AB25 3RF

**Aberdeen City Council
Assisted Collection Scheme
Terms and Conditions**

If your application is successful the council will provide an assisted collection for the services indicated on the form.

Assisted collections are only provided to households where;

- The permanent resident/s suffers from a medical condition or disability that prevents them from being able to place containers out and does not have assistance for putting out the container(s)
- The permanent resident/s suffers from a temporary incapacity and does not have assistance for putting out the container(s)

Container(s) will only be collected from the open air at ground floor level with-in the curtilage of the property.

It is the applicant's responsibility to ensure that any gates and/or doors that have to be negotiated by the collection crew are accessible.

It is the applicant's responsibility to ensure that any paths, surfaces, common parts etc, where the container(s) have to be moved along/through are fit for purpose and are kept clear to accommodate the safe collection and return of the containers.

The council reserve the right to withdraw the service if a risk assessment deems that it may cause an unacceptable risk to collection crews.

You are required to contact the council if you no longer need the assisted collection provided or a permanent member of the household, either present or new, becomes able/ available to present the container(s) to the kerbside for collection.

Aberdeen City Council reserves the right to carry out random checks to ensure that only households without a capable resident receive an assisted collection, where there is deemed to be a capable resident the service will be withdrawn.

The council reserve the right to withdraw the service at any time.

**Aberdeen City Council
Assisted Collection Scheme - Application Form & Terms and Conditions
DATA PROTECTION**

The information collected on this form is recorded manually and on computer, stored securely and processed for the purposes of assessing your application for an assisted waste collection. Aberdeen City Council (ACC) will process your information fairly and lawfully and in accordance with the principles of the

Data Protection Act 1998. The information you provide will not be made available to anyone outside of ACC. If your application is successful ACC will keep the information on record for service monitoring purposes. For the purposes of processing your personal information, ACC is the Data Controller. The nominated representative of the Data Controller is the City Solicitor. You have a right to obtain details of the personal information which ACC holds about you. If you require information held about you in regards to waste and recycling services only such a request should be made in writing to: The Waste and Recycling Manager, Kittybrewster Office, 38 Powis Terrace, Aberdeen, AB25 3RF

Please contact us on the telephone number below if you want this document in Braille, large print or on an audio CD, or if you want the document translated into another language.

إذا كنت تود الحصول على هذه الوثيقة بالخط العريض أو البريلا أو الأشرطة الصوتية المدمجة أو كنت تود ترجمتها الى لغة أخرى فالرجاء الاتصال بنا على الهاتف أدناه.

আপনি যদি এই দলিলটি ব্রেইলে, বড় ছাপার অক্ষরে বা শোনার জন্য সিডি, অথবা দলিলটি অন্য কোন ভাষায় অনূদিত চান তবে অনুগ্রহ করে নীচের টেলিফোন নম্বরে ফোন করে আমাদের সাথে যোগাযোগ করুন।

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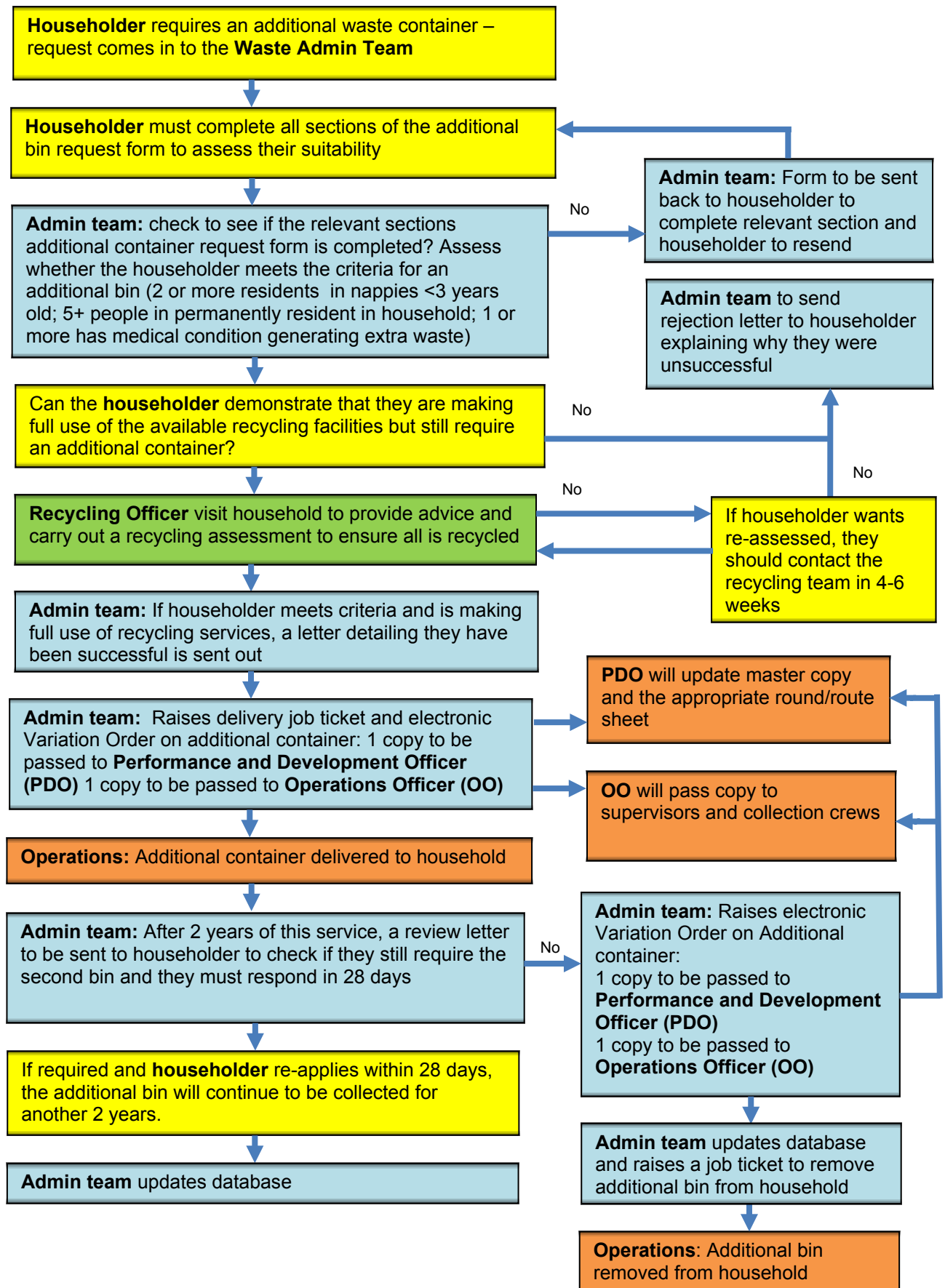
Proszę się skontaktować z nami pod poniższym numerem telefonu jeśli ten dokument jest wymagany w alfabecie Brajla, w dużym druku, na płycie kompaktowej CD lub przetłumaczony na inny język.

Пожалуйста, свяжитесь с нами по номеру телефона, указанному ниже, если Вы хотите получить этот документ шрифтом Брайля, крупным шрифтом или на компактном аудио диске, а также если Вам нужен перевод этого документа на другой язык.



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Flow chart for an additional residual waste container



Aberdeen City Council application for an additional waste container

PLEASE NOTE THIS APPLICATION CAN ONLY BE CONSIDERED FOR HOUSEHOLDS OF FIVE OR MORE PERMANENT RESIDENTS THAT ARE USING ALL RECYCLING FACILITIES PROVIDED OR HOUSEHOLDS WITH EXCEPTIONAL CIRCUMSTANCES.

I wish to apply for an additional container because (please tick as appropriate):

There are five or more people permanently resident in my household. (Visitors or guests cannot be included)	
---	--

There are two or more residents under the age of three in nappies in my household	
---	--

One or more of the residents in my household has a medical condition which results in the production of extra (non clinical) waste. e.g. packaging or incontinence pads.	
--	--

NB. Please note that all applications for additional waste containers will require a home visit from a Recycling Officer prior to authorisation to ensure that the household is making full use of the available recycling facilities

Title:	Mr/Mrs/Miss/Ms/Dr/other
--------	-------------------------

First Name:		Surname:	
-------------	--	----------	--

Address where additional waste container is required:	
---	--

Postcode:	
-----------	--

Telephone No:	
---------------	--

Email address:	
----------------	--

1.	Do you have 5 or more permanent residents in the household? Please provide the names and dates of birth of all permanent residents of the household.	Yes/ No	
	Name		Date of birth
	Name		Date of birth
	Name		Date of birth
	Name		Date of birth
	Name		Date of birth
Please detail any additional residents below			

6.	What recycling containers (including food and garden waste) do you currently have? Please detail below	
	What materials do you currently recycle? Please detail below	
	Do any recyclable materials go into the black general waste bin? If yes, please detail below what goes in	Yes/ No



7.	<p>I confirm that all information in this application is correct, that I have read and agree to the Terms and Conditions and I understand that Aberdeen City Council may make further enquiries as needed. You will receive a confirmation letter within 28 days that your application has been received by Aberdeen City Council. Please contact Aberdeen City Council if your circumstances change and you no longer require your additional waste container(s).</p> <p>Householder/Occupier (as above):</p> <p>Signed.....</p> <p>Print Name.....</p> <p>Date.....</p> <p>Please return signed application form to:</p> <p>Waste Administration Team Aberdeen City Council</p>
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Kittybrewster Office
38 Powis Terrace
Aberdeen
AB25 3RF

Aberdeen City Council Additional Bin scheme Terms and Conditions

If your application is successful the council will provide an additional bin for the services indicated on the form. Additional bins are only provided to households where there is a household with 5+ residents permanently in the household (excluding visitors or guests) that are using all recycling facilities provided or households with exceptional circumstances such as:

- There are five or more people permanently resident in the household (visitors or guests cannot be included)
- One or more of the residents in the household has a medical condition which results in the production of extra (non clinical) waste. e.g. packaging or incontinence pads
- There are two or more residents under the age of three in the household in nappies

You are required to contact the council if circumstances change and you no longer need an additional bin. Aberdeen City Council reserves the right to carry out random checks to ensure that only households still require and when the above criteria for an additional bin is not met, it will be withdrawn.

The council reserve the right to withdraw the additional bin at any time

Aberdeen City Council Additional Waste Container Scheme - Application Form & Terms and Conditions DATA PROTECTION

The information collected on this form is recorded manually and on computer, stored securely and processed for the purposes of assessing your application for an additional waste container. Aberdeen City Council (ACC) will process your information fairly and lawfully and in accordance with the principles of the Data Protection Act 1998. The information you provide will not be made available to anyone outside of ACC. If your application is successful ACC will keep the information on record for service monitoring purposes. For the purposes of processing your personal information, ACC is the Data Controller. The nominated representative of the Data Controller is the City Solicitor. You have a right to obtain details of the personal information which ACC holds about you. If you require information held about you in regards to waste and recycling services only, such a request should be made in writing to: The Waste and Recycling Manager, Kittybrewster Office, 38 Powis Terrace, Aberdeen, AB25 3RF

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