



Highland Council Household Waste Recycling Centre Policy

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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 ordinarily open throughout the year except for the following dates:

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

The usual 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 or operate amended opening hours due to unexpected circumstances (e.g. adverse weather, staff shortage, health and safety considerations). The Council will notify such closures to the Scottish Environment Protection Agency (SEPA) and the Council's Service Centre.

Sites or a portion of a site may be 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 operatives 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 Addressing 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

10.1 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](#).

10.2 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.

10.3 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).

10.4 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.

10.5 Construction & Demolition Waste

Construction and demolition waste is not legally considered to be household waste and Local Authorities are not required to provide facilities for its disposal. However, the Highland Council has made provision for the disposal of small amounts of construction and demolition waste at HRCs by householders.

Householders are permitted to dispose of small quantities of construction and demolition waste from household sources (i.e. produced by householders during small-scale DIY rather than activities undertaken by a tradesperson) at Highland Council Recycling Centres, subject to the following restrictions:

- Vans and trailer-loads of construction and demolition waste will not be accepted at Highland Council Recycling Centres, irrespective of their source.
- Waste from householders' own construction and demolition activities (e.g. small-scale DIY tasks) will solely be permitted in cars and will be limited to one visit per day.
- If Site Operatives or Officers believe that construction and demolition waste brought to site exceeds the specified volume or a previous visit has been made that day, deposit of the waste will not be permitted, and access may be refused.
- For the purposes of this policy the following wastes are regarded as being construction and demolition waste:
 - Soil, stone, rubble brick, concrete, tiles and similar wastes
 - Small offcuts of plasterboard (whole sheets will not be accepted)
 - Sanitary ware, baths, shower cubicles and associated fittings
 - Kitchen units, worktops and associated fittings
 - Doors, windows and associated fittings
 - Construction timber
 - Building insulation and similar materials
 - Water pipework, drainage pipe, gutters and similar materials; and
 - Other similar wastes arising from household improvement

11.0 Vehicle & Access Restrictions

11.1 Restricted Vehicles

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

- 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.

11.2 Access Arrangements for Permitted Vehicles

Householders wishing to deposit household waste using the following vehicles below are permitted to do so, subject to complying with the access arrangements outlined in this policy:

- Vans with a gross vehicle weight of less than 3.5 tonnes and
- Trailers belonging to private householders

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.

Waste from construction, demolition, building and associated activities (even when carried out by the householder as a DIY task) is not permitted entry on a trailer or in a van. Full [conditions of entry for trailers and vans at Household Waste Council Recycling Centres](#) can be found on the Highland Council website.

Householders wishing to deposit household waste using **vans with a gross vehicle weight of less than 3.5 tonnes or with trailers** are required to make an online booking a minimum of 48 hours in advance to gain access to larger Highland Council Recycling Centres. To confirm whether these access arrangements apply to the Recycling Centre you wish to visit, please refer to the site webpage, links to which can be found in [Schedule 1](#) of this document.

Householders can make up to one booking per week through the [Highland Council's Recycling Centre webpage](#). A confirmation text or email will be sent to the householder on completion of booking. To gain access to the Recycling Centre this must be shown to the Site Operative upon arrival.

Householders are advised that pre-booking a slot does not grant priority access and that at times of peak demand it may be necessary to join a queue to gain entry to the Recycling Centre.

Schedule 1- Recycling Centre Locations and Usual 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.

Site Name	Address	Opening Times
Alness Recycling Centre	Unit 5A/B, River Drive, Alness, IV17 0PG	Monday to Saturday- 10 a.m. to 2 p.m. and 2:30 p.m. to 5 p.m.
Aviemore Recycling Centre	Granish Landfill Site, Granish, PH22 1QD	Monday to Saturday- 9 a.m. to 4 p.m.
Bonar Bridge Recycling Centre	Craggandhu, Bonar Bridge, IV24 3AP	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.
Brora Recycling Centre	Ardachu, Brora, KW9 6NG	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.
Dingwall Recycling Centre	Unit 6C Strathview, Dingwall Business Park, Dingwall, IV15 9XD	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.
Durness Recycling Centre	Lerinbeg, Durness, IV27 4BQ	Monday to Saturday- 8 a.m. to 6:00 p.m.
Fort William Recycling Centre	Ben Nevis Industrial Estate, Claggan, Fort William, PH33 6PR	Summer (1 st of April – 30 th of September): Daily- 10 a.m. to 5 p.m. Winter (1 st of October – 31 st of March): Daily- 10 a.m. to 4 p.m.
Gairloch Recycling Centre	Clach na Broig, Poolewe Road, Gairloch, IV21 2DE	Monday to Friday- 9 a.m. to 4 p.m. Saturday (1 st of April until the 31 st 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.
Grantown Recycling Centre	Achnagonalin Industrial Estate, Grantown on Spey, PH26 3TA	Saturday and Sunday- 9 a.m. to 3 p.m.
Inverness Recycling Centre	Henderson Drive, Henderson Road, Inverness, IV1 1TR	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.
Kilchoan Recycling Centre	Sonachan Road, Kilchoan, PH36 4LN	Wednesday- 12 p.m. to 2 p.m.

<u>Kingussie Recycling Centre</u>	Market Lane, Kingussie, PH21 1EP	Saturday and Sunday- 9 a.m. to 3 p.m.
<u>Lairg Recycling Centre</u>	Lairg Recycling Centre, Old Brick Works, Lairg, IV27 4EX	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.
<u>Lochinver Recycling Centre</u>	Torbreck, Lochinver, IV27 4JB	Monday, Tuesday and Thursday- 12 p.m. to 4 p.m. Saturday- 9 a.m. to 1 p.m.
<u>Nairn Recycling Centre</u>	Park Quarry on the A939, Nairn, IV12 5QN	Summer (1 st of April – 30 th of September): Daily- 10 a.m. to 4:30 p.m. Winter (1 st of October – 31 st of March): Wednesday to Sunday- 10 a.m. to 4:30 p.m.
<u>Portree Recycling Centre</u>	Dunvegan Road, Portree, IV51 9NA	Monday to Saturday- 8:15 a.m. to 3:45 p.m.
<u>Tain Recycling Centre</u>	Unit 6, Blarlaith Industrial Estate, Tain, IV19 1EB	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.
<u>Thurso Recycling Centre</u>	Janetstown, By Thurso, KW14 7XF	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.
<u>Tongue Recycling Centre</u>	Tongue, Achuvoldrach, IV27 4YL	Monday, Tuesday, Thursday & Friday- 12 p.m. to 4 p.m. Saturday- 9 a.m. to 1 p.m.
<u>Ullapool Recycling Centre</u>	Strathain, Morefield, Ullapool, IV26 2TH	Monday to Friday- 8 a.m. to 12:00 p.m. & 12:30 p.m. to 4 p.m. Saturday- 8 a.m. to 12 p.m.
<u>Wick Recycling Centre</u>	Airport Industrial Estate, Wick, KW1 4QP	Sunday to Thursday- 11 a.m. to 5 p.m. Friday and Saturday- 9 a.m. to 6 p.m.

