Highland Council Household Waste Recycling Centre Policy

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Version 1.0

The Head of Waste Management
The Highland Council
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Highland Council Household Waste Recycling Centre Policy

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1.0 Introduction

This policy outlines the arrangements for taking reusable, recyclable and non-recyclable materials to Highland Council Recycling Centres. The policy applies to all householders and permitted commercial customers accessing Highland Council Recycling Centres.

The policy provides information and guidance regarding the service provided by the Highland Council at Household Waste Recycling Centres (HWRCs). It also outlines the measures site users are required to take to make best use of the service and contribute towards reducing waste and improving reuse and recycling in Highland.

2.0 Policy Statement

The Highland Council is committed to providing efficient and cost-effective services that contribute towards environmental sustainability and the development of a more circular economy.

Highland Council Recycling Centres are provided to facilitate and maximise the recycling and reuse of household waste in Highland. Alternative disposal facilities are available at each site for the deposit of solely those materials which no appropriate recycling route is provided for.

3.0 Statutory Requirements

Refuse Disposal (Amenity) Act 1978

Under Section 1 of the Refuse Disposal (Amenity) Act 1978, the Highland Council has a statutory duty to provide facilities at which residents of the area may deposit their household waste for disposal. Sites are required to be accessible and available at reasonable times. The materials accepted at facilities can be determined by the Local Authority.

4.0 Service Provision

To fulfil its statutory duty, the Highland Council operates a network of Household Waste Recycling Centres (HWRCs) throughout the Local Authority area.

For a full list of the Highland Council Recycling Centres see Schedule 1.

Information regarding the location of Recycling Centres and the materials accepted at each is regularly updated and available to view at www.highland.gov.uk/recyclingcentres
5.0 Operating Hours

Highland Council Recycling Centres operate a range of opening hours. At some sites extended opening hours operate during Summer months. All Recycling Centres are open throughout the year with the exception of the following dates:

- the 25th and 26th of December and
- the 1st and 2nd of January.

The opening hours for each Highland Council Recycling Centre are outlined in Schedule 1 and maintained and made available at www.highland.gov.uk/recyclingcentres.

Occasionally, sites may need to close due to unexpected circumstances (e.g. adverse weather, staff shortage). The Council will notify such closures to the Scottish Environment Protection Agency (SEPA) and the Council’s Service Centre.

Sites are temporarily closed during HGV manoeuvres (e.g. skip movements) in the interest of public safety. Such closures are typically of short duration (up to half an hour) and will be indicated by a sign being posted on the site gate.

6.0 Access to Highland Council Household Waste Recycling Centres

Highland Council HWRCs are provided principally for the use of Highland households paying standard Council Tax to dispose of their own domestic household waste. Proof of residency may be requested by site operatives.

HWRCs are not provided for the disposal of waste originating from business or commercial sources or activities. Further details are provided in Section 8.

7.0 Requirements of Site Users

Visitors to Highland Council Recycling Centres are required observe the following guidelines:

- Site users are required to comply with instructions outlined by signage and Site Operatives in relation to health and safety, speed limits, waste sorting and segregating recyclable materials.

- It is the responsibility of the householder to deposit their own waste in the appropriate location or container for recycling or disposal referring to signage and guidance from Site Operatives.

- If sufficient capacity is not available in the appropriate container the householder may be required to take their waste away and return at an alternative time.
• Householders should separate all recyclable materials from residual (rubbish or black bag) waste prior to visiting. Only non-recyclable materials should be disposed of in residual waste disposal bays and containers. Details of the materials that can be recycled at each site can be found at www.highland.gov.uk/recyclingcentres prior to visiting.

If materials have not been separated prior to arrival, site users may be requested to do so by Site Operatives.

• Young people under the age of 16 years accessing the site must always be supervised by a responsible adult.

• No pets or animals are permitted on site outwith vehicles.

• The Highland Council operates a zero-tolerance policy in relation to abusive or aggressive behaviour directed towards staff members and other site users. Aggressive or abusive behaviour will not be tolerated and may result in site users being directed to leave the site. Serious incidents will be reported to the police.

As a safety and security measure, CCTV cameras are in operation at Highland Council Recycling Centres.

• The Highland Council reserves the right to restrict access and/or refuse entry to Household Waste Recycling Centres in the event of any site user or users significantly failing to comply with the conditions set out in this policy.

8.0 Commercial and Business Waste

Disposal of commercial and business waste at Highland Council Recycling Centres is not permitted with the sole exception being disposal of recyclable materials by Highland Council Commercial Waste Service customers through the Recycling Bring Scheme (see Section 8.2 for further information).

For the purposes of this policy, commercial and business waste is defined as all waste generated in the course of work, trade or industry and/or waste which is generated by any premises used for trade, business or industry, or sport, recreation or entertainment, excluding household waste.

In addition to regular commercial and business activity, the policy also applies to waste generated in the course of occasional undertakings or events.

Examples of prohibited sources of waste are provided overleaf. This list is not exhaustive but provided for illustration.
EXAMPLES OF PROHIBITED SOURCES OF WASTE:

- Shops
- Offices
- Factories or workshops
- Restaurants and catering premises
- Accommodation providers
- Gardeners and landscapers
- Builders and associated trades etc.
- Crofting or farm wastes
- Markets and fairs
- Home-based businesses
- Premises occupied by a club, society or any association of persons (whether incorporated or not) in which activities are conducted for the benefit of members.
- Waste from a rented property being disposed of by a landlord, letting agent, facilities management or maintenance contractor
- Waste collected from a residential property by a party other than the householder in exchange for payment or reward.

The Council authorises its staff to refuse access and disposal in instances where Site Operatives or Officers believe that commercial waste is being disposed of as household waste.

Producers of commercial and business waste must ensure their waste is disposed in accordance with all relevant legislation, including the Duty of Care. Further details are available at https://www2.gov.scot/Resource/0040/00404095.pdf. Unauthorised disposal of commercial and business waste at Highland Council Recycling Centres constitutes a breach of the Duty of Care.
8.1 Monitoring of Commercial and Business Waste Abuse at Highland Council Recycling Centres

The Highland Council is committed to continuous monitoring of commercial waste abuse at Household Waste Recycling Centres. If a visitor to the site is suspected to be disposing of business or commercial waste, proportionate measures may be taken in response. These measures include:

- Requesting the completion of a Household Waste Declaration Form and proof of residency in instances where it is felt the frequency of visits or volume of waste exceed those ordinarily anticipated from a household premises or the type of waste is typically from a commercial source.
- Providing advice and guidance regarding waste legislation, commercial waste producers’ Duty of Care and compliance
- Issuing a letter providing guidance and requesting evidence of compliant waste arrangements.
- Investigation by Council officers, including visits to the premises where the waste is said to have originated.
- Issuing a rejection notice and informing SEPA.
- Issuing an enforcement notice and/or Fixed Penalty Notice

8.2 Highland Council Commercial Waste Service Customers

The Highland Council operates a Recycling Centre Bring Scheme for sole use by Highland Council Commercial Waste customers. Permitted businesses may make use of Highland Council Recycling Centres solely for the disposal of limited volumes of recyclable material as detailed in the Highland Council Commercial Collection Service Terms & Conditions. Disposal of refuse is not permitted.

Access will only be granted if a valid and current Highland Council Waste Transfer Note (WTN) is presented to site operatives on arrival, and the quantity and type of recyclable material deposited meets with the description detailed on the WTN.

9.0 Materials Accepted at Highland Council Recycling Centres

The Highland Council is committed to diverting waste from landfill and providing collection containers at Recycling Centres for a greater range of materials than are able to be accepted in kerbside recycling bins.

The range of materials accepted for recycling at Highland Council Recycling Centres is determined by the operational viability of providing each service and market demand for the collected material and is reviewed on an ongoing basis. Recycling facilities available at sites may vary due to operational constraints (e.g. size of site) or commercial circumstances (e.g. cost/availability of service).
Information regarding the materials that can be accepted for recycling or reuse at each site can be found on the Highland Council’s Recycling Centres’ individual webpages. Links to each webpage are provided in Schedule 1.

10.0 Restricted Materials

Asbestos

Asbestos is classified as special waste and is subject to specific disposal procedures. The Highland Council has made provision for the disposal, by Highland householders, of small amounts of bonded asbestos generated by DIY activities, at a number of its facilities which are licensed to accept the material.

If householders wish to dispose of asbestos at a Highland Council Recycling Centre a booking must be made in advance. For more information please visit the Highland Council’s Dispose of Home Asbestos webpage.

Hazardous Waste

No hazardous, toxic or dangerous waste with the potential to endanger site users and operatives or cause damage to site containers and equipment may be brought to site. Examples of prohibited items include explosives (fireworks, marine flares) and poisons.

Liquid Wastes

Liquid wastes (other than small quantities of waste engine oil from household sources) cannot be accepted at Highland Council Recycling Centres. Householders may dispose of old paint tins at Recycling Centres if they are completely empty or if all remaining paint has first been dried out (for example with saw dust or cat litter).

Tyres

Vehicle tyres are not accepted for disposal at Highland Council Recycling Centres. Tyres can be disposed of through the network of garages and tyre dealers offering this service throughout Highland. Tyres can also be accepted for collection as part of the Highland Council Bulky Uplift Service. Householders are reminded that vehicle tyres cannot be disposed of in household refuse bins.
11.0 Vehicle Restrictions

11.1 Restricted Vehicles

The following vehicles will not be permitted entry to Highland Council Recycling Centres with any waste:

- Trailers with more than one axle or greater than 2.4 metres (8 feet) in length;
- vehicles with a gross vehicle weight of 3.5 tonnes or greater;
- tippers and flat-bed trucks;
- luton vans including those designed for transporting animals

Householders are required to demonstrate that their vehicle complies with restrictions should a Site Operative or Officer request that they do so. Failure to provide confirmation will result in refusal to dispose of waste at the Household Waste Recycling Centre.

A visual guide to restricted and permitted vehicle types is provided in Schedule 2 of this document.

11.2 Household Waste Declaration Forms

- Householders wishing to deposit household waste using any of the vehicles specified below are required to provide a completed Household Waste Declaration Form to gain access to a number of Highland Council HWRCs:
  - Vans with a gross vehicle weight of less than 3.5 tonnes;
  - single axle trailers up to 2.4 metres (8 feet in length)
  - any sign-written vehicle (inclusive of cars)

To confirm whether the Recycling Centre you intend to visit requires a HWDF, please refer to the site webpage, links to which can be found in Schedule 1 of this document.

- For the purposes of this policy vans are defined as any vehicle designed for the carriage of goods as opposed to the carriage of passengers.

- HWDFs should be completed in full and the form signed and dated prior to accessing Highland Council Recycling Centres. Failure to provide a fully completed form will result in refusal to dispose of waste at the Household Waste Recycling Centre.

- Visits to Highland Council Recycling Centres documented by Household Waste Declaration Forms will be recorded and the information used by the Highland Council for the purposes of monitoring site use.
## Schedule 1- Recycling Centre Locations and Opening Times

A full and current list of the materials accepted at each Highland Council Recycling Centre can be viewed on the relevant site’s webpage, by clicking on the Site Name.

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Address</th>
<th>Opening Times</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alness Recycling Centre</strong></td>
<td>Unit 5A/B, River Drive, Alness, IV17 0PG</td>
<td>Monday to Saturday- 10 a.m. to 2 p.m. and 2:30 p.m. to 5 p.m.</td>
</tr>
<tr>
<td><strong>Aviemore Recycling Centre</strong></td>
<td>Granish Landfill Site, Granish, PH22 1QD</td>
<td>Monday to Saturday- 9 a.m. to 4 p.m.</td>
</tr>
<tr>
<td><strong>Bonar Bridge Recycling Centre</strong></td>
<td>Craggandhu, Bonar Bridge, IV24 3AP</td>
<td>Monday to Tuesday- 1 p.m. to 4:30 p.m. Thursday to Friday- 8 a.m. to 12 p.m. Saturday- 9 a.m. to 1 p.m.</td>
</tr>
<tr>
<td><strong>Brora Recycling Centre</strong></td>
<td>Ardachu, Brora, KW9 6NG</td>
<td>Monday to Friday- 8 a.m. to 12 p.m. and 12:30 p.m. to 4 p.m. Saturday- 10 a.m. to 12 p.m. and 12:30 p.m. to 2 p.m.</td>
</tr>
<tr>
<td><strong>Dingwall Recycling Centre</strong></td>
<td>Unit 6C Strathview, Dingwall Business Park, Dingwall, IV15 9XD</td>
<td>Monday and Tuesday- 10:15 a.m. to 5 p.m. Wednesday- 10:15 a.m. to 6:30 p.m. Thursday and Friday- 10:15 a.m. to 5 p.m. Saturday and Sunday- 9:30 a.m. to 5 p.m. Please note the site will close for lunch from 2 p.m. until 2:30 p.m. daily.</td>
</tr>
<tr>
<td><strong>Durness Recycling Centre</strong></td>
<td>Lerinbeg, Durness, IV27 4BQ</td>
<td>Monday to Saturday- 8 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td><strong>Fort William Recycling Centre</strong></td>
<td>Ben Nevis Industrial Estate, Claggan, Fort William, PH33 6PR</td>
<td>Summer (1st of April – 30th of September): Daily- 10 a.m. to 5 p.m. Winter (1st of October – 31st of March): Daily- 10 a.m. to 4 p.m.</td>
</tr>
<tr>
<td><strong>Gairloch Recycling Centre</strong></td>
<td>Clach na Broig, Poolewe Road, Gairloch, IV21 2DE</td>
<td>Monday to Friday- 9 a.m. to 4 p.m. Saturday (1st of April until the 31st of October only)- 8 a.m. to 12:30 p.m. Please note the site will close for lunch from 12 p.m. until 12:30 p.m. daily.</td>
</tr>
<tr>
<td><strong>Grantown Recycling Centre</strong></td>
<td>Achnagonalin Industrial Estate, Grantown on Spey, PH26 3TA</td>
<td>Saturday and Sunday- 9 a.m. to 3 p.m.</td>
</tr>
<tr>
<td>Recycling Centre</td>
<td>Address</td>
<td>Opening Hours</td>
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<tr>
<td><strong>Inverness Recycling Centre</strong></td>
<td>Henderson Drive, Henderson Road, Inverness, IV1 1TR</td>
<td>Monday to Sunday- 9:30 a.m. to 8 p.m. Please note trailers and pick-ups are not permitted to access this site after 7:45 p.m.</td>
</tr>
<tr>
<td><strong>Kilchoan Recycling Centre</strong></td>
<td>Sonachan Road, Kilchoan, PH36 4LN</td>
<td>Wednesday- 12 p.m. to 2 p.m.</td>
</tr>
<tr>
<td><strong>Kingussie Recycling Centre</strong></td>
<td>Market Lane, Kingussie, PH21 1EP</td>
<td>Saturday and Sunday- 9 a.m. to 3 p.m.</td>
</tr>
<tr>
<td><strong>Lairg Recycling Centre</strong></td>
<td>Lairg Recycling Centre, Old Brick Works, Lairg, IV27 4EX</td>
<td>Monday to Tuesday- 8 a.m. to 12 p.m. Thursday to Friday- 1 p.m. to 4:30 p.m. Saturday- 9 a.m. to 1 p.m.</td>
</tr>
<tr>
<td><strong>Lochinver Recycling Centre</strong></td>
<td>Torbreck, Lochinver, IV27 4JB</td>
<td>Monday, Tuesday and Thursday- 12 p.m. to 4 p.m. Saturday- 9 a.m. to 1 p.m.</td>
</tr>
<tr>
<td><strong>Nairn Recycling Centre</strong></td>
<td>Park Quarry on the A999, Nairn, IV12 5QN</td>
<td>Summer (1st of April – 30th of September): Daily- 10 a.m. to 4:30 p.m. Winter (1st of October – 31st of March): Wednesday to Sunday- 10 a.m. to 4:30 p.m.</td>
</tr>
<tr>
<td><strong>Portree Recycling Centre</strong></td>
<td>Dunvegan Road, Portree, IV51 9NA</td>
<td>Monday to Saturday- 8:15 a.m. to 3:45 p.m.</td>
</tr>
<tr>
<td><strong>Tain Recycling Centre</strong></td>
<td>Unit 6, Blarlaith Industrial Estate, Tain, IV19 1EB</td>
<td>Tuesday to Friday- 10 a.m. to 5 p.m. Saturday- 9 a.m. to 5 p.m. Please note the site will close for lunch from 2 p.m. until 2:30 p.m. daily.</td>
</tr>
<tr>
<td><strong>Thurso Recycling Centre</strong></td>
<td>Janetstown, By Thurso, KW14 7XF</td>
<td>Sunday to Thursday- 11 a.m. to 5 p.m. Friday and Saturday- 9 a.m. to 6 p.m. Please note the site will close for lunch from 2 p.m. until 2:30 p.m. daily.</td>
</tr>
<tr>
<td><strong>Tongue Recycling Centre</strong></td>
<td>Tongue, Achuvoldrach, IV27 4YL</td>
<td>Monday, Tuesday, Thursday &amp; Friday- 12 p.m. to 4 p.m. Saturday- 9 a.m. to 1 p.m.</td>
</tr>
<tr>
<td><strong>Ullapool Recycling Centre</strong></td>
<td>Strathain, Morefield, Ullapool, IV26 2TH</td>
<td>Monday to Friday- 8 a.m. to 12:00 p.m. &amp; 12:30 p.m. to 4 p.m. Saturday- 8 a.m. to 12 p.m.</td>
</tr>
<tr>
<td><strong>Wick Recycling Centre</strong></td>
<td>Airport Industrial Estate, Wick, KW1 4QP</td>
<td>Sunday to Thursday- 11 a.m. to 5 p.m. Friday and Saturday- 9 a.m. to 6 p.m.</td>
</tr>
</tbody>
</table>
Schedule 2- Guide to Vehicle Restrictions at Recycling Centres

**Vehicle Restrictions at Recycling Centres**

- **PICK UPS**
  - 3.5 tonnes or greater
- **TIPPERS & FLAT BED TRUCKS**
  - of any weight
- **COMMERCIAL VEHICLES**
  - 3.5 tonnes or greater
- **MEDIUM/LARGE TRAILERS**
  - medium/large trailers with multiple axles or greater than 2.4 metres (8ft) in length
- **PLANT VEHICLES**

In line with changes coming into effect at Recycling Centres across the Highland Council region here is a list of vehicles **not** permitted at Recycling Centres.