

## **Waste Management for Charitable Organisations**

### **1. Purpose**

- 1.1. This policy details the recycling and refuse services available to charities in Brighton & Hove.
- 1.2. It details what charities will receive for free of charge in terms of kerbside collections. If a charity requires more containers, this policy details what their options are.
- 1.3. The policy explains what the arrangements are for waste disposal from charitable events.
- 1.4. It also details charities' waste management responsibilities.

### **2. The service**

- 2.1. Brighton & Hove City Council values the work of charities in the city. As recognition, the council provides a number of concessions for waste management, including:
  - A free 240 litre refuse bin emptied once a week (replicating domestic arrangements)
  - A free 240 litre recycling bin emptied once a fortnight (replicating domestic arrangements)
  - Reduced price trade waste sacks for charities in communal refuse bin areas
  - Free access to Hove Household Waste Recycling Site (HWRS) for limited trips to dispose of non-recyclable waste per month
  - Free access to Hove HWRS for unlimited amounts of recyclable waste
  - Reduced price waste disposal for events held in Brighton & Hove

### **3. Kerbside collections**

- 3.1. Charitable organisations requiring kerbside refuse and/or recycling containers must contact the Commercial Team to discuss their needs.
- 3.2. A 240l refuse wheelie bin will be provided free of charge.
- 3.3. A 240l recycling wheelie bin will be provided free of charge.
- 3.4. If a charitable organisation produces more waste that can be contained within this capacity, they will need to pay for the additional service.
- 3.5. The Commercial Team will provide a quote for this depending on the volume, the nature of the waste produced and the waste classification (see Appendix A).
- 3.6. Once the appropriate service has been agreed, the charity will receive a Trade Waste Agreement. Charitable organisations must adhere to the terms and conditions provided.

### **4. Communal**

- 4.1. Charitable organisations in communal bin areas of the city can use communal bins to dispose of their waste. This is so not to add further waste containers to the streets and roads of central areas of the city.
- 4.2. Charitable organisations can buy reduced price trade waste sacks to dispose of their waste in communal refuse bins.
- 4.3. To purchase communal refuse sacks, the charity can contact the Commercial Team.

### **5. Household Waste Recycling Sites**

- 5.1. Charitable organisations that create too much waste for a collection or have waste that is not suitable to be collected as a kerbside collection or be disposed of in a communal bin can apply to take the waste to Hove HWRS.
- 5.2. For non-recyclable waste, a charitable organisation can dispose of one car boot load per month.
- 5.3. For recyclable waste, the charitable organisations can make an unlimited number of trips.
- 5.4. To dispose of waste and recycling at the HWRS, the application form at Appendix B will need to be completed and returned to Cityclean for approval.

## **6. Types of waste**

- 6.1. General rubbish can be placed in a kerbside or communal refuse bin.
- 6.2. The following can be placed in a kerbside recycling bin:
  - cans, tins and aerosols – washed and emptied with lids removed
  - cardboard – flattened
  - paper – including directories and windowed envelopes
  - plastic bottles – washed and squashed
- 6.3. Information on what can be taken to Hove HWRS is available online at <https://new.brighton-hove.gov.uk/rubbish-recycling-and-streets/recycling/what-you-can-take-our-recycling-sites-and-where-find-them>
- 6.4. General rubbish can be taken to Hove HWRS for disposal.
- 6.5. The following cannot be placed in refuse or recycling bins or taken to the HWRS:
  - Construction and demolition waste
  - Hazardous waste
  - Waste from house and garden clearances
  - Waste from outside Brighton & Hove

## **7. Events**

- 7.1 Brighton & Hove City Council will dispose of waste from charitable events held within the city at a reduced rate.
- 7.2 The Commercial Team will provide a quote for this depending on the volume and nature of the waste produced.

## **8. Bulky waste**

- 8.1 To dispose of bulky waste at the Hove HWRS, the application form at Appendix B will need to be completed and returned to Cityclean for approval.

## **9. Requests for additional free containers or services**

- 9.1. If a charity believes they should receive additional free containers or waste management at events, they must make their case in writing to the Assistant Director – City Environment.
- 9.2. Any additional free service provided will be at the discretion of the Assistant Director – City Environment.

## **10. Application process**

- 10.1 To obtain a kerbside collection, the charitable organisation should contact the Commercial Team.

- 10.2 To purchase communal refuse sacks, the charitable organisation can contact the Commercial Team or make a purchase online.
- 10.3 To gain access to either Hove HWRS, the charitable organisation will need to complete an application form. This is available at Appendix B.
- 10.4 To obtain a quote for refuse or recycling collections from an event, the charitable organisation should contact the Commercial Team.

## **11. Charities' responsibilities**

- 11.1. Under Section 34 of the Environmental Protection Act 1990, anyone who produces, imports, keeps, stores, transport, treats or disposes of waste must take all reasonable steps to ensure that waste is managed properly. All charities this applies to must comply with the Waste Duty Code of Practice: <https://www.gov.uk/government/publications/waste-duty-of-care-code-of-practice/waste-duty-of-care-code-of-practice>
- 11.2. Charities that transport waste (even in small quantities) need to apply to the Environment Agency for a waste carrier's licence.
- 11.3. Charities must ensure that anyone used to dispose of waste is authorised to take it. If this is not checked and it is illegally disposed of, the charity could be held responsible. This can be checked through the Environment Agency's waste carrier's public register.

## **12. Commercial Team**

- 12.1. The Commercial Team can be contacted on 01273 290798 or [commercial.waste@brighton-hove.gov.uk](mailto:commercial.waste@brighton-hove.gov.uk)

**Appendix A: Extract from the Controlled Waste Regulations (2012)**

Description	Waste classification	Can a charge be made for collections?	Can a charge be made for disposal?
A charity shop selling donated goods originating from a domestic property	Household waste	Yes	Yes, but only to the extent that the waste originated from non-domestic property
Waste from premises occupied by a CIC or charity or other not for profit body which collects goods for reuse or waste to prepare for re-use from domestic property	Household waste	Yes	Yes, but only to the extent that the waste originated from non-domestic property
Premises occupied by a charity and wholly or mainly used for charitable purposes	Commercial waste	Yes	Yes
A place of worship	Household waste	No	No
Premises used wholly or mainly for public meetings	Household waste	Yes	No
Waste from premises forming part of a university, school or other educational establishment	Household waste	Yes	No
A residential home or land belonging or wholly or mainly used with a residential home	Household waste	Yes	No
Waste from premises used for the breeding, boarding or stabling of animals	Industrial waste	Yes	Yes

**Appendix B: Access to Hove Household Waste Recycling Site**

Charity Name		
Address		
Contact Name		
Telephone Number		
Email Address		
Registered Charity Number		
Description of service and operation provided by charity		
Vehicle make	Of the vehicle you will use to transport waste to Hove HWRS	
Vehicle model		
Vehicle registration		
Description of the type of recyclable and non-recyclable waste you will be taking to the HWRS		

Please return completed form to [cityclean@brighton-hove.gov.uk](mailto:cityclean@brighton-hove.gov.uk)

Please note that whilst you can have unlimited trips to the site for recyclable items, there are restrictions for non-recyclable waste. Therefore this is restricted to approximately six small builder's bags or the equivalent of one car boot load a month.

**If the non-recyclable waste you need to dispose of exceeds this amount you will need to hire a private waste contractor.**

