

Our Ref: Waste Audit Pack
Date:

Dear

REQUEST FOR ADDITIONAL WASTE STORAGE AND COLLECTION CAPACITY

Thank you for your recent enquiry regarding the provision of additional waste storage and collection. All such requests are dealt with by making an assessment of the current waste you are producing and the amount of recycling you are able to do.

The first step in the process is to complete the enclosed 'Request for Waste Audit' form to establish if you are utilising all the Councils recycling collection facilities. Completed forms should be returned to the Council at the above postal address or e-mailed to contact@chorley.gov.uk

When we receive your completed form we will assess your responses and contact you to arrange a waste audit where appropriate.

The waste audit will typically involve a visit to your home to confirm that all recycling collection services are being used and that particular circumstances exist in your household such as large numbers of family members or which would lead to the generation of extra or unusual types of waste.

Following the waste audit we will agree what additional bin capacity is appropriate (extra wheeled bin) and you may be required to pay for the extra wheeled bins.

Please read all the information. If you have any difficulties completing the form you can phone us on 01257 515355 for help.

Yours sincerely

Waste Management Team
Email: contact@chorley.gov.uk
Tel: 01257 515355

Please turn over.....

Frequently Asked Questions

I want a bigger bin & you've told me I need a waste audit. What is a waste audit?

In order to see if you genuinely need extra disposal capacity we need to look at what waste your household produces and check that you use our recycling schemes correctly. You need to complete & return the form in the waste audit pack to get a waste audit

What happens at a waste audit?

One of our waste management officers will make an appointment to come out and see what waste you produce. You don't need to be in but leave your domestic and recycling bins out so we can examine the contents. We want to see what rubbish you put in your green wheeled bin to see if you can recycle any of it. If we find a significant amount of waste that can be recycled we will not provide you with additional disposal capacity.

Do I need to do anything before my waste audit appointment?

Please don't do anything unusual, just keep on recycling as much waste as you can. We will try to make appointments as close to your refuse collection day as possible so we can see how much waste you produce. Please do not take any extra bags of waste to the tip. Keep things like disposable nappies, medical waste, animal waste, confidential waste or sharp or broken objects separate from your general waste. Remember someone is going to be handling the waste in your bin!

Do I have to pay for a bigger bin?

If we agree that you need an extra wheeled bin you will need to buy an additional 240 litre bin from the Council at a cost of £30.00 including delivery. We will ask you to pay in advance by cheque or credit/debit card. Your audit pack will tell you how to pay. This charge may be waived where the excess waste is due to a resident's medical condition or there are other exceptional circumstances.

Chorley Council Waste Management - Additional Waste Containers and Side Waste Policy

Residents may request a larger or extra bin because they believe they have insufficient capacity to store non-recyclable domestic waste for two weeks. **An extra bin will only be provided if a Council waste management officer has undertaken a waste audit of what goes in the bin and is satisfied that additional capacity is required.**

The Council's policy for properties on alternate weekly collections is;

- FCC, the Council's waste management contractor will only empty one 240 litre green wheeled bin per property unless other arrangements are made with the Council's waste management section. They will not take side waste or empty bins where bin lids are not shut.
- If you have a small green wheeled bin, 120 or 140 litre capacity you can exchange this for a standard size 240 litre bin free of charge. Please call 01257 515355 or e-mail contact@chorley.gov.uk to request one.

Before you book a waste audit with the Council you need to be able to answer "YES" to all of the following questions. If you cannot answer YES to any of these questions you might not be ready for a waste audit but one of our Waste Management Officers could give you some telephone advice.

- Are you aware of the range of materials we collect from the kerbside for recycling?
We collect plastic bottles pots, tubs and trays; tins and cans, glass, foil, cardboard, paper, and garden waste.
- Do you have the bins (blue and brown) that you need to store and present your recycling?
If not, please phone 01257 515355 or e-mail contact@chorley.gov.uk to request one. There is a charge for new or replacement bins.
- Are you using the kerbside recycling scheme and regularly presenting the whole range of materials for recycling, so that there is no glass, plastic bottles, cans, cardboard, paper or garden waste in your green wheeled bin? If you have a garden have you signed up to the garden waste collection scheme, currently £30 per bin for a year? Do you have a home composter and do you use it? Home composters can be purchased from the [Compost It website](#)
- If you have a child in disposable nappies have you considered trying real nappies as an alternative?

REQUEST FOR WASTE AUDIT

- Before completing this form, please read the accompanying FAQs leaflet and Chorley Council's policy on Additional Waste Disposal Capacity and Side Waste.
- Please complete **ALL** sections of the form. Applications that are not completed in full will not be considered. If you need any help please telephone 01257 515355
- Please return the completed form in the pre paid envelope provided.

PLEASE NOTE: You will only be considered for additional waste disposal capacity following a Waste Audit.

*Please delete as applicable

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|--|------------------------------------|
| 1. Do you have enough containers for storing your recycling? | Yes/No* |
| 2. Are you using the kerbside recycling scheme and regularly presenting the whole range of materials for recycling so that there is no glass, plastic bottles/pots/tubs/trays, cans, cardboard, paper or garden waste in your green waste bin? | Yes/No* |
| 3. If you have a garden, do you have a grey bin or home composter and do you use it? | Yes/No/
Not applicable* |
| 4. If you have a child in disposable nappies, have you considered trying real nappies as an alternative? | Yes/No/
Not applicable* |

If you answered 'No' to any of the above questions then you may not require a Waste Audit, we can provide telephone advice and arrange additional recycling containers for you. Please contact us to discuss this on 01257 515355. You do not need to complete the rest of this form. Please complete sections 1 to 4 if you have answered Yes to all of the above where applicable.

Section 1 Personal Details

<u>Surname:</u>
<u>First Name:</u>

<u>Address:</u>
Postcode:
Tel. No (Daytime):
Mobile No:

Section 2 Details of request

Please write below your reasons for requesting the additional waste disposal containers.

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Section 3 Recycling

Composting

Do you have a Grey Bin for garden waste?

Yes	No
Yes	No

If you do not have a grey bin do you compost your food and garden waste at home?

- You can compost your garden waste and some food waste at home rather than using a grey bin. Having a compost heap reduces the waste in your bin and also produces compost for your garden.***

Other recycling containers

Do you have a blue bin for cans, glass and plastic bottles?

Yes	No
Yes	No

Do you have a brown bin for paper and cardboard?

Yes	No
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Do you flatten your waste to create more space in your bin?

- All waste such as packaging should be squashed before it is put in the green bin. This will reduce the amount of room it takes up in your bin.***

Section 4 Your household

Please list below all of the **people** who are **permanent** residents in your household (along with their date of birth if they are under 18 years of age).

Name	Date of Birth

Name	Date of Birth

Signed _____ Date _____

* Data Protection Act: Please tick this box if you don't want the Council to keep this information on record

Advice on reducing your waste

- ✓ Avoid buying over-packaged goods.
- ✓ Try using more reusable products like rechargeable batteries and avoid disposable products.
- ✓ Have household items repaired where possible instead of throwing them away.
- ✓ Make use of Charity Shops and similar organisations for your unwanted clothes, shoes, books, toys etc.
- ✓ Don't get new carrier bags when you go shopping, reuse your old ones. You can also use them as bin liners.
- ✓ Cancel your junk mail by writing to:

Mail Preference Service, Freepost 22, London W1E 7EZ or visit mail preference
servicewebsite

What happens next?

Once we've received your completed form we will contact you within 5 working days. Priority for waste audits will be given to those with 6 or more people resident in the house or those with special circumstances due to medical reasons.

“When the Council asks you to provide personal information it promises to hold and process that information in accordance with the terms of the Data Protection Act 1998.

Under normal circumstances the information we collect is only used for the purpose(s) for which it was collected. However, where we have a legal obligation to share your information with a third party or we believe that by sharing your data with other local or central government departments we can provide you with a better standard of service, we will do so”.