

Appendix C



Peterborough Household Recycling Centre

Outline Proposal for Provision of Chargeable Commercial Waste Service and DIY Waste Service at Fengate HRC

19th June 2019

1. Proposal to provide a chargeable service for the following waste services;
 - Commercial and Industrial waste service for small to medium sized businesses for the disposal and recycling of their own waste. This should cover a broad range of materials and where possible should encourage recycling.
 - DIY waste – waste not classified as household waste, specifically hard-core, rubble, soil and plasterboard.

2. As well as the associated benefits of providing a safe and legal disposal route for many SMEs, this service also gives some consistency to site operatives in enforcing the Council Policies, notably that all site users carrying hard-core, rubble, soil and plasterboard will be charged for the service regardless of vehicle type, source of waste etc.

3. Measurement, payment and containers:

Charges would be applied on a volume and apportioned basis – see attached example in Appendix 1. The rates shown here are indicative and will vary depending on location and market information. It is recommended that the prices for large vans etc., are disproportionately greater to discourage this type of user which can cause problems on site. The electronic form will allow percentage fill to be applied to the different type of vehicle and class of waste.

The advantage of the Fengate site is that we have access to a weighbridge for out-going loads, which we could use to validate the charging mechanism once a container is full.

An electronic form will be completed by the site operative on the iPad to calculate the cost, complete waste transfer note, and payment taken and receipt issued before the waste is deposited.

We have a number of possible options for container provision for chargeable waste:

- **Hard-core, rubble, soil, plasterboard & asbestos** – dedicated containers on lower level
- **Wood (x2) and green** – either dedicated containers or commingled with household containers.

If we were to use dedicated containers, located at the end of the line adjacent to the van parking area, then this may require an additional dedicated resource to monitor and enforce. This approach has the advantage containers being weighed as they leave site. Commingling with the other household containers would be easier to supervise and police, and over time as the practice becomes embedded we could relocate to dedicated containers located elsewhere.

- **Residual** – commingled with household waste container.
- **Other recycling (card, paper, ferrous etc.)** – commingled in remainder containers.

4. Staffing

This is the area that can be difficult to get right from day one but is key to the scheme working.

We would recommend that a security officer and/or your enforcement officers has a permanent presence on site for the first 4 weeks of the scheme. This will ensure that users are effectively and robustly challenged and comply with the new policy and charges or are asked to leave the site. This will also provide a clear steer to the site team on how this should be applied and that what may have been 'normal arrangements' prior to the changeover are no longer acceptable and that the new policies have to be enforced.

It may be necessary to have an additional member of staff on site on an ongoing basis to effectively cover the DIY/Trade waste areas, but that decision should be left until we have some good sales data and the scheme has settled in.

However it would be prudent to budget for that now.

5. Restrictions

- Service is typically for disposal of waste generated in connection with the persons business only. If the service is to be opened up to include those carrying other people's waste, such as house clearance then that needs to be considered very carefully as these users tend to take up a lot of room on the site and we only have one HRC in which to try to balance the needs of residents and small businesses.
- All those carrying trade waste will be required to hold a Waste Carriers Licence, and this will be checked before being allowed to deposit waste.
- Trade service only available Monday to Friday.
- De-minimis quantities of DIY waste will be accepted for e.g. gravel from a fish tank, single paving slab etc.
- Site operatives decision would be final (unless PCC representatives on site at the time), with a protocol for dealing with complaints, after the event.
- Card/phone payment only – no cash.
- Recyclable and reusable waste still chargeable.

- Users must be encouraged to segregate and recycle, rather than simply and conveniently deposit in residual container; refusal could result in waste being turned away, or banned in future.
- Need access to ANPR system and records.

6. Planning & Permitting

The cost of amending this is not included in the proposal at this early stage.

7. Costs and profit share

Establishment costs and ongoing running costs would be invoiced on an open book basis. An admin charge would also be invoiced based on 10% of revenue sales to cover processing of transactions, banking etc. Disposal costs and haulage would be reimbursed as per the contract and recycling bonus paid in accordance with the contract pay-mech.

We would also like to propose that there is a profit share after all revenues and costs have been accounted for; this would help incentivise the effective implementation and development of the scheme.

Budget costs are detailed below and give an indication of what the costs could be;

Establishment Costs		Qty	Item	total	
1	Signage	1	£2,000	£2,000	
2	Comms	1	£2,000	£2,000	
3	Ipad x3 (one already provided)	2	£500 item	£1,000	incl protective covers
4	Software - forms development	3	tbc	tbc	This may change in the future depending on our service provic
5	Security Personnel (or similar) for first 4 weeks	4	£1,400 wk	£5,600	
6	CCTV camera to cover areas in question	2	£2,000 item	£4,000	
7	Misc. consumables	1	£250	£250	
				£14,850	
On-going revenue costs					
1	Transaction costs			tbc	2-3% per transactions
2	Chip & Pin machines - rent £25/mth per machine - £300pa	3	£300 per year per item	£900	
3	Sim cards for chip and pin	3	£240	£720	
4	6 days of security guard if required	6	£200	£1,200	
5	Additional operative resource, if required.	1	£30,000	£30,000	
6	Hardware/software replacement			tbc	difficult to quantify at this stage
7	Licence costs for software			tbc	unlikely
				£32,820	

In our experience, the introduction of charging has on some occasions reduced the site usage and the volume handled and recycling levels. Whilst this does reduce the council's disposal costs it does also reduce our ability to earn the recycling bonus, and we would like to propose that in the event of this happening there is a mechanism in place to protect our position.

Appendix 1**Example of Commercial and Industrial Waste Charges**

	Non- recyclable / unsorted waste	Pre-sorted recyclables	Green garden waste	Wood
Small car	£32	£20	£10	£20
Large car, estate, MPV, 4 x 4, small trailer (less than 2m x 1m)	£40	£25	£15	£25
Car derived vans, unbraked large trailer (over 2m x 1m)	£54	£35	£25	£32.50
Medium van, double axle or braked trailer	£81	£40	£30	£49
Large Van (SWB, single wheel axle only)	£108	£60	£45	£65
Large van (MWB)	£135	£75	£56.50	£81
Large van (LWB)	£162	£90	£67.50	£98

Example of DIY Waste Charges (Hardcore, rubble, soil)

Volume	Charge (including VAT)
Up to ten (25 litre) bags or equivalent	£2 per 25 litres (minimum charge £2)
Over ten (25 litre) bags or equivalent	£2.50 per 25 litres
Half transit van or equivalent	£25
Full transit van or equivalent	£50
Double wheeled van or equivalent	£100

Example of DIY Waste Charges (Plasterboard)

Volume	Charge (including VAT)
Up to 3 sheets or equivalent	£2.50 per sheet
4 to 8 sheets or equivalent	£5 per sheet
Half transit van or equivalent	£50
Full transit van or equivalent	£100
Double wheeled van or equivalent	£200

Single item charges

Item	Charge (including VAT)
Toilet bowl	£2
Toilet cistern	£2
Single sink	£2
Sink pedestal	£2
Double sink	£4
Small shower tray	£2
Large shower tray	£4

Minimum £2 charge regardless of size. Other items charge at the discretion of site staff based on estimated volume.

This page is intentionally left blank