

## REPORT TO BUCHAN AREA COMMITTEE – 25<sup>TH</sup> JUNE 2019

### RECYCLING CENTRE POLICY AND PROCEDURES

#### 1 Recommendations

The Committee is recommended to:

- 1.1 Consider and comment on the draft Recycling Centre Policy and procedures, as attached as Appendices 2 and 3 to this report, and make recommendations to the Infrastructure Services Committee in respect thereof.

#### 2 Background / Discussion

- 2.1 Infrastructure Service Committee (ISC) approved a new Waste Strategy 2019-2023 in January 2019. As part of efforts to increase reuse and recycling in Aberdeenshire, the strategy included measures to divert business waste from recycling centres to Council's waste transfer stations to make space for additional recycling skips and reuse areas at recycling centres.
- 2.2 In addition to taking space from other materials and causing congestion at recycling centres, business waste also has compliance and financial implications. Whilst only some recycling centres are licensed to accept trade waste, others are being used by some businesses to dispose of or recycle their waste unlawfully. It is not possible to accurately quantify the extent and cost of unlawful disposal of trade waste through recycling centres. However, based on car counts and anecdotal evidence, business waste is estimated to be up to 20% (10,000 tonnes) of the waste handled at recycling centres annually and costing around £0.5 million to dispose of.
- 2.3 An options appraisal (**Appendix 1**) has been carried out by the waste service considering options available to provide services to business customers at waste transfer stations and to significantly decrease the unlawful use of recycling centres by some businesses.
- 2.4 In support of the new waste strategy, the waste service has also taken the opportunity to formalise arrangements for recycling centres to ensure recycling centres can maximise recycling of materials taken there by householders.
- 2.5 The proposed Recycling Centre Policy (**Appendix 2**) is now being consulted upon. Draft Recycling Centre Procedures (**Appendix 3**), which provide details of the proposed operational arrangements, have also been provided for information.
- 2.6 In line with the Scheme of Governance Part 4A - Scrutiny at Aberdeenshire, Area Committees are asked to review the policy and provide comments or recommendations to Infrastructure Services Committee.

- 2.7 The draft Recycling Centre Policy (**Appendix 2**) outlines the Council's commitments in terms of operating recycling centres, the expectations for householders using recycling centres and the arrangements proposed for businesses to take materials for recycling or disposal at waste transfer stations.
- 2.8 The operational procedures (**Appendix 3**) have been provided for information. In short, the detailed operational procedures involve a combination of measures consisting of:
- Accepting business waste at three waste transfer stations (in Banchory, Ellon and Macduff) on three days a week 8-10am. The materials would initially be limited to the bulky materials currently taken to recycling centres by businesses, i.e. cardboard, garden waste, plasterboard, rubble, soil, wood and non-recyclable waste. Businesses can turn up on the day and pay by weight. Recyclable materials would be charged at a lower price per tonne (£79 per tonne, except plasterboard which is £138 per tonne – minimum charge £20) than non-recyclable waste (£172 per tonne – minimum charge £40) to incentivise recycling.
  - Continuing to provide unlimited access to recycling centres by householders using cars, MPVs, 4 x 4s or hire vans.
  - Banning certain type of vehicles typically used by businesses from recycling centres, such as vehicles over 3.5 tonnes gross weight, tippers, tractors, large trailers and vehicles with twin wheels or more than 4 wheels – these are listed in full in Procedure 2 in **Appendix 3**.
  - Putting in place a permit system (see Procedure 2 in **Appendix 3**) for vans and trailers used by householders. In practice householders using vans, pick-ups, mini-buses or small trailers up to 6 x 8 ft in size to take recyclable materials and non-recyclable waste from their household to recycling centres would require a permit. To make the system as user friendly as possible, the permits would be issued in books of 12 permits valid for 12 months. The permits would also show the registration number of the permitted vehicle. One permit would be required to be handed to a site attendant to gain entry – no permit, no access.
- 2.9 The benefits of the proposals are as follows:
- The combination of measures has been shown to be effective in controlling the business use of recycling centres at other Scottish local authorities.
  - Financial implications for the Council in terms of reduced operational costs (potentially up to £0.5 million) as businesses pay for the reprocessing and disposing of their waste.
  - The proposals are in line with the views expressed by residents as part of the budget engagement exercise undertaken in December 2018 –

January 2019, i.e. that charging for services should cover the full cost of delivering them.

- Minimal impact on the majority of recycling centre users as households using cars, MPVs, 4x4s or hire vans will continue to have unlimited access to recycling centres. Impact on households using vans, pick-ups, mini-buses or trailers is minimised as 12 permits valid for 12 months will be issued in one go, minimising the inconvenience of permit application process.
- Reduce congestion at recycling centres, and roads leading to them, as large commercial vehicles are no longer allowed access making it quicker for householders to use the centres.
- Reduced business tonnage will free up space at recycling centres for new recyclable materials.
- Provide businesses another lawful and easy to use alternative to take their recyclable materials and non-recyclable waste to, in addition to the business waste collection service provided by the Council.
- Fair cost as businesses pay by weight and pay less for recyclable materials to incentivise recycling.
- Stop the disadvantage (increased costs) faced by those businesses which already dispose of their waste lawfully through a collection service or by paying for the waste they take to recycling centres.

2.10 The proposed arrangements for business waste are planned to be implemented in early 2020.

2.11 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

### **3 Scheme of Governance**

3.1 The Committee is able to consider this item, in terms of Section B. 1.2 of the List of Committee Powers in Part 2A of the Scheme of Governance, to consider, comment on and make recommendations to Services and any other appropriate Committee on any matter or policy which impacts its area.

### **4 Implications and Risk**

#### **Equality impacts**

4.1 An equality impact assessment has been carried out as part of the development of the proposals set out above. It is included as **Appendix 4** and the following impacts have been identified which can be mitigated as described:

<b>Impact</b>	<b>Mitigation</b>
A permit system for households using vans, pick-ups, mini-buses or trailers to take recycling and non-recyclable waste to recycling centres is likely to be a slight inconvenience to anybody using a van, pick-up or a mini-bus as their only household vehicle, or using a trailer, despite of whether they have protected characteristics or not.	Permits will be issued as a book of 12 valid for 12 months to ensure residents only need to apply for permits once a year.
An online application process is a limiting factor for those no access to a device or ability to use one, however, this could affect any resident with or without protective characteristics.	A hard copy of the application form can be provided on request to those without access to a computer / mobile device, together with a postal return address.
Businesses might be required to travel longer distances to take materials to waste transfer stations – this would affect business owners with or without protective characteristics.	Arrangements at transfer stations will be reviewed at regular intervals to see whether any amendments to locations, opening times or materials accepted are required and operationally feasible.
The materials that can be accepted for recycling from businesses are limited to those bulky materials currently taken to recycling centres by businesses.	Arrangements at transfer stations will be reviewed at regular intervals to see whether any amendments to locations, opening times or materials accepted are required and operationally feasible.
People whose first language is not English may not be able to understand the information provided about changes to services.	Use of pictorial guides as much as possible when providing information about service changes.

### **Staffing implications**

- 4.2 There are staffing implications as a result of implementing the Recycling Centre Policy. To ensure a suitably wide range of recyclable materials can be taken by businesses to waste transfer stations without significantly changing operational practices and increasing costs, the neighbouring three recycling centres where the recyclable materials will be taken into must be staffed an hour earlier than currently, i.e. from 8am instead of 9am.

Local arrangements will be put in place at these three locations to ensure a member of staff is available on those mornings when business waste is accepted and will finish off work an hour earlier than usual to ensure overtime is minimised.

## Financial implications

4.3 There are financial implications as a result of the new Recycling Centre Policy and Procedures:

- As business waste is currently estimated to be up to 20% of the throughput (around 10,000 tonnes per year costing around £0.5 million to reprocess / dispose of) at recycling centres, measures to stop businesses using recycling centres free of charge will result in reduced operational costs and businesses will pay for the reprocessing and disposing of their waste.
- Income will be generated from businesses paying to deposit their recyclable materials and non-recyclable waste to waste transfer stations.
- The cost of operating a permit system for householders using a van, pick-up, mini-bus or a trailer to access recycling centres can be covered from existing budgets and using the savings made in operational costs resulting from banning business waste from recycling centres.

## Town centre impacts

4.4 There are no town-centre impacts identified as a result of the new Recycling Centre Policy and Procedures.

## Risks

4.5 The following risks have been identified as relevant to this matter on corporate and strategic levels:

Risk	Mitigation	Relevant Risks in Corporate / Directorate Risk Registers
Negative publicity / public backlash as a result of the Council formalising arrangements at recycling centres and recycling centre staff proactively approaching centre users to ensure recycling is maximised.	<ul style="list-style-type: none"> <li>• The service change will be advertised well in advance to residents with reasons for the service change well explained.</li> </ul>	ACORP006 – Reputation management  ISSR007 – Reduction in waste to landfill
Negative publicity / public backlash as a result of	<ul style="list-style-type: none"> <li>• The service change will be advertised well in advance to businesses</li> </ul>	ACORP006 – Reputation management

Risk	Mitigation	Relevant Risks in Corporate / Directorate Risk Registers
banning businesses from using recycling centres.	and there will also be a grace period when the new scheme is implemented.	ISSR007 – Reduction in waste to landfill
If successful in banning business waste from recycling centres, the Council's official household recycling rate will go down as this waste currently is counted as household waste.	<ul style="list-style-type: none"> <li>The worst-case scenario is that, if the maximum estimated amount of business waste currently accepted to recycling centres (around 10,000 tonnes per annum) was fully diverted from recycling centres, the Council's household recycling rate would reduce by 3%.</li> </ul>	ISSR007 – Reduction in waste to landfill
Inconvenience of a permit system as residents using a non-commercial van or a trailer must apply for permits in advance and remember to take a permit for each visit.	<ul style="list-style-type: none"> <li>This will not affect the majority of householders using recycling centres.</li> </ul>	ACORP009 – Operational risk management
Discrimination of residents with a need to use recycling centres more than others.	<ul style="list-style-type: none"> <li>Use of recycling centres by residents using cars, MPVs or 4x4s is not limited.</li> </ul>	ACORP009 – Operational risk management ACORP007 – Social risk
Potential issues for staff safety (verbal abuse or threat of violence) when site attendants do not let vans, pick-ups, mini-buses and trailers without a permit.	<ul style="list-style-type: none"> <li>Site attendants trained in managing threatening behaviour.</li> <li>Zero tolerance policy applies and offensive behaviour against site attendants will be reported to the police.</li> <li>Bodyworn cameras and CCTV are in use at recycling centres to support staff and provide evidence for investigation or police involvement.</li> </ul>	ACORP009 – Operational risk management ACORP003 - Workforce

Risk	Mitigation	Relevant Risks in Corporate / Directorate Risk Registers
	<ul style="list-style-type: none"><li>• Permit system widely advertised before adopted.</li><li>• A grace period at the start to allow van and trailer users to get used to the new permit requirement.</li></ul>	

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Date: 23 May 2019



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# Options Appraisal

## Diverting trade waste from recycling centres to transfer stations

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### 1 Introduction

Recycling centres play a significant role in enhancing the recycling services provided by local authorities by providing recycling facilities for materials not recycled through kerbside collections.

In 2018 Aberdeenshire’s recycling centres handled around 47,000 tonnes of waste – this is over a third of the overall 134,000 tonnes handled by Aberdeenshire Council annually. Recycling centres take in a quarter (18,000 tonnes) of all non-recyclable waste and a half (29,000 tonnes) of all recyclable waste handled by Aberdeenshire Council, whilst the rest is collected through kerbside collections from households and trade waste customers.

The largest recycling centres (Peterhead and Inverurie) handle around 7,000 tonnes of waste per year. The average recycling rate at recycling centres was 61% in 2018, with the best sites reaching 72% recycling rate.

Some recycling centres are licensed to accept trade waste. Trade waste customers can take their waste there and get charged a flat rate for the waste they bring. This rate applies whether the materials are recyclable or non-recyclable; there is no preferential rate to encourage recycling.

Whilst only some of the recycling centres are licensed to accept trade waste, others are being used by some businesses to dispose of or recycle their waste unlawfully. It is not possible to accurately quantify the extent and cost of unlawful disposal of trade waste through recycling





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centres. However, based on car counts and anecdotal evidence, it is estimated to be up to 20% (10,000 tonnes) of the waste handled at recycling centres annually.

In addition to the financial implications of the Council ending up paying for the disposal and reprocessing of waste that businesses should pay for themselves, this also discriminates against those businesses who dispose of their waste lawfully through a collection service or by paying for the waste they take to recycling centres.

The Council currently controls the use of recycling centres by traders using disclaimer forms. Anybody suspected of bringing in trade waste must fill in a form at the recycling centre to confirm that the materials they are bringing in are of household origin. This is a labour-intensive system, subject to misuse by traders and site attendants, can cause queues and is not effective as a control measure.

The Infrastructure Services Committee approved the Council's new Waste Strategy 2019-2023 in January 2019. The strategy includes measures to divert trade waste from recycling centres to transfer stations. The Council will continue to provide a service to trade customers, but trade waste will no longer be accepted at recycling centres as these are a service for householders to use. Instead trade waste will be accepted at some waste transfer stations on certain days and times. Each transfer station has a weighbridge, so businesses can be accurately charged by weight for the amount of waste they are disposing of and also would pay different lower rates for recycling.

Moving trade waste from recycling centres to transfer stations will free up space at recycling centres for collection of other recyclable materials, reduce congestion at recycling centres making them more convenient and quicker for householders to use and increase the time site attendants have for providing advice to householders hence increasing recycling rates achieved at recycling centres.

The Waste and Resource Action Programme's (WRAP) [Household Waste and Recycling Centre \(HWRC\) Guide](#) and [Commercial and Industrial Waste & Recycling Drop Off Centres Guide](#) provide guidance of how to best develop and manage commercial waste services.

Options for providing recycling and disposal services to businesses at waste transfer stations and effectively reducing unlawful use of recycling centres by businesses are considered in the sections below.

## 2 Arrangements for Accepting Trade Waste at Waste Transfer Stations

There are seven waste transfer stations in Aberdeenshire in Macduff, Kirkhill (Mintlaw), Ellon, Inverurie, Stonehaven (Kirkton), Stonehaven (Redcloak) and Banchory.

Waste transfer stations are used for bulking of non-recyclable waste and recycling collected from households before sending them for disposal or reprocessing. The transfer stations are large industrial sheds with collection vehicles coming to tip the materials they have collected from households and loading shovels loading the materials into lorries used for hauling the materials onward for reprocessing or disposal.



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To ensure businesses can be accommodated at waste transfer stations the following issues must be considered:

1. **Safety** – not all waste transfer stations are able to safely accommodate extra traffic from businesses taking in their waste, due to space, throughput and shape of site limiting traffic management options.
2. **Impact on existing operations** – Council's collection lorries need to be able to tip and haulage lorries to be loaded without additional waiting time at the waste transfer stations. Space is also limited at transfer stations for the collection of additional materials.
3. **Accessibility** – the service needs to be available for businesses on a range of times and days to ensure businesses have options when to use the service and plan their operations accordingly.
4. **Ease of use for customers** – the process of taking materials to a transfer station must be simple and quick.
5. **Incentivising recycling** – businesses must be incentivised to recycle to ensure environmental benefits are achieved.

Based on the above, the following arrangements will be put in place:

- Businesses can take their non-recyclable waste and recycling to Ellon, Macduff and Banchory waste transfer stations. These transfer stations have the space to handle business waste safely and this also gives a geographical coverage to provide the service to businesses across Aberdeenshire.
- The transfer stations will be open to businesses Tuesday – Thursday 8am-10am. In this way businesses have a range of days when they can take materials in, however, it minimises the impact on existing operations and extra traffic management requirements.
- All of the transfer stations can accept a range of recyclable materials without any need to accommodate extra materials at the transfer station given that they are next to a recycling centre. The recyclable materials will initially be limited to bulky materials (cardboard, garden waste, plasterboard, rubble, soil and wood) which are known to be taken to recycling centres by businesses at the moment.
- Businesses are required to present their [Waste Carrier Registration](#), or proof of [a registration as professional collectors and transporters of waste](#), when visiting a transfer station to show they are licensed to carry waste.



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- To keep the process simple for businesses, they will drive over a weighbridge when entering the transfer station and again after they have tipped their recycling or non-recyclable waste. This way accurate weight can be obtained and charged accordingly. If businesses bring in non-recyclable waste and recycling at the same time, they will have to drive over the weighbridge three times.
- Businesses will be given a ticket listing the materials in their load which they can take to the recycling centre – the ticket will be time-limited to prevent abuse of the system. Businesses need to show the ticket to a site attendant when taking recycling to the neighbouring recycling centre.
- After the last weighing, businesses pay accordingly using a chip & pin device at the transfer station.

### 3 Options for Controlling Access of Businesses to Recycling Centres

In addition to providing an alternative to recycling centres for business to take materials to for disposal or recycling, effective measures are required at recycling centres to prevent businesses abusing the free service intended for use by householders.

There are several ways of controlling business access to recycling centres, however, no one system is likely to work as some businesses are inventive in getting around any measures to limit their access to recycling centres.

Any measures to control business access to recycling centres could also result in business waste being fly-tipped. The Council has resources in place to clean up any fly-tipping, and investigate and prosecute accordingly. Whilst fly-tipping is a concern when changes to services are being made, the experience in Aberdeenshire and from other local authorities is that service changes rarely result in an increase in fly-tipping and when they do, such issues are short-lived and limited to certain areas.

The Waste and Resource Action Programme's (WRAP) [Household Waste and Recycling Centre \(HWRC\) Guide](#) and [Commercial and Industrial Waste & Recycling Drop Off Centres Guide](#) provide information on measures that can be used for managing commercial waste at recycling centres. These are summarised in Table 1 below, together with specific considerations to Aberdeenshire.

**Table 1 – Measures available for limiting business use of recycling centres**

Control measure	Advantages	Disadvantages
Meet-and-greet staff at gate	<ul style="list-style-type: none"> <li>• Better gate control and ability to directly challenge suspected traders there and then.</li> <li>• Ability to provide advice on other waste and recycling services provided to business</li> </ul>	<ul style="list-style-type: none"> <li>• Potential issues for staff safety (verbal abuse or threat of violence).</li> <li>• Relies of site attendants' judgement and is open to misuse.</li> </ul>



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Control measure	Advantages	Disadvantages
	customers, such as the trade waste collection service.	<ul style="list-style-type: none"> <li>• Checks at gate can result in queues of people trying to use recycling centres.</li> </ul>
Vehicle bans (e.g. vans and trailers of certain size, commercial vans, horse boxes, motorhomes)	<ul style="list-style-type: none"> <li>• Reduces congestion at sites by reducing the time required on site per vehicle (less materials to put into skips) at any one time.</li> <li>• Reduces congestion at sites by limiting the size of vehicles and allowing more smaller vehicles to a site at any one time.</li> </ul>	<ul style="list-style-type: none"> <li>• Needs to be controlled by site attendants and is subject to misuse.</li> <li>• Potential issues for staff safety (verbal abuse or threat of violence).</li> <li>• Could be time consuming if all vans need to provide evidence of contents being household waste and a disclaimer form being filled.</li> </ul>
Height barriers to implement a vehicle ban	<ul style="list-style-type: none"> <li>• Fixed barriers effectively prevent vehicles over certain height to get through and are not open to misuse by site attendants.</li> </ul>	<ul style="list-style-type: none"> <li>• Need to be used in conjunction with disclaimer forms or automatic number plate recognition as traders tend to find ways to get around them, for example, by using other types of vehicles or by parking outside the site.</li> <li>• Manual barriers rely on site attendants' judgment and are open to misuse.</li> <li>• Ability to cause traffic queues due to the time taken for a site attendant to clarify the type of waste and open the gate.</li> <li>• Oversized vehicles trying to get through a fixed barrier cannot be diverted at most Aberdeenshire sites and would end up reversing out, causing a hazard to other traffic.</li> </ul>
Automatic number-plate recognition	<ul style="list-style-type: none"> <li>• Effective in highlighting potential traders if used to its full potential with triggers to notify officers of excessive use.</li> <li>• Effective in implementing fair use policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Requires officers to follow up each suspected trader.</li> <li>• Potential data protection issues need to be addressed before introduction.</li> <li>• Potential issues for staff safety (verbal abuse or</li> </ul>



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Control measure	Advantages	Disadvantages
	<ul style="list-style-type: none"> <li>• Ability to control repeat users across all sites.</li> <li>• Flexibility of system to set triggers levels and change them in future depending on changes to policy.</li> </ul>	<p>threat of violence) when site attendants enforce a ban on any vehicles as a result.</p>
Disclaimer forms	<ul style="list-style-type: none"> <li>• A low-cost option requiring suspected traders to fill in a disclaimer form to confirm the waste is of household origin and if inputted into a central database using vehicle registration number, allows usage to be monitored.</li> </ul>	<ul style="list-style-type: none"> <li>• Labour intensive and relies on having enough site attendants for gate control.</li> <li>• Only useful if details entered into a central database covering all sites and the database is actively monitored by officers.</li> <li>• Relies on site attendants' judgement and is open to misuse.</li> <li>• Requires officers to follow up each suspected trader.</li> <li>• Potential data protection issues need to be addressed before introduction.</li> <li>• Potential issues for staff safety (verbal abuse or threat of violence) when site attendants enforce a ban on any vehicles as a result.</li> </ul>
Permit system for certain types of vehicles bringing in waste of household origin	<ul style="list-style-type: none"> <li>• Effective as only vehicles of certain type with a permit are allowed into the site.</li> <li>• Does not rely on site attendants' judgment.</li> <li>• Reduces congestion and increases traffic flow.</li> </ul>	<ul style="list-style-type: none"> <li>• Labour intensive if permits only granted through an application process.</li> <li>• Potentially expensive system to administer.</li> <li>• Potential issues for staff safety (verbal abuse or threat of violence) when site attendants do not let in people without a permit.</li> <li>• Is open to misuse by site attendants (although this can be controlled with checks of permit numbers against vehicle counters).</li> </ul>



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### **3.1 Control Systems Used by Other Scottish Local Authorities**

Information on control systems used by other Scottish local authorities were reviewed using information on their website. Contact was also made through the Waste Manager's Network to find out more. Description of systems in place are provided in Table 2 below.

Table 2 – Summary of HWRC trade waste control systems in Scotland

Local authority	Number of recycling centres	Details of the system
Aberdeen City	5	<ul style="list-style-type: none"> <li>Recycling centres for household use only.</li> <li>Disclaimer forms in use for households using vans.</li> <li>See <a href="https://www.aberdeencity.gov.uk/services/bins-and-recycling/find-your-nearest-recycling-centre">https://www.aberdeencity.gov.uk/services/bins-and-recycling/find-your-nearest-recycling-centre</a> for more information.</li> </ul>
Angus	7	<ul style="list-style-type: none"> <li>Recycling centres for household and trade use.</li> <li>Permit system for vans and trailers used for household waste introduced in April 2019, similar to that in Dundee City with bans on certain vehicle types and trailers.</li> <li>Recycling is generally free but commercial non-recyclable waste, garden, soil/turf, wood, plasterboard and rubble has to be paid for each load in advance and a ticket must be handed over at recycling centre.</li> <li>See <a href="https://www.angus.gov.uk/bins_and_recycling/commercial_waste_and_recycling/commercial_waste_at_recycling_centres">https://www.angus.gov.uk/bins_and_recycling/commercial_waste_and_recycling/commercial_waste_at_recycling_centres</a> and <a href="https://www.angus.gov.uk/bins_and_recycling/household_waste_and_recycling/disposal_of_household_waste_in_van_trailer_or_for_more_information">https://www.angus.gov.uk/bins_and_recycling/household_waste_and_recycling/disposal_of_household_waste_in_van_trailer_or_for_more_information</a>.</li> </ul>
Argyll & Bute	11	<ul style="list-style-type: none"> <li>Recycling centres for household use only.</li> <li>Commercial waste can be taken to specified waste disposal sites and has to be paid for.</li> <li>See <a href="https://www.argyll-bute.gov.uk/planning-and-environment/commercial-waste-disposal-sites">https://www.argyll-bute.gov.uk/planning-and-environment/commercial-waste-disposal-sites</a> for more information.</li> </ul>
Clackmannanshire	1	<ul style="list-style-type: none"> <li>Recycling centres for household and trade use.</li> </ul>

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Local authority	Number of recycling centres	Details of the system
		<ul style="list-style-type: none"> <li>• Pre-paid Small Trader Tipping Ticket £55.00 per load (per vehicle up to 3.5 tonnes).</li> <li>• See <a href="https://www.clacks.gov.uk/environment/commercialwaste/">https://www.clacks.gov.uk/environment/commercialwaste/</a> for more information.</li> </ul>
<b>Dumfries &amp; Galloway</b>	12	<ul style="list-style-type: none"> <li>• Recycling centres for household use only.</li> <li>• See <a href="https://www.dumgal.gov.uk/recyclingcentres">https://www.dumgal.gov.uk/recyclingcentres</a> for more information.</li> </ul>
<b>Dundee City</b>	2	<ul style="list-style-type: none"> <li>• Recycling centres for household use only.</li> <li>• Specified vehicle and trailer types banned.</li> <li>• Permit system (for 12 visits at a time) for non-commercial vans and trailers of certain size.</li> <li>• Used in conjunction with vehicle recognition system to identify high volume regular visitors who may be traders in disguise.</li> <li>• See <a href="https://www.dundeeecity.gov.uk/service-area/neighbourhood-services/environment/household-waste-recycling-centre-permits">https://www.dundeeecity.gov.uk/service-area/neighbourhood-services/environment/household-waste-recycling-centre-permits</a> for more details.</li> </ul>
<b>East Ayrshire</b>	2	<ul style="list-style-type: none"> <li>• Recycling centres for household and trade use, although trade use limited to recyclable materials.</li> <li>• All commercial type vehicles (domestic or commercial) require advance booking.</li> <li>• Personal ID and declaration forms in use for households using commercial type vehicles.</li> <li>• Commercial permits and an advance booking system to use some recycling centres.</li> <li>• Commercial non-recyclable waste is not accepted, only recyclable materials.</li> <li>• Standard Permit for glass, paper and/or cardboard, cans, mixed plastics containers, scrap metals, textiles, cooking oils and car batteries. £147 per year.</li> <li>• Construction and Garden Waste Permit for standard permit items and garden waste, timber, soil and rubble £1,045 per year.</li> <li>• Commercial permits available to vehicles up to 3.5 tonnes only, and trailers with a maximum load bed of 3 metres.</li> </ul>



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Local authority	Number of recycling centres	Details of the system
		<ul style="list-style-type: none"> <li>See <a href="https://www.east-ayrshire.gov.uk/Housing/RubbishAndRecycling/RecyclingCentreAccessforResidentsUsingCommercialTypeVehicles.aspx">https://www.east-ayrshire.gov.uk/Housing/RubbishAndRecycling/RecyclingCentreAccessforResidentsUsingCommercialTypeVehicles.aspx</a> and <a href="https://www.east-ayrshire.gov.uk/BusinessAndTrade/CommercialWastePollutionAndRecycling/CommercialWaste/CommercialWaste-RecyclingPermitforWesternRoadRecyclingCentreKilmarnock.aspx">https://www.east-ayrshire.gov.uk/BusinessAndTrade/CommercialWastePollutionAndRecycling/CommercialWaste/CommercialWaste-RecyclingPermitforWesternRoadRecyclingCentreKilmarnock.aspx</a> for more information.</li> </ul>
East Dunbartonshire	1	<ul style="list-style-type: none"> <li>Recycling centres for household waste only.</li> <li>See <a href="https://www.eastdunbarton.gov.uk/residents/recycling-waste/household-waste-recycling-centres-tipsdumps">https://www.eastdunbarton.gov.uk/residents/recycling-waste/household-waste-recycling-centres-tipsdumps</a> for more information.</li> </ul>
East Lothian	4	<ul style="list-style-type: none"> <li>Recycling centres for household and trade use.</li> <li>Householders may be asked for proof of residency when visiting recycling centres.</li> <li>Vans and trailers can only access recycling centres 8.30-10.30am seven days a week, height barriers in operation outwith these times.</li> <li>All vans must be registered using an application form.</li> <li>Domestic vans and trailers limited to 12 visits per year for non-recyclable waste, garden waste, rubble, wood/laminates, soil, DIY waste and construction &amp; demolition waste.</li> <li>Commercial waste can be taken to a waste transfer station Mon-Fri 9-10am and 2-4pm and paid for. Waste carrier registration (or equivalent) required.</li> <li>Businesses with a trade waste collection contract will be provided with a recycling permit free of charge to allow them to use recycling centres for recycling glass, metals, plastic bottles, and paper, card &amp; cardboard.</li> <li>Businesses without a collection contract can buy an annual recycling permit (application by email).</li> <li>Commercial customers are not restricted to the 12 visits per year.</li> </ul>

## From mountain to sea

Local authority	Number of recycling centres	Details of the system
		<ul style="list-style-type: none"> <li>• See <a href="https://www.eastlothian.gov.uk/info/210561/bins_and_recycling/12064/waste_and_recycling_services_for_businesses/2">https://www.eastlothian.gov.uk/info/210561/bins_and_recycling/12064/waste_and_recycling_services_for_businesses/2</a> for more information.</li> </ul>
<b>East Renfrewshire</b>	2	<ul style="list-style-type: none"> <li>• Recycling centres for household and trade use.</li> <li>• Householders must provide proof of residency when visiting recycling centres, e.g. driving licence, council tax bill or utility bill.</li> <li>• Businesses must have a permit to use recycling centres.</li> <li>• Domestic vans and trailers can only use one recycling centre and must be booked in in advance online. Quantity limited to 3 trailer loads per permit.</li> <li>• Trade waste collection customers can use one of the recycling centres free of charge.</li> <li>• A permit is required to take business waste to a recycling centre.</li> <li>• See <a href="https://www.eastrenfrewshire.gov.uk/recycling-centres">https://www.eastrenfrewshire.gov.uk/recycling-centres</a> for more information.</li> </ul>
<b>Edinburgh City</b>	3	<ul style="list-style-type: none"> <li>• Recycling centres for household waste only.</li> <li>• For Edinburgh residents only.</li> <li>• No liveried vans allowed access. All vans required to bring two forms of identification, e.g. driving licence/passport and utility bill. Hire vans also required to provide hire document.</li> <li>• See <a href="http://www.edinburgh.gov.uk/info/20001/bins_and_recycling/1611/site_rules_and_access">http://www.edinburgh.gov.uk/info/20001/bins_and_recycling/1611/site_rules_and_access</a> and <a href="http://www.edinburgh.gov.uk/info/20001/bins_and_recycling/1343/trade_waste_at_community_recycling_centers">http://www.edinburgh.gov.uk/info/20001/bins_and_recycling/1343/trade_waste_at_community_recycling_centers</a> for more information.</li> </ul>
<b>Falkirk</b>	2	<ul style="list-style-type: none"> <li>• Recycling centres for household use only.</li> <li>• Ban on vehicles with gross weight over 3.5 tonnes.</li> <li>• Automated Number Plate Recognition in place.</li> </ul>

## From mountain to sea

Local authority	Number of recycling centres	Details of the system
<b>Fife</b>	11	<ul style="list-style-type: none"> <li>Permit system (Small Business Tipping Permit) for small traders based at a residential property or runs a business from a vehicle.</li> <li>Permit obtained from hubs (area offices).</li> <li>Traders must have a waste carrier registration.</li> <li>Permit (single use) costs £40 for recycling and £100 for non-recyclable waste.</li> <li>See <a href="http://www.falkirk.gov.uk/services/bins-rubbish-recycling/trade-waste/recycling-centres.aspx">http://www.falkirk.gov.uk/services/bins-rubbish-recycling/trade-waste/recycling-centres.aspx</a> for more information.</li> <li>Recycling centres for household and trade use.</li> <li>Use by businesses limited to recyclable materials only.</li> <li>Recycling Permit required for businesses and they can use specified recycling centres only.</li> <li>Height barriers and automatic number plate recognition in use.</li> <li>Proof of address may be required (only if asked for).</li> <li>Vans and trailers required to fill in a declaration form and provide proof of address.</li> <li>Trailer access restricted to single axle trailers.</li> <li>See <a href="https://www.refsol.co.uk/resource-management/recycling-centre-commercial-waste-card/">https://www.refsol.co.uk/resource-management/recycling-centre-commercial-waste-card/</a> and <a href="https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=E7F8172B-65BF-00F7-DC6D2D420067E012&amp;themeid=81E299FB-1BCF-4994-8C8A-233463B738F6">https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&amp;p2sid=E7F8172B-65BF-00F7-DC6D2D420067E012&amp;themeid=81E299FB-1BCF-4994-8C8A-233463B738F6</a> for more information.</li> </ul>
<b>Glasgow City</b>	3	<ul style="list-style-type: none"> <li>Recycling centres for household use only.</li> <li>Height barriers in use.</li> <li>Commercial waste can be taken to a waste transfer station and charged accordingly.</li> </ul>

## From mountain to sea

Local authority	Number of recycling centres	Details of the system
<b>Highland</b>	21	<ul style="list-style-type: none"> <li>Limits on the number of visits free of charge, based on the type of vehicle and trailer, and the type of waste. Additional charges may be levied and two forms of identification may be required.</li> <li>See <a href="https://www.glasgow.gov.uk/index.aspx?articleid=16571">https://www.glasgow.gov.uk/index.aspx?articleid=16571</a> for more information.</li> <li>Recycling centres for household and trade use.</li> <li>At some recycling centres vans, pick-ups, liveried vehicles and trailers required to fill in a declaration form, available online and through some service points.</li> <li>Commercial waste accepted at landfills and transfer stations and charged for accordingly.</li> <li>Recycling centres can be used free of charge by trade waste collection customers using a waste transfer note.</li> <li>See <a href="https://www.highland.gov.uk/info/1060/rubbish_-_commercial_waste/134/commercial_waste_and_recycling_collection_service">https://www.highland.gov.uk/info/1060/rubbish_-_commercial_waste/134/commercial_waste_and_recycling_collection_service</a> for more information.</li> </ul>
<b>Inverclyde</b>	2	<ul style="list-style-type: none"> <li>Recycling centres for household and trade use.</li> <li>Businesses can use one of the recycling centres and are required to have an annual tipping permit which can be purchased at the recycling centre (£87.20 per half a tonne, charities half price).</li> <li>Domestic vans and trailers can be accepted at one of the recycling centres and must be booked in in advance by phone.</li> <li>See <a href="https://www.inverclyde.gov.uk/environment/recycling-and-waste-services/recycling-centres">https://www.inverclyde.gov.uk/environment/recycling-and-waste-services/recycling-centres</a> for more information.</li> </ul>
<b>Midlothian</b>	2	<ul style="list-style-type: none"> <li>Recycling centres for household and trade use.</li> <li>Vans and trailers can only use one of the recycling centres and must be booked in in advance online. Vans towing trailers are not accepted. Domestic visits limited to 6 times per year.</li> </ul>

**From mountain to sea**

Local authority	Number of recycling centres	Details of the system
		<ul style="list-style-type: none"> <li>• Trade use limited to one recycling centre. Vans and trailers need to be booked in in advance.</li> <li>• See <a href="https://www.midlothian.gov.uk/info/1054/bins_and_recycling/346/household_waste_recycling_centres">https://www.midlothian.gov.uk/info/1054/bins_and_recycling/346/household_waste_recycling_centres</a> for more information.</li> </ul>
<b>Moray</b>	9 (4 staffed, 5 unstaffed)	<ul style="list-style-type: none"> <li>• Recycling centres for household and trade use.</li> <li>• Declaration forms in place for domestic vans, pick-ups and trailers.</li> <li>• Height barriers in place.</li> <li>• Trade waste collection customers can be provided with an entry pass to the staffed recycling centres free of charge for paper &amp; cardboard, glass, plastic bottles &amp; containers and metal tins &amp; cans.</li> <li>• See <a href="http://www.moray.gov.uk/downloads/file98138.pdf">http://www.moray.gov.uk/downloads/file98138.pdf</a> for more information.</li> </ul>
<b>North Ayrshire</b>	4	<ul style="list-style-type: none"> <li>• Recycling centres for household use only.</li> <li>• Specified vehicle and trailer types banned.</li> <li>• Height barriers and automatic number plate recognition system in place.</li> <li>• Permit system (Household waste tip permit) required for vans, pick-ups, trailers with single-axle and minibuses.</li> <li>• Permit is for 12 visits to be used within 12 months.</li> <li>• See <a href="https://www.north-ayrshire.gov.uk/bins-litter-and-recycling/household-waste-tip-permits.aspx">https://www.north-ayrshire.gov.uk/bins-litter-and-recycling/household-waste-tip-permits.aspx</a> for more information.</li> </ul>
<b>North Lanarkshire</b>	6	<ul style="list-style-type: none"> <li>• Recycling centres for household use only.</li> <li>• Limits on most types of vans (including all liveried vans) and trailers less than 1.5m in length and two wheels only are accepted. Small vans and trailers must be booked in at least 48 hours in advance by email.</li> <li>• See <a href="https://www.northlanarkshire.gov.uk/index.aspx?articleid=34009">https://www.northlanarkshire.gov.uk/index.aspx?articleid=34009</a> for more information.</li> </ul>

















































































